PROJECT COORDINATOR II

CASADIA CONSERVATION DISTRICT

ABOUT US
Cascadia Conservation District’s mission is to encourage wise stewardship and conservation of all natural resources in Chelan County by:

- Working to implement conservation best management practices on the ground.
- Being an active advocate for wise land use and water management decisions.
- Promoting a reasonable approach to environmental problems.
- Providing locally-led, voluntary, non-regulatory solutions to local environmental problems.
- Educating both adults and youth about natural resources stewardship.

Cascadia CD consists of a small team of dedicated staff focused on providing technical assistance, cost share and building programs that serve our community and the natural resources in Chelan County. Cascadia CD is a non-regulatory political sub-division of Washington State and is governed by a 5-member volunteer Board of Supervisors.

SERVICE AREA
The quality of life in Chelan County is unsurpassed, evident by a steadily increasing population and a strong, diverse economy. The area’s natural beauty and abundance of recreational opportunities are two of the many reasons people come to Chelan County. It’s a place characterized by sparkling clear rivers, clean air, flowered hillsides, expansive views, spectacular mountains, brilliant skies, and productive orchards and farms.

From the ridge tops to the valley bottoms, Chelan County is a spectacular place to live, work and play.

SALARY
Starting at $4517 – $5224 per month, Depending on Qualifications and Experience

BENEFITS
- Industrial Insurance
- State Retirement (PERS)
- Annual Leave, Sick Leave, Holidays
- Medical & Dental Insurance
- Optional Aflac policies

HOURS
40 hours per week

LOCATION
- Office located in Wenatchee, Washington
- Travel within Chelan County frequent

TO APPLY
Submit cover letter and resume with at least three (3) references to Ryan Williams via this smartsheet form: https://bit.ly/3jwRiJB

Applications close on September 22nd at 5:00PM.

Cascadia CD is an Equal Opportunity Employer.
ABOUT THE ROLE

Cascadia Conservation District is seeking a highly motivated and skilled individual to join the District as a Project Coordinator II. This full-time position will lead the District's habitat restoration work in Chelan county. This position will prioritize, develop and implement habitat restoration projects to improve salmonid species and water quality. They will serve as the point of contact for landowners interested in implementing habitat restoration projects on their property. The Project Coordinator II will also serve on a variety of water resource and salmon recovery committees, and develop, write and manage grant opportunities for habitat restoration. This position will have the opportunity to lead and grow the habitat restoration program at Cascadia CD. Funding for this position is provided by grants and relies on successful future grant applications. This position reports directly to Cascadia CD’s Executive Director.

TYPICAL WORK

The Project Coordinator II will work closely with area partners to develop, fund and implement habitat restoration projects in Chelan county. A typical day may include site visits to active or prospective project sites, coordinating volunteer restoration planting efforts, developing permit applications and project plans, representing Cascadia CD at salmon recovery committees, coordinating project implementation logistics, construction management of in-stream restoration projects, developing grant applications and/or providing project updates/reports to granting agencies.

For a full list of duties for this position, please see the job description posted at: https://cascadiacd.org/employment-opportunity_293.html

MINIMUM QUALIFICATIONS

A qualified candidate must have:
• A Bachelor’s Degree involving natural resources and/or habitat restoration related sciences and three years of professional level experience. An Associate’s Degree may be substituted for a Bachelor’s Degree if the applicant has four years or more of applicable experience.
• Very strong organizational and written/verbal communication skills.
• Experience working with private landowners
• Demonstrated the ability to handle multiple projects
• Capability of working with diverse individuals and small groups.
• Ability to develop and manage contracts between agencies, landowners, partners and contractors.
• Experience writing and managing grants
• Experience applying for and receiving permits such as HPA, USACE Section 404, etc.
• Experience implementing habitat restoration projects such as LWD, culvert replacement, beaver dam analogs, riparian plantings or other watershed restoration projects.
• Able to work in remote and rugged locations under a variety of weather conditions, traverse difficult upland and instream terrain, and carry field equipment necessary to complete required job tasks.
• Strong knowledge of MS Office applications (Word, Excel are essential).
• Valid driver's license.

DESIRED ATTRIBUTES

A well-qualified candidate will have some or all of the following qualifications:
• Competency with GIS software and GIS analysis
• Experience working with conservation districts, and NRCS
• Experience with working with community groups
• Experience utilizing Drones in the field
• Ability to communicate in English and Spanish

Those meeting 2 or more of the desired attributes are encouraged to apply.