



## SKAGIT WATERSHED COUNCIL

### POSITION OPENING

**Position Title:** Watershed Coordinator  
**Salary Range:** \$53,000 to \$63,000, depending on experience, with a competitive benefits package.

#### Summary

The Watershed Coordinator assists the Skagit Watershed Council in the implementation of salmon and trout habitat recovery efforts in the Skagit and Samish watersheds. The Coordinator's efforts are focused on supporting voluntary salmon habitat restoration and protection projects and the development and implementation of an adaptive management plan for the Skagit Chinook Salmon Recovery Plan. This position works closely with the Executive Director, technical teams, project sponsors and a variety of agencies and organizations.

This position requires excellent communication skills and the ability to work effectively with diverse individuals and interests. We require a seasoned individual with a strong technical foundation.

#### Essential Duties

- Provide technical staff support to committees and partners to implement the habitat chapters of the Skagit Chinook Recovery Plan.
- Effectively engage these committees - which represent a broad range of interests including federal, state, local and tribal governments and agencies, utilities, interest groups and conservation organizations - and facilitate the development of an integrated work plan and funding strategy.
- 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 2014 Lead Entity Program Guide.
- Assist in developing, implementing, and tracking a monitoring and adaptive management program, including communicating progress towards goals.
- Develop and update technical documents as appropriate, including assessment and feasibility studies that create high priority project opportunities.
- Manage projects and contracts.
- 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.
- Five (5) years of experience showing lead responsibility for project or program management in natural resource management or sciences.
- Demonstrated ability to successfully produce analytical work in the natural resources sciences.
- Proven success in working with diverse individuals and in facilitating multi-stakeholder decision-making processes.
- Strong ability to work with high degree of independence.
- 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 website maintenance, database management, and/or geographical information systems.

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.

### **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 [rbrocksmith@skagitwatershed.org](mailto:rbrocksmith@skagitwatershed.org)

**Closing Date: Open until filled, with first review for applications submitted by October 29, 2014.**