

October 8, 2018

Position Description

Grand Staircase Escalante Partners
Restoration Program Coordinator

Background

Grand Staircase Escalante Partners (GSEP) is a non-profit 501(c)(3) organization with offices located in Kanab and Escalante, Utah. GSEP was organized in 2004 and through a Financial Assistance Agreement is an official Friends group of the Bureau of Land Management (BLM) that manages the Grand Staircase Escalante National Monument (GSENM), a National Conservation Lands unit. A key component of GSEP is our collaboration with the Escalante River Watershed Partnership.

The Escalante River Watershed Partnership (ERWP) was established in 2009 to bring together federal and state agencies, conservation organizations, local communities and private citizens to restore the Escalante River Watershed to a more natural functioning state. The mission of ERWP is to:

Restore and maintain the natural ecological conditions of the Escalante River and its watershed and involve local communities in promoting and implementing sustainable land and water use practices.

ERWP is a coalition of interested parties working towards a shared goal and is not a formal 501(c)(3) in and of itself. There are approximately 25 agencies and organizations that have signed the Partnership Agreement.

Grand Staircase Escalante Partners (GSEP) became a signatory in 2011 and is one of the key partners of ERWP and is the managing nonprofit for the Woody Invasive Control and Restoration Program. GSEP is managed by a Board of Directors and employs 12 full-time or part-time staff.

GSEP has been implementing the treatment of woody invasive species within the watershed on public and private lands since 2011 and 2015, respectively. Annually, GSEP has developed and funded a \$1.4 million annual budget and allocated resources resulting in the restoration of over 7,000 acres of riparian habitat in the Escalante Watershed. Restoration activities are recorded in ArcGIS database which, combined with a Monitoring & Maintenance Plan, is the basis for annual work plans. By 2019 it is expected that all public land primary treatment will be completed. To fund this work, the Restoration Program Coordinator applies for grants from private foundations as well as state and federal agencies.

This position description is for a full-time Restoration Program Coordinator for the woody invasive control program on public and private lands and will focus on coordinating monitoring and maintenance activities within the watershed, program budget allocation and tracking, grant development and reporting, and field staff supervision. The restoration team consists of two seasonal field staff and the program coordinator. The field staff positions are being developed and will be advertised later this fall.

Major Tasks

The Major Tasks include:

- Work closely with federal land managers and private landowners to implement ERWP's Woody Invasive Control Plan, the Monitoring and Maintenance Plan and three existing Memorandums of Understanding with private landowners.
 - Develop annual work plan based on Monitoring and Maintenance Plan and ArcGIS.
 - Coordinate with landowners, Natural Resources Conservation Service, US Fish and Wildlife Service (USFWS) Partners for Fish and Wildlife Program and contractors to implement existing private land restoration agreements.
 - Coordinate with federal agencies, conservation corps, NGOs, contractors and volunteer programs to implement public lands work.
 - Work with federal agency partners to obtain proper compliance documentation before project implementation.
 - Develop chemical prescriptions for retreatment based on federal parameters (public land) and best practices.
 - Work with Supervisor to keep GSEP Board informed of major direction, goals, challenges, opportunities and annual reports for the Woody Invasive Control and Long-term Monitoring and Maintenance programs, plus requests by ERWP Coordinating Committee for GSEP involvement in new projects or other significant requests by Federal agencies or other ERWP partners.
- Carry out fundraising activities for the Woody Invasive Control Program, such as identifying, developing, presenting, and submitting grant proposals, and soliciting donations from individuals, businesses and corporations.
 - Develop an annual budget and fundraising plan for monitoring and maintenance work.
 - Program lead for working with private foundations and other grant opportunities to develop proposals.
 - Work with GSEP staff to ensure accounts and contracts are paid while also tracking expenditures.
 - Complete required grant reports and maintain good relations with grantors.
 - Support federal partners applying for federal grants.
 - Work with other GSEP staff on fundraising strategies.
- Complete in a timely manner grantor requests and reports.
- Develop contracts for vendors needed for project work, and oversee contractor performance to ensure thorough completion of project work while also coordinating contractor oversight with field staff.
- Provide frequent status reports to private landowners and federal agencies and document and monitor work.
- Directly supervise field staff through scheduling, assigning work, approving leave or time off, counseling, and doing appropriate levels of performance evaluations. Ensure that project work is being completed in a timely and efficient manner, and staff are following safety procedures and guidelines. This requires periodic field visits to check on project work.
- Oversee monitoring program on public and private lands, which includes managing field staff and/or conservation corps crews conducting monitoring work on public lands and working with landowners on private lands.
- Develop annual monitoring report and distribute to partners and funders.

Responsible for accuracy and timely data entry into ArcGIS online database while working with our database project partner. Develop maps and other documents through ArcGIS for grant proposals, presentations, contracts, funder requests, and other needs. Use of GIS is necessary for mapping target and accomplishment goals, developing points, determining acreage, tracking herbicide usage, and recording work accomplishments.

- Participate in bi-monthly GSEP staff meetings and events as requested.
- Actively participate in ERWP quarterly full partnership meetings and provide logistical support.
- Have a leadership role in the ERWP Woody Invasive Control and Restoration Committee, Education and Outreach Committee, and Coordinating Committee, as appropriate.
- Responsible for managing proper use and storage of chemicals and other supplies associated with exotic plant control in a safe and effective manner. Keeps Pesticide Application Records up to date and complete end of season reports for federal agencies while working with field staff to complete this task.
- Manage GSEP's vehicle safety program and oversee staff utilizing vehicles for program work.
- Help foster a positive, helpful, open environment in the workplace including both office and backcountry settings.

Growth Opportunities

- Oversee restoration volunteer program for wood invasive work. Actively seek new volunteer groups and partners for restoration work, work with Field Coordinators to ensure paperwork is completed before volunteer trips occur, provide logistical support for trips, and thank volunteers for helping with the project.

Qualifications

This job requires working independently with minimal oversight and being able to make decisions based on program's goals and needs. Restoration Program Coordinator will be working with many people with wide interests and need to be able to negotiate different points to accomplish the projects. Additional qualifications include:

- Effective oral and written communication skills. Proficient in technical writing, processing communications, and compiling information.
- Demonstrated success with proposal and grant writing.
- Working knowledge of botany, biology, riparian ecology and restoration, and public lands management.
- Proficient in the use of computers for report preparation with Microsoft applications such as Word, Excel and PowerPoint. Plus other software programs and database management systems such as Adobe and ArcGIS.
- Minimum Bachelor's degree.
- Organizational, time and financial management skills.
- Leadership and supervision experience.
- Ability to work collaboratively.

In addition:

- Possess a valid state driver's license.

- Is or will become certified by the State of Utah for herbicide application.
- During the year, 15 - 25% of the time will take place outdoors in the field, meeting agency or Corps staff or inspecting potential or on-going projects.

Terms

The Restoration Program Coordinator needs to live within the Escalante River Watershed.

The position is employed by Grand Staircase Escalante Partners, a "Friends" organization that supports the mission of Grand Staircase-Escalante National Monument by providing resources, volunteers, and programming. This position is a grant-based, full-time, year-round appointment. Performance reviews will be held by the supervisor on a regular basis, with the first performance evaluation happening 3 months after start date.

The employee will work approximately 40 hours per week with some field days being longer than other routine days. The employee will keep track of and report hours to complete the work required and stay within the budget of the grant. If assistance is needed from agencies or other partners, the employee will make such requests to the appropriate entities.

At any time of year, some work will take place outdoors on project location. Wading in ankle to thigh deep streams, hiking in rough terrain and working around heavy equipment may be required. The employee is responsible for appropriate work clothes and other personal safety needs.

ERWP has sufficient funds for this position for the first year. During the course of the year the Restoration Program Coordinator will be responsible for raising funds to continue in this position for following years.

Compensation

The employee will receive benefits outlined in GSEP's Employee and Operations Manual. Full-time employees are eligible to receive up to 80 hours of paid vacation time per year. After three years of employment, full-time employees are entitled to receive up to 120 hours of paid vacation per year. Full-time employees are also eligible for up to 40 hours of paid sick leave per year. Employees are entitled to 10 paid holidays.

GSEP currently offers \$200 per month for Qualified Small Employer Health Reimbursement Arrangement (QseHRA) for full-time employees. GSEP is exploring an employee health insurance program and retirement plan.

Salary range for Restoration Program Coordinator: \$43,680 - \$49,920 per year.

Supervision

The supervisor for this position is GSEP Executive Director. The employee works independently from the supervisor but is in contact regularly. The supervisor is available to assist with administrative duties and the more complex or controversial operational aspects of the job. Frequent meetings (in-person and online) or phone calls shall be held between the supervisor and the employee to review project objectives and associated work regimes.

Signatures

Restoration Program Coordinator

Date

Supervisor

Date