



POSITION: Stewardship Coordinator  
REPORTS TO: Program Director, Stewardship  
LOCATION: Bend, OR  
CLASSIFICATION: Full-time, FLSA exempt

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Oregon Natural Desert Association (ONDA) is a nonprofit conservation organization with a mission to protect, defend and restore Oregon's high desert. With offices in Bend and Portland, Oregon, we represent more than 25,000 members and supporters around the state and across the country advocating for conservation and restoration of more than 12 million acres of high desert public lands in central and eastern Oregon. This includes iconic regions like the Owyhee Canyonlands, Steens Mountain, the John Day River and the Greater Hart-Sheldon. Our work requires close collaboration and partnership with local communities, Tribal Nations, elected officials and a wide array of nonprofit partners. Read more at [www.ONDA.org](http://www.ONDA.org).

#### **POSITION DESCRIPTION**

The Stewardship Coordinator works collaboratively with ONDA's Stewardship Program Director and Restoration Manager to develop and implement habitat restoration projects in central and eastern Oregon and engage volunteers in hands-on activities. This position requires traveling and working outdoors in remote locations for approximately 80-120 days per year, as well as working in an office environment. The ideal candidate will be energized by leading groups of volunteers, enjoy working outdoors, 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 restoration projects with volunteers and/or partners 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
- 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, leading outdoor volunteer activities, or a related field
- 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
- Excellent written and verbal communications skills
- Knowledge of natural systems (e.g. Traditional Ecological Knowledge, local ecological knowledge, natural history, geoscience, or other similar fields of study), and/or a bachelor's 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 engaging and interactive work environment with 14 fellow staff. The starting annual salary range is \$53,000 to \$65,000 per year, with the actual salary within the range determined based on 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, a 403b retirement program with 5% employer match, 13 paid holidays/year, 15 paid vacation days/year to start with

increases over time, 12 paid sick days/year, and an 8-week sabbatical every 6 years. 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 names and 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](mailto:stewardshipcoordinator@onda.org) no later than **5:00 p.m. Pacific Time on Monday, January 5, 2026**.

#### **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 [www.ONDA.org/justice](http://www.ONDA.org/justice).