



# Job Announcement

## Project Coordinator/Botanist Plants Restoration in Fire Areas

### Overview

This is a new position at the Mid Klamath Watershed Council (MKWC). This position will support the Plants Program and the Fire & Forestry Program in ecological monitoring, hands-on habitat restoration, and improving integration of invasive plant control with prescribed fire. MKWC has secured multi-year funding through the CAL FIRE Forest Health program to support this position. This person will work closely with the Karuk Tribe and the Western Klamath Restoration Partnership.

We are looking for a self-motivated person, with prior experience in botanical surveys, ecological restoration, and prescribed fire. Applicants must be able to work independently.

**Job Title:** Project Coordinator

**Program:** Plants ([mkwc.org/plants](http://mkwc.org/plants))

**Work Location:** Position is based in either Orleans or Happy Camp, CA.

**Employee Classification:** Full time ( $\geq 32$  hrs/wk averaged over the year). Eligible for sick leave, paid time off, 9 paid holidays, Simple IRA retirement plan, air ambulance membership, QSEHRA (health reimbursement account).

### Compensation:

\$28.01 to \$42.37 per hour for applicants who meet necessary qualifications.

\$29.98 to \$45.34 per hour. Applicants may be hired at this range if they have excellent technical skills – especially for plant identification, ecological restoration, and/or prescribed fire – and over 5 years of work experience in a similar position.

Appointments are typically made at the *beginning of the range*, but pay is negotiable based on documented experience (in Full-Time-Equivalent years at a similar position).

Supervisory?  Yes

Reports to: Plants Program Director

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Applications are available at the Mid Klamath Watershed Council office (38150 Hwy 96, Orleans, CA 95556), at <https://www.mkwc.org/get-involved>, or by email ([employment@mkwc.org](mailto:employment@mkwc.org)).

**Initial Review of Applications is November 15, 2023**  
**Position open until filled**

# Plants Project Coordinator

## Permanent Position

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### About the Mid Klamath Watershed Council (MKWC)

#### Our Mission:

The mission of the Mid Klamath Watershed Council is to collaboratively plan and implement ecosystem restoration, promote community vitality, and involve people in land stewardship.

#### Our Vision:

We envision the diverse communities of the Klamath Basin working together to restore and sustain a resilient watershed, economy, and community.

MKWC values its employees as people. People have lives outside of work and MKWC strives to be supportive and flexible around individual employees' needs. We also support personal growth by creating a workplace where employees can get the training they need as professionals, help create their own job descriptions, have flexible work schedules, and where employees are recognized for their accomplishments and encouraged to be leaders. MKWC values Integrity. We strive to meet the highest ethical standards. We honor diversity, civic responsibility, and honesty. We treat all people with dignity and respect. We build trust by being competent and following through with commitments. We produce high-quality work. MKWC values a good working environment. We are a team working towards a common vision. We are positive and solution-oriented. We look out for each other, we make decisions together, and we provide a safe working environment. We challenge each other to strive for excellence and to continually learn. MKWC honors Tribal Sovereignty. MKWC's service area is almost entirely within the ancestral territories of the Karuk, Yurok and Hupa Nations. These nations pre-exist the United States and their sovereignty endures. Tribal sovereignty and success are essential to vibrant communities and families in the Mid Klamath.

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### Primary Responsibilities

#### Work Tasks

- Complete pre and post burn surveys for vegetation response and invasive species.
- Coordinate with MKWC project coordinators and private landowners to complete surveys.
- Complete botanical survey reports.
- Complete vegetation management plans in association with planned prescribed burns. Create maps to share with Fire Program staff.
- Contribute to quarterly grant reports.
- Supervise seasonal weeds crew (~3 days/week May-July)
- Participate in Klamath TREX (prescribed fire training exchange)
- Assist MKWC staff and partners with plant identification.
- Assist in management of invasive plant treatment data and submission to USFS.
- Work with Plants Program staff to manually remove invasive plants from priority areas, collect native plant seed, and complete restoration plantings.

#### Safety

- Maintain safety of self and coworkers
- Wear appropriate clothing for the task (long pants, long sleeves, sunhat, boots, raingear).
- Wear appropriate personal protective equipment (PPE)

- Take meals and rests in compliance with MKWC's Meal and Rest Period Policy

#### Coordination

- Submit weekly timecards. Include brief description of work, such as task and location.
- Maintain compliance with all company policies and procedures.

#### Supervisory Responsibilities

- Approve timecards weekly.
- Hire, train, mentor, and evaluate supervised staff. Schedule and complete employee evaluations, including 90-day review (90 days after hiring) and annual evaluations.
- Ensure supervised staff have the tools needed for success: clear duties/delegated tasks with timelines, working computer, appropriate gear, functioning workspaces, etc. Communicate staff needs to directors when needed.
- Assist supervised staff with goal setting, providing constructive feedback, employment plans, and training opportunities.
- Review and familiarize with new company policies and procedures.
- Maintain compliance with all company policies and procedures and ensure compliance by employees supervised.

#### Other duties as assigned

- May include trainings, special events, presentations, etc.

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### **Necessary Qualifications**

Natural Resources/Botany/Ecology/Environmental Science degree (B.S.) or equivalent experience (example: four years' experience in a related field)

Strong plant identification skills

Strong computer skills and Intermediate GIS skills

Ability to work in both field and office

Ability to work independently

Ability to work in a diverse partnership and honor Tribal sovereignty

Strong writing skills, including ability to synthesize and communicate complex data to the public

Advanced knowledge of Microsoft Office (especially Excel), GSuite, Adobe Acrobat, etc.

Valid Driver's license and good driving record (ability to get on company vehicle insurance)

Knowledge and understanding of ecological restoration and invasive species management

Experience navigating to remote work sites

Familiarity with ESRI field applications (Survey123, FieldMaps) and Avenza Maps

### **Preferred Qualifications**

Prescribed fire experience, possess necessary qualifications

Advanced GIS skills, knowledge of ArcGIS FieldMaps and ArcGIS Pro

Experience with rare plant surveys

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## Physical Requirements

- Ability to safely and successfully perform the essential job functions with the Americans with Disabilities Act (ADA), Family and Medical Leave Act (FMLA), and other federal, state, and local standards, including meeting the qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with ADA, FMLA, and other federal, state and local standards
- Must be able to convey and receive spoken instructions to communicate in person, before groups and over the telephone, often over other sounds (ie moving water, machinery, etc.)
- Bending, lifting, and carrying. Must be able to lift and carry up to: 50 lbs
- Ability to walk over rugged, uneven terrain and steep slopes
- Ability to maintain balance to prevent falling in slippery, erratically moving surfaces
- Ability to hike up to: 10 miles in a day
- May work in extreme heat (over 100 degrees F) and smoky conditions
- May work in extreme wet and cold (under 32 degrees F)
- Must possess mobility to work in a standard office setting and use standard office equipment (ie computer)
- Vision to read printed materials and a computer screen
- Finger dexterity to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment
- Must be able to convey and receive spoken instructions to communicate in person, before groups and over the telephone
- Must be able to convey and receive written communications
- Occasional bending, stopping, kneeling, reaching, pushing, and pulling materials and objects necessary to perform job functions
- Standing in work areas and walking between work areas.

## **Reasonable Accommodation**

MKWC provides reasonable accommodation for individuals with a physical or mental disability to apply for jobs and to perform the essential functions of their jobs, unless it would cause undue hardship for MKWC.

## **Equal Employment Opportunity**

The policy and intent of the Mid Klamath Watershed Council is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affectional orientation or gender identity, status with regard to public assistance, disability, sex, age, or any other protected class.

The Mid Klamath Watershed Council intends to respond affirmatively in its employment practices by supporting members of groups that have previously suffered discrimination, or continue to experience discrimination. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall, and termination. The Mid Klamath Watershed Council seeks to do business with organizations that encourage equal employment opportunity.