



James River Association - Restoration Coordinator

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Location: Scottsville, VA

Telework: Hybrid

Experience: Entry Level

Number of Openings: 1

Job Status: Part Time, Non-Exempt

Hourly Rate: \$20/hour

Reports to: Restoration Manager

Status: Open

The James River Association (JRA) is a non-profit organization on a mission to protect the James River and connect people to it. JRA is excited to announce an opening for a part-time Restoration Assistant. On average, this position is 60% field-based with travel across the Middle and Upper James River watershed, and periodic travel to other areas of the James River watershed for other events and staff meetings, and 40% office-based, which can be telework from home and/or from the Scottsville JRA office. Ideal candidates would reside 30-45 minutes from Charlottesville. This position will report to the Restoration Manager as a team member of the JRA Restoration Team that engages partners and the community in taking direct action to restore and protect our freshwater riparian areas across the James River watershed. The ideal start date for this position would be November 16th with one to two weeks of flexibility on the start date.

In this role, you will: 1) support field efforts for the [James River Buffer Program](#), [James River Stewardship Program](#), and [Live Stake Program](#) and 2) provide coordination support for the James River Buffer Network, a program to connect and support landowners in the long term stewardship of their riparian forest buffers through peer-to-peer learning and maintenance-focused education.

This opportunity is a perfect match for individuals wanting to learn about natural resource management, connect with a broad partnership of conservation professionals, engage a community of riparian landowners through virtual and in-person gatherings, and get their hands dirty while improving the landscape for water quality, wildlife habitat, and human communities. Note that it will include a lot of driving, possibly working in extreme weather conditions and traversing difficult terrain. A shared JRA work vehicle is available for this position.

Responsibilities:**Field Support**

- James River Buffer Program
 - Perform five year assessments (*invasive species identification, survival of planted tree species, general buffer health*) for buffers installed through the James River Buffer Program.
 - Support field staff to conduct survival checks, tree shelter maintenance, and replanting during the three year maintenance period for buffers installed through the James River Buffer Program.
- James River Stewardship Program
 - Assist with training of Seasonal Stewardship Assistants, including native and invasive species identification and buffer assessments.
 - Assist Seasonal Assistants with buffer assessments as needed.
- Live Stake Program
 - Support with the Live Stake Program, including assisting/leading harvest days and helping organize distribution.

Coordination Support

- James River Stewardship Program
 - Provide support as needed preparing and sending landowner packets for the James River Stewardship Program.
- James River Buffer Network
 - Member list upkeep for the Network.
 - Develop and send out quarterly newsletters for the James River Buffer Network through Mailchimp to keep landowners engaged.
 - Utilize Canva, video, or other digital media to tell stories about buffer success, maintenance tips, and other topics.
 - Support the development and maintenance of a James River Buffer Network web page.
 - Coordinate and support peer to peer events, virtual and/or in person.
- Attend Riparian Consortium gatherings and events

Qualifications:

- Strong organizational skills, detail-oriented, and the ability to track multiple priorities at once.
- Strong computer skills, including Microsoft Word, Excel, Google Suite, Canva (or other graphic tools), Mailchimp, and comfort using online communication and research tools.

- A successful candidate is someone who is willing to spend time both in the field and in the office.
- Strong communication skills with comfort and flexibility in working with a variety of people, including community members and volunteers, landowners in both urban and rural settings, local governments, and other conservation groups
- Excellent at problem-solving, meeting deadlines, following schedules, and overall time management.
- Ability to coordinate with landowners and partners via email and phone.
- Proven ability to create visually engaging newsletters or graphics that translate technical data into easy-to-understand content.

Requirements:

- Some experience (education or lived) in restoration, agriculture, or forestry.
- Some experience (education or lived) coordinating/leading groups of people.
- A valid driver's license.
- Ability to pass pre-employment background checks and participate in JRA's random drug testing policy for vehicle operators and attendants.
- Ability to perform general physical restoration activities, including working outdoors in varying weather conditions, standing for extended periods, walking on uneven terrain, and occasionally lifting and carrying materials or equipment up to 40 pounds.

Preferred Skills & Experience:

- Familiarity with principles of watershed management and riparian forest buffers.
- Chesapeake Bay Landscape Professional-Buffer Certification.
- Experience using Geographic information systems, GPS units, and digital mapping tools.
- Experience working with a diverse audience including agricultural and residential landowners.
- Experience in community building and outreach.

Compensation: JRA offers a dynamic and flexible work environment. Pay is set at \$20/hour, averaging 20 hours a week, with up to 29 hours a week. This position is part-time, non-exempt. JRA is an equal opportunity employer.

[APPLY by submitting your resume and cover letter through this link.](#) This position will remain open until filled.

Why Work for the James River Association?

We are OPTIMISTS.

We believe through individual and collective action, the James River can be preserved and improved, enriching all communities in the watershed.

We are CATALYSTS.

We are proactive change-makers, not bystanders. We take initiative, bring creativity and passion, and enlist the broader community to drive positive change for the James River.

CREDIBILITY is our currency.

Our success depends on the trust we build. We operate with integrity and can be relied on as a true, steady, dependable resource grounded in science.

COMMUNITY drives everything we do.

We believe in the power of community to achieve common goals, honoring a full range of voices in the process. Our efforts consider the varied needs and interests of our watershed communities.

We are proud to be an EEO employer. We maintain a drug-free workplace. At JRA, we believe in community, conservation, and driving change. We encourage applications from all backgrounds—if you're excited about working with us, we want to hear from you!