



4-County CWMA Position Opening

Program: 4-County Cooperative Weed Management Area (CWMA)

Position Title: CWMA Coordinator

Location: Oregon Wildlife Foundation, 2337 NW York St #201C, Portland, OR 97210

Exempt/Non-exempt: Near Full-Time/Full-Time - 0.75 FTE base (up to 1.0 FTE), Non-exempt

Salary and Benefits: \$28-32/hr, depending on experience. Medical, dental and vision coverage, paid holidays, PTO and retirement.

Closing Date: All application materials are due by noon on August 17, 2026.

Application Instructions

Please submit a current resume (maximum two pages) and cover letter (maximum one page). Contact information for references will be requested in the event of an interview. In the resume and cover letter, please highlight your experience, knowledge, and skills relevant to the functions and responsibilities listed in the job description.

Send your completed application materials (mail or email accepted) to:

Brendan Fordyce
Clackamas Soil & Water Conservation District
22055 S Beavercreek Road, Ste 1
Beavercreek, OR 97004
bfordyce@conservationdistrict.org

Equal Opportunity Employer

Oregon Wildlife Foundation is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color does not affect employment decisions including hiring, promotion, development opportunities, pay or benefits. We offer fair treatment of employees based on merit and comply with all applicable federal, state, and local labor laws.

At-will Status

Employment with Oregon Wildlife Foundation is on an “at-will” basis, which means that either an employee or the Foundation may terminate the employment relationship at any time, for any reason, with or without cause.

INTRODUCTION

This position supports the Clackamas, Clark, Multnomah and Washington County [4-County] Cooperative Weed Management Area (CWMA). The 4-County CWMA is a voluntary association of agencies and organizations working on invasive plant species issues in the Portland metro area. The CWMA is active primarily within the four main counties, but also plays roles regionally and on a state level. A key theme is collaboration among the partner organizations and their

various efforts across the region. The Coordinator works with partner organizations as well as the general public.

Oregon Wildlife Foundation (OWF) is acting on behalf of the CWMA as administrative fiscal agent. This is a hybrid position with an expectation that Tuesdays and Thursdays will be in-person at the Oregon Wildlife Foundation (OWF) office in NW Portland.

The Coordinator must have some familiarity with invasive plants and their management; strong outreach skills; strong coordination and project management skills; the ability to work independently and as part of a team; and the ability to clearly communicate with CWMA partners and project partners, both verbally and in writing. The person in this position is expected to promote CWMA goals and initiatives, provide exemplary service to partners, and to perform all aspects of their work in a professional manner.

ESSENTIAL DUTIES

80% Administrative

- ***Coordinate Cooperative Weed Management Area activities:*** Provide coordination and administration associated with all CWMA-related activities including partner communication, facilitation, and coordination.
- ***CWMA meeting coordination:*** Provide support and administration of CWMA meetings and committees, including coordination with CWMA partners, development and distribution of agendas, meeting minutes, and supporting materials.
- ***Outreach and communication:*** Provide regular updates and communication to and between CWMA partners through emails, announcements, newsletters, website, and an annual report; and also provide administration of CWMA listservs.
- ***Event planning:*** Provide event planning support to the CWMA's annual symposium, field day, meetings, and community events. Activities include securing venues, organizing agendas, coordinating presenters, catering, A/V coordination, remote meeting attendance, and other logistics.
- ***Grant writing:*** Generate at least 0.25 FTE through outside sources.
- ***Budgeting and invoicing:*** Review invoices and work with vendors for completeness and accuracy, ensure payment for vendors, and track project and program expenses in conjunction with CWMA partners and fiscal sponsor.
- ***Maintain positive working relationships:*** Responsible for maintaining a positive working relationship with partners by being responsive and respectful with people having a diverse range of needs and cultural backgrounds.
- ***Project development and support:*** Provide support to the CWMA for project development and planning as needed to support the goals and objectives of the CWMA. Projects will be planned in conjunction with the relevant CWMA committees, contractors, and participants.
- ***Project reporting, documentation, & writing:*** Provide documentation and report writing in support of the CWMA. This includes documenting CWMA activities, events, project

summaries and reports, preparing the CWMA annual report to partners, and providing regular summaries to CWMA committees, partners, and funders.

- ***Other duties as assigned***, or as additional position capacity is added.

20% Technical

- ***Understanding of invasive plant issues***: The Coordinator will have a working knowledge of invasive weed science, and how members do their work. They will need some capacity to be able to explain the work of the CWMA to the public, and to potential grant funders. Some knowledge of Integrated Pest Management (IPM) will be necessary to carry out duties.
- ***Public outreach and landowner assistance***: Provide landowner education and outreach related to CWMA-led or associated partner efforts. Tasks will include one-on-one interactions with residents or partners, developing outreach materials, attending and participating in outreach events, teaching workshops, meeting with community groups and organizations, presenting information to the public, responding to public inquiries, and contacting residents or partners to coordinate weed control efforts.

SUPERVISORY CONTROLS

The Coordinator is not responsible for any supervisory functions or responsibilities. While the Coordinator is based at the Oregon Wildlife Foundation office, the direct supervisor will be the CWMA Steering Committee Chair, acting on guidance provided by the Steering Committee as a whole. The Chair will be available to discuss problems or concerns, and will coordinate and review work with the Steering Committee and fiscal sponsor to evaluate success in meeting performance standards. The Coordinator fulfills assigned work tasks with a high degree of independence.

REQUIRED QUALIFICATIONS

- Associate's degree plus two years of experience with the essential duties outlined above; **or** three or more years' experience with the essential duties outlined above.
- Strong written and verbal communication skills.
- Skill using computers for correspondence, data entry, data analysis and scheduling.
- A working knowledge of the ecology and biology of native and invasive plant communities in western Oregon or Washington.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work independently and collaboratively with partner organizations.
- A working knowledge of Integrated Pest Management (IPM) control methods including but not limited to manual, mechanical, cultural, and chemical weed management practices.

- Skill using field-based technology for GIS/GPS mapping, data collection, and management.
- Skill in project management and coordination.
- Skill in grant writing and project reporting.
- Experience with website development and administration.
- Experience using Adobe Creative Suite (Photoshop, Illustrator, InDesign).

ESSENTIAL PHYSICAL ABILITIES AND WORKING CONDITIONS

- Work is mostly performed in an office environment and involves significant time sitting at a computer station, keyboarding, standing at a table, and using typical office equipment. Physical requirements include adequate vision and sufficient manual dexterity to operate a computer, as well as the ability to sit for long periods, to stand, to walk on uneven terrain, and to carry weight up to 30 pounds, with or without reasonable accommodation.
- Additionally, this position may require work outdoors related to workshops, site visits, tours, farmers markets, feed stores, field days, and other CWMA-sponsored programs and events or grant activities. These events may occur during inclement weather.
- This is a 30-hour per week position, with potential to grow to 40-hours per week depending upon available funding. Regular work hours will depend upon funding level and will be negotiated with the Steering Committee. The Coordinator shall perform all duties in a prudent and sensible manner.
- This position is eligible to be under a remote or hybrid work model which allows work to be done at a home office.
- Must have a valid driver's license and clean driving record.
- Appointees will be subject to completion of a 90-day probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all similarly classified personnel. This position description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.