

Job Title: Lakeview Sage-grouse Local Implementation Team Coordinator
Location: Lake County, Oregon
Compensation: \$47/hour, contract work, flexible hours; up to 155 hours per month
Closed Date: Open until filled. Application review begins 2/18/25



About the Sage-grouse Local Implementation Team

The Lakeview Local Implementation Team (LIT), was established in 2011 to improve communication among stakeholders who work in the sagebrush ecosystem and to develop projects to benefit sage-grouse habitat. The LIT is a multi-stakeholder collaborative comprised of local, state, and federal agencies, ranchers, and nonprofit organizations. The LIT is focused on developing restoration strategies that bring together each partner's assets to identify and develop projects that will strengthen conservation outcomes through cross-boundary restoration. The coordinator will facilitate partner meetings, manage multiple projects, coordinate outreach, and develop new projects based on the LIT's shared priorities.

Supervision

The Lakeview LIT Steering Committee (minimum 5 LIT members) will review the coordinator's work after the six-month probation period and then at the annual hiring anniversary. There will be multiple colleagues with local sage-grouse and sagebrush steppe knowledge and experience that will be available to guide and assist you while you integrate into this position.

Position Summary

This position will be housed by the Lake County Umbrella Watershed Council, in the Our Working Lands Resource Hub in Lakeview, Oregon. There will be an office space provided or you may telework. Details of this arrangement will be defined within the probationary period.

This position requires that you act as an independent contractor, you will need to have or create either an LLC or a DBA. There are no benefits with this position; however, an independent contractor can set his/her own work hours and work for a competitive hourly rate. The Lake County Umbrella Watershed Council will conduct the administrative duties associated with this position (timesheets, invoices, billing, etc.,)

The Lakeview Sage-grouse Implementation Team Coordinator is not limited to the Lakeview LIT Steering Committee as his/her sole client as long as key responsibilities are consistently fulfilled. The Coordinator is expected to accomplish tasks independently in multiple areas of work with technical guidance from state, federal, and local partners. The position acts on behalf of the Lakeview Local Implementation Team within the authority delegated by the LIT Steering Committee and this description.

Essential Functions and Core Duties

- Utilize strong facilitation skills to foster collaboration and working relationships among federal and state natural resource agencies, counties, landowners, non-governmental organizations (NGOs) and related partners to develop cross-boundary projects.
- Convene all Lakeview LIT meetings and sub-group (Tri-Corner Community Collaborative) or special issue meetings (including project site visits) as determined necessary by the LIT. Develop meeting agendas and notes and arrange all meeting logistics. Facilitate LIT meetings to ensure maximum participation from all partners. Maintain and distribute meeting notes/documentation and action items.
- Regularly attend partner meetings to share the LIT's work and learn about partners' work to share with the LIT and develop cooperative projects/proposals.
- Manage multiple grant-funded projects by tracking budgets, managing contractors, monitoring outcomes, reporting to funders and coordinating with partners.
- Conduct outreach and coordinate education workshops for livestock producers, private landowners, LIT partners, and the general public.
- Participate in SageCon Partnership's broader efforts to involve sage-grouse issues and partners from across the state, including implementation of the Oregon Sage-grouse Action Plan, Strategic Threat-Based Conservation Planning and Oregon Sage-grouse Conservation Assessment and Strategy.
- Compile, maintain, and distribute LIT assets including the Threats Reduction Plan and geospatial data that catalogs information on partner projects, rangeland threats and conservation opportunity areas in the LIT planning area, using ArcPro and SageCon Landscape Planning Tool.
- Develop funding proposals to implement activities and priorities identified in the LIT's Threats Reduction Plan and other collaboratively developed documents.
- Attend trainings, conferences, seminars, regional meetings, etc., at the recommendation of the LIT Core Team to stay current on new practices, laws, programs, and other items of interest that may benefit the department.
- If applicable, supervise assigned seasonal support staff; coordinate and review work; ensure work complies with appropriate guidelines.

Required Knowledge, Abilities and Experience

Knowledge: The ideal candidate must be familiar with multiple grant funding programs and have experience successfully managing grant budgets. Understanding and appreciation of landowner/working land, rural ranch community, and sagebrush conservation issues, ideally with some knowledge of the local areas or similar areas based on experience in other regions. Must demonstrate excellent communication both orally and written through technical writing, proper grammar, spelling, and composition. Must be proficient in Microsoft Office suite and ArcGIS Pro.

Abilities: Must be able to work independently with minimal supervision and with diverse clientele. Ability to read and interpret state and federal policies and procedures such as BLM's NEPA process and the OR Sage-grouse ARMPA that will allow the incumbent to help communicate those concepts clearly to other interest groups such as landowners and conservation organizations. Ability to coordinate and communicate clearly and effectively with diverse interest groups (e.g., landowners; local, state, and federal organizations; Tribes; conservation organizations). Must have a valid driver's license and have the ability to operate an ATV. Physical ability to stand and walk for extended periods of time over rough terrain; work in all types of weather conditions.

Education/Experience: A Bachelor's degree or higher with major coursework in natural resource management, public affairs, communications, social-ecological systems, natural resource policy, or a related discipline OR an equivalent combination of experience and training

in science communication, communications, or related experience working with multi-stakeholder collaboratives to address natural resource management issues that enable the applicant to possess the required knowledge, skills and abilities required for this position.

Working Environment

- Annual contract, renewed depending on performance; with potential for rate increase
- 6-month probationary period within the first year's contract
- Flexibility to work at an office in downtown Lakeview with occasional telework
- A flexible work schedule of 30-40 hours a week with occasional night and weekend meetings
- \$47/hour

Questions

If you would like more information about the job please contact Autumn Muir at lakecountywsc@gmail.com

To Apply

If interested, please submit a cover letter and resume to Autumn Muir lakecountywsc@gmail.com by February 17, 2025.