

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Wildlife Monitoring Program Assistant - Temporary

Status:	One part-time temporary position
Department:	Sustainability Center: Natural Areas—Science and Stewardship
Duration:	Approximately four months
Work location:	Metro Regional Center – 600 NE Grand Ave, Portland and various Metro-owned natural area sites throughout the tri-county area
Pay range:	\$16.83 hourly
Application deadline:	Open until filled

Position summary

This position performs the primary role in supporting the Metro Volunteer-Mediated Wildlife Monitoring Program. The position acts as a liaison with volunteers, interns and various community groups. The work of this position is directed by the Science and Stewardship Division Senior Management Analyst. Receives input from Senior Natural Resource Scientists, Natural Resource Technicians, and maintains an informal reporting relationship with the department's Volunteer Resources staff.

Duties include

- Prepares Metro Natural Area sites for field monitoring during the amphibian egg mass survey season (January through April 15th), oversees the collection of scientific data by volunteers and tracks program progress throughout the monitoring seasons to ensure the data are being collected completely and appropriately.
- Provides input for position descriptions, sampling protocols, datasheets and prepares materials as needed.
- Assists in promoting Metro's volunteer-mediated wildlife monitoring program and soliciting support from volunteers and community groups, and assists with maintaining community partner relationships.
- Assists in implementing plans for volunteer recruitment, screening, training, support and evaluation.
- Responds to inquiries from staff supervisor for potential and current volunteers regarding programs and projects and provides written or verbal information and support as requested; tracks the progress of applicants and returning volunteers;
- Schedules the work of volunteers.
- Assists with the design of volunteer orientations; assists with volunteer orientation.
- Maintains program's scientific databases, trains interns and volunteers in its use and creates reports as needed.
- Works with the Department's Volunteer Resources staff to ensure the Volunteer-Mediated Wildlife Monitoring program follows standard department processes, procedures, and policies related to volunteer involvement.
- Performs other duties as assigned.

Minimum Requirements

Associate's degree, an Associate's degree in progress, or a combination of high school equivalency and one year of relevant field experience. Experience in scientific data collection, volunteer projects; or any combination of experience and education, which provides the applicant with the desired skills, knowledge and ability, required to perform the job. Experience with amphibian egg mass monitoring preferred. Must have a flexible schedule

allowing some early morning and weekend work. Requires driving Metro vehicle to and from off-site locations. Must have valid driver's license.

Required knowledge, skills and abilities

- Strong experience working with other people in outdoor settings.
- Working knowledge of Portland area ecosystems and biota.
- Experience collecting scientific data, preferably environmental.
- Some knowledge of volunteer program principles and practices.
- Knowledge of and ability to communicate program goals and objectives to diverse audiences.
- Skill in record keeping and the use of computers and database software.
- Strong written and oral communication skills.
- Values diversity and sets an example for others.
- Ability to interact effectively and professionally with representatives of various community groups and senior Metro staff.
- Ability to provide quality customer service.
- Ability to train and oversee the work of volunteers, interns and community groups.
- Ability to perform manual work indoors and outdoors under moderate climate conditions.
- May also require occasional bending, kneeling, grasping, stooping, and the ability to push or pull up to 40 pounds or lift and carry up to 30 pounds

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro positions. Applicants seeking veterans' preference must complete and submit a Metro Veterans' Preference form and submit qualifying documents with their application materials. Call Metro Human Resources at 503-797-1570 for details.

To apply

Send resume and cover letter describing your related experience to:

Katy.Weil@oregonmetro.gov

Please include the word "Application" in the subject line of your e-mail. Attachments must be in MS Word or PDF format.

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