

## NOW HIRING

# Klamath Program Coordinator

Application Deadline: Open Until Filled

**Job Title:** Klamath Program Coordinator

**Department:** Conservation – Statewide

**Reports to:** Assistant Director of Statewide Conservation and Director of Conservation

**Classification:** Exempt (Salaried) 1.0 FTE

**Salary range:** \$46,400 to \$61,000 annually + full benefits package

**Location:** Candidates must live in the vicinity of Klamath Falls and reside in Oregon

**Benefits Include:**

- Medical insurance: 100% payment of premiums for medical and dental insurance, for employees only
- Competitive leave benefits which include two (2) weeks paid vacation during a staff member's first year of employment, accrual of eight (8) hours paid sick time per month, eight (8) recognized paid holidays as well as 40 hours of flexible holiday time per year, and family leave.
- 401(k) 3% match plus annual fixed amount contribution
- Ability to attend free or subsidized courses at Portland Audubon
- Substantial discount at our Nature Store, including optics

## About Portland Audubon

Portland Audubon has been a leading voice in conservation for over a century. Through conservation advocacy, environmental education, and wildlife rehabilitation, we promote the understanding, enjoyment, and protection of native birds, other wildlife and their habitats. We are headquartered in a 172-acre wildlife sanctuary next to Forest Park, just minutes from downtown Portland with additional staff on the coast and eastern Oregon.

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. We are committed to building a diverse and inclusive environment, reflecting the diversity of our community in our board, staff, volunteers, and members; ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.

# Klamath Program Coordinator

## Position Summary

The Klamath Program Coordinator is a mission-driven individual, who will develop and implement strategies that move toward a long-term goal of restoring ecological functionality throughout the Klamath Watershed with a focus on the Klamath Basin National Wildlife Refuge complex that benefits birds, other wildlife, fish and local communities.

This position will report directly to the Assistant Director of Statewide Conservation, and will work as part of a team in close coordination with the Eastern Oregon Biologist and Director of Conservation. The Klamath Program Coordinator will maintain and strengthen Portland Audubon's existing conservation programs and partnerships, and will find new and innovative ways to expand on these within the Klamath Basin.

This position is required to handle a variety of projects and tasks, interact with volunteers, and represent Portland Audubon's conservation priorities in the region. A strong commitment to coalition building, grassroots-based advocacy, and environmental justice is essential.

## Overarching Goals for the Position

- Long-term goal: Restore ecological functionality to the Klamath Basin National Wildlife Refuge complex that benefits birds, other wildlife, fish and local communities.
- Short-term goals (within 3-5 years):
  - Lead the creation and coordination of a Klamath Basin Wetlands Collaborative, which will focus on improving aquatic health and protecting and restoring wetlands, marshes, and the rivers that feed them throughout the Klamath Basin.
  - Develop momentum with decision-makers at both the state and federal level to direct financial investment and advance policies in furtherance of restoring ecological functionality to the greater Klamath Refuge system.
  - Establish outreach programs and events with diverse partners to educate the public and build support for restoration of the greater Klamath Refuge system.

## Essential Duties & Responsibilities

- In coordination with the Conservation Department team, develop and lead Portland Audubon's conservation policy and advocacy agenda in the Klamath Basin.
- Develop strong working relationships with national, state and local conservation organizations and partners, Tribes, farmers, ranchers, and refuge staff.
- Engage with federal, state and local decision makers on policies, programs, and legislation relevant to regional conservation initiatives and priorities.
- Inform regional land management decisions through collaborative processes.
- In coordination with the Communications Department, develop relationships and interact with local and statewide media regarding Klamath Basin conservation issues.
- In conjunction with the Development Department and Conservation Department, support grant writing, and build and foster relationships with key donors to Portland Audubon's Klamath Basin initiatives.
- In coordination with the Eastern Oregon Biologist, represent Portland Audubon at other regional meetings as necessary.



California Quail / Mick Thompson



Bob Sallinger



## Qualifications

- Master's degree preferred, bachelor's degree required. Plus three to five years of experience working in conservation, public administration, or a related field or an equivalent combination of education and experience will also be considered.
- Experience working with and developing coalitions, collaboratives, and/or partnerships with community groups, agencies and nonprofit organizations.
- Excellent interpersonal skills and demonstrated ability to work with diverse groups of people.
- Ability to problem-solve and work well independently.
- Ideal candidates will have good knowledge of Klamath Basin ecology, be connected with local communities, and will have lived or currently live in the region.
- Must reside in reasonable commuting distance to Klamath Falls, Oregon, or be willing to relocate upon acceptance of a job offer.
- This position requires reliable transportation to attend meetings and events (mileage reimbursed at the federal rate).

## Working Conditions

- Ability to work from a home office (laptop will be provided).
- Occasional work in outdoor environments.
- Occasional travel required in order to meet with community partners and city officials, possible travel to the state capital, as well as occasional travel to our other locations in Oregon (travel for work will be reimbursed at the standard mileage reimbursement rate).

## Cultural Competencies

Portland Audubon is committed to maintaining an anti-racist organizational culture. We are committed to training all staff on cultural competency and diversity, equity, and inclusion. We see staff with a high degree of cultural competency or lived experience working with communities of color, people who are disabled, and people from all socioeconomic backgrounds, as vital for all positions in our organization. We seek staff with comfort and curiosity in engaging in conversations around issues of identity, belonging, and systemic oppression.

- Creates an environment that acknowledges, encourages, and celebrates differences.
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.
- Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement.

## Application

Portland Audubon does not discriminate on the basis of race, creed, sex, sexual orientation, age religion, marital status, national origin, political affiliation or mental or physical handicap. Candidates of color are strongly encouraged to apply. Portland Audubon is committed to building a diverse and inclusive environment, reflecting the diversity of our community in its board, staff, volunteers, and members; ensuring its internal culture, business practices, and programs are welcoming and advancing its diversity goals; and empowering people to make positive changes in their community and environment. All Portland Audubon employees are expected to serve diverse audiences and help advance our diversity strategies. More background on our diversity efforts can be found at [audubonportland.org/about](http://audubonportland.org/about).

## How to Apply

### ONLINE SUBMISSIONS PREFERRED

### APPLY ONLINE at [bit.ly/Portland-Audubon-Application](https://bit.ly/Portland-Audubon-Application)

A resume, cover letter and answers to the additional questions are required in order to be considered.

**To submit via US Postal Service (if online isn't possible):**

Human Resources  
Portland Audubon  
REF: Klamath Program Coordinator  
5151 NW Cornell Road  
Portland, OR 97210

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Sandhill Cranes, photo by Tara Lemezis.

## Diversity Statement

Portland Audubon believes that inspiring all people to love and protect nature is best achieved when we embrace diversity as a value and practice. In the same way an ecosystem needs many types of plants and wildlife, an organization thrives when it includes a diversity of people and perspectives. We recognize that inequities are widespread and create gaps between our present reality and our aspirations. Audubon is committed to:

- Reflecting the diversity of the community in our board, staff, volunteers, and members.
- Ensuring our internal culture, business practices, and programs are welcoming and advance our diversity goals.
- Empowering people to make positive changes in their community and environment.

A core priority moving forward is to infuse equity, inclusion, and diversity (EID) into all of the goals and work of the organization. This position will play an important role in achieving the organization's EID goals through engagement with staff, board members, donors, volunteers and the public. We recognize that in order to serve diverse communities we must also have diversity represented in our staff.

More information can be found at [audubonportland.org](https://audubonportland.org).