



POSITION OPENING

Position Title: Watershed Coordinator
Salary Range: \$40,000 to \$48,000 for 0.75 FTE employment depending on experience, with a competitive benefits package.

Summary

The Watershed Coordinator assists the Skagit Watershed Council in the implementation of salmon and steelhead habitat recovery efforts in the Skagit and Samish watersheds. The Coordinator's efforts are focused on supporting voluntary salmon habitat restoration and protection projects aligned with the Skagit Chinook Salmon Recovery Plan and our mission.

This position works closely with the Executive Director, technical teams, project sponsors and a variety of agencies and organizations. It requires excellent communication and procedural skills, including the ability to work collaboratively with diverse individuals and interests. This position also requires a seasoned, detail-oriented individual with a strong technical foundation in ecology and GIS.

Essential Duties

- Provide technical staff support to SWC staff, committees, members and partners to implement the SWC's work plan.
- Facilitate and support SWC's protection, restoration, and monitoring, committees as they work to achieve SWC's mission.
- Collaborate with project sponsors to develop salmon habitat projects. Analyze benefits to natural resources and impacts to communities to ensure multiple benefits and low costs.
- Efficiently manage the review of project proposals and develop the annual funding request for the Salmon Recovery Funding Board and other funding sources, as outlined in the SWC Lead Entity Program Guide.
- Manage several databases in GIS and other formats for tracking progress of salmon recovery efforts.
- Develop and update technical documents as appropriate, including assessment and feasibility studies that create high priority project opportunities.
- Make presentations to a range of audiences on the work of the Watershed Council and its member organizations.
- Other administrative tasks as necessary.

Minimum Qualifications

- A bachelor's degree in environmental sciences, fisheries science, watershed management, planning, geomorphology or biology.
- Four (4) years of experience showing progressive leadership in natural resource project or program management.
- Demonstrated ability to successfully produce analytical work in the natural resources sciences.
- Strong working knowledge of geographic information systems (GIS).
- Proven success in working independently and with diverse individuals.
- Demonstrated proficiency in Microsoft Excel, Outlook, Word and PowerPoint.
- Excellent verbal and written communication skills.
- Valid driver's license and insured, personal vehicle.

Preferred Qualifications

- An advanced degree in one of the fields listed above.
- Familiarity with the Skagit Watershed and/or salmon recovery efforts in WA State.
- Demonstrated proficiency in GIS, database management and technical writing.

The work location is at the organization's office at 815 Cleveland Avenue, Suite 201, Mount Vernon and at various field locations throughout the Skagit Watershed.

At the Watershed Council's discretion, we may consider hiring at less than full-time employment. SWC is an equal opportunity employer.

How to Apply

Send a resume, a letter of interest and 3 professional references that demonstrate your ability to meet or exceed the minimum qualifications by e-mail (please confirm receipt) to Scottie Schneider at schneider@skagitwatershed.org

Closing Date: Open until filled, with first review for applications submitted by September 23, 2024.