Oregon Natural Desert Association (ONDA) is a nonprofit conservation organization dedicated to protecting, defending and restoring Oregon's high desert. The Stewardship Coordinator plays a key role in planning, designing, and implementing ONDA’s volunteer-driven habitat restoration projects throughout central and eastern Oregon.

The Stewardship Coordinator works collaboratively with ONDA’s Program Director and stewardship team to develop and implement projects that improve habitat in central and eastern Oregon and engage volunteers and members in hands-on activities. This position requires traveling and working outdoors in remote locations for 80-120 days per year leading multi-day volunteer trips as well as working in an office environment. The ideal candidate will be energized by leading groups of volunteers, thrive in a collaborative environment working with diverse partners and colleagues, have outstanding organizational and interpersonal skills, and be eager to learn and grow their skills in ecological restoration and stewardship.

**Restoration and Stewardship Project Leadership - 60%**

- Plan, design and lead multi-day volunteer restoration projects in Oregon’s high desert to improve wildlife habitat, develop advocates for ONDA’s conservation campaigns and cultivate new and sustaining members of the organization
- Serve as the Tribal Stewards youth corps project lead, coordinating with partners, setting up projects, assisting with crew member recruitment, and supporting the Tribal Stewards crew on the ground during their summer work season
- Coordinate independent volunteer monitoring projects and data collection
- Cultivate and expand relationships with Native American Tribes, public land management agencies, community partners, volunteers and supporters

**Fundraising and Communications - 15%**

- Work closely with the Program Director to identify funding needs and pursue funding opportunities
- Prepare funding applications, budgets and reports
- In collaboration with communications staff, develop and implement strategic communications to engage, organize and activate ONDA members, supporters, partners, community members and funders

**Program Administration and Equipment Maintenance - 15%**

- Manage ONDA’s vehicle fleet to ensure it is dependable by overseeing regular maintenance, repairs and safety checks
- Work with the stewardship team to maintain and update group camping supplies and stewardship tools
- Assist with biannual volunteer trip registration process, including registration, database management and volunteer communications
- Complete essential office responsibilities such as planning, reporting and data processing

Other Activities- 10%
- Take part in all-staff meetings and stewardship team meetings
- Participate in conferences, trainings and ONDA events as required
- Other duties as assigned

SKILLS AND QUALIFICATIONS
Initial applicant screening will select for those candidates that meet the following minimum qualifications:

- 3+ years of relevant experience in ecological restoration, natural resource stewardship or a related field
- Experience leading groups in outdoor settings
- Ability to work outdoors in a variety of conditions and safely lead volunteers to complete hands-on stewardship work such as tree planting, trail work, fence work, data collection and monitoring in remote backcountry locations
- Experience using hand tools such as shovels, loppers, handsaws and fence tools
- Excellent written and verbal communications skills
- Knowledge of natural systems (e.g. Traditional Ecological Knowledge or local ecological knowledge), and/or a college degree in ecology, environmental studies, natural resources or a related field
- Proficiency in Microsoft Office
- A valid driver’s license

Following initial screening, subsequent steps in the selection process will focus on evaluating candidates based on the degree to which they possess the skills, aptitudes, experience and qualifications provided in the detailed description above. Candidates with Spanish language skills are strongly encouraged to apply.

COMPENSATION AND BENEFITS
ONDA offers an interactive work environment with 16 fellow staff, three based in Portland and the remainder in Bend. The starting annual salary range is $49,000 - $55,000 per year, negotiable depending upon experience. ONDA provides a flexible and hybrid office-home work environment and full benefits package including 95% paid premiums for medical, dental and vision insurance, 5% match for retirement contributions, 13 paid holidays/year, 15 paid vacation days/year to start with increases over time, 12 paid sick days/year and paid family leave. Company vehicles are provided for travel.

TO APPLY
ONDA uses an anonymous applicant screening process to ensure fair and objective applicant evaluation. To facilitate this review, please submit your application via email including two separate attachments as follows:

1) Attachment #1: A single page that includes your name, address, email and phone number. Do not include this identifying information anywhere else in your attachments.
2) **Attachment #2:** A cover letter (without your name) describing your qualifications and interest in the position, resume (without your name), and the contact information for three references. This information should be combined into a single .doc or .pdf file.

Please submit these application materials to stewardshipcoordinator@onda.org no later than 5 p.m. Pacific Time August 17, 2023.

**ABOUT OREGON NATURAL DESERT ASSOCIATION**

For three decades Oregon Natural Desert Association (ONDA) has connected people to public lands and championed the conservation and stewardship of central and eastern Oregon’s wild lands, waterways and wildlife. ONDA’s mission is to protect, defend and restore Oregon’s high desert. Read more at onda.org.

**ONDA IS AN EQUAL OPPORTUNITY EMPLOYER**

ONDA is committed to diversity, equity and inclusion and seeks to create an inclusive environment for all volunteers, partners, collaborators and employees. Our commitment to diversity includes the recognition that our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and cultures. We strongly encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law. Please review our commitment to fostering diversity, equity, inclusion and justice in environmental conservation at onda.org/justice/.