

## **Position Announcement Invasive Species Program Coordinator**

**Status:** Limited Duration – One Year; Regular Full-Time  
**Employer:** Yamhill Soil and Water Conservation District  
**Open:** April 12, 2018  
**Interviews:** Interviews are anticipated May 2-4, 2018  
**Salary Range:** \$38,000 to \$42,000 depending on experience

**Location:** McMinnville, OR  
**Closes:** April 26, 4:00 PM  
**Start date:** May 14, 2018 (estimated)

**Benefits:** District-paid monthly allowance towards health insurance and dental insurance; retirement through 401(a) plan; vacation, sick leave, and holidays. Some benefits are subject to a waiting period and completion of trial service period.

**General Overview** (See [Position Description](#) for complete information)

This position is a regular full time, limited duration position of one year with Yamhill Soil and Water Conservation District (District). Extension of this appointment is dependent on available grant funding. Funding is currently secured for one year. The work schedule is five days per week, eight hours per day, Monday through Friday. The purpose of the position is to prevent and reduce the economic, environmental and social impacts of noxious weeds throughout Yamhill County.

The Invasive Species Program Coordinator (Coordinator) will manage a roadside inventory project and act as the project manager for invasive species projects to control mouseear hawkweed, garlic mustard and Japanese knotweed in Yamhill County. The position is funded partly through a cooperative agreement with Yamhill County Public Works Department (YCPWD), and will be involved in coordinating work with the District, YCPWD, and other conservation partners involved in invasive species management. The position is located in a multi-agency office at 2200 SW Second Street in McMinnville and must work closely with other agencies and groups.

### **Other Information**

Please refer to the [Position Description](#) for details and information regarding:

- Responsibilities and Duties
- Qualifications
- Supervision (Received and Exercised)
- Work Conditions and Physical Demands
- Employment Status, Salary Information, and Benefits
- Equal Employment Opportunity

### **Application Process**

Qualified applicants should submit:

1. Cover letter describing interest, skills, and experience relating to the position
2. Completed [Application Form](#) (available on the district's website) and
3. Resume

### **References**

Candidates considered for the position are required to provide contact information of three references (not related to the candidate).

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### **Options to Submit Application Materials**

**(All Applications must be received by 4: PM, April 26, 2018)**

1. By Email:

Applicants may email application materials to: [admin@yamhillswcd.org](mailto:admin@yamhillswcd.org)  
Please use **Invasive Species Coordinator** in the subject line.  
Applicants must send all required information in PDF format.

2. By U.S. Mail:

Applicants may mail application materials to:  
Yamhill Soil and Water Conservation District  
Attn: Invasive Species Coordinator Search Committee  
2200 SW 2<sup>nd</sup> St.  
McMinnville, OR 97128

3. In Person:

Applicants may submit application materials in person Monday - Friday, 8 AM to 4:30 PM to:  
Yamhill Soil and Water Conservation District  
2200 SW 2<sup>nd</sup> St.  
McMinnville, OR 97128

**Inquiries:** Please contact Mike Crabtree at the Yamhill SWCD at 503-376-7614, or by email at:  
[michael@yamhillswcd.org](mailto:michael@yamhillswcd.org)

### **Equal Employment Opportunity/ADA**

Yamhill Soil and Water Conservation District (District) is an Equal Employment Opportunity Employer. All applicants will be considered without regard to race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

The District is prepared to make necessary arrangements and/or accommodations for persons with disabilities who require alternative means of communication. Please call the District office at 503-472-6403 at least two (2) working days (48 hours) in advance for assistance.