

Salmon Habitat Project Assistant

02-18-2015

POSITION DESCRIPTION

Title: Salmon Habitat Restoration Assistant

Schedule: Monday through Friday

Location: Vancouver, WA

Opening Date: February 23, 2015

Classification: Full time

Hours: 8 am to 5 pm (extended hours during construction as needed)

Salary Range: \$30,000 to \$45,000 per year, dependent on qualifications

Closing Date: March 13, 2015

Lower Columbia Fish Enhancement Group (LCFEG) is seeking to hire a Salmon Habitat Project Assistant to fill a full time position in Vancouver, WA. This position is 100% funded through restoration grants with two (2) years funding currently secured. The position will report directly to and be supervised by the Executive Director of LCFEG.

Required Education/Experience

- A Bachelor's degree or minimum of 4 years of experience in Engineering, Project Management and/ or natural resources field.
- Valid driver's license and a clean driving record is required.
- Ability to traverse highly variable terrain is required.
- Must submit and pass drug screening and criminal background check.

Overview

LCFEG Project Managers are responsible for developing new salmon habitat projects, writing grants to fund habitat projects and managing projects to a successful conclusion. LCFEG typically manages between 20 and 30 projects each year in various stages of completion. These grants have a 3 year cycle which necessitates rapid completion hence the need for an assistant.

The **Habitat Project Assistant's** role in the organization is to assist project managers in the implementation of all phases of salmon habitat restoration projects. This position is an ideal opportunity to acquire experience in the field of salmon habitat restoration, aquatic biology, engineering, hydrology, geomorphology, permitting and project management.

Working Conditions

The Project Assistant will work at the LCFEG office except when working in the field. A high degree of mobility is required to navigate uneven terrain, steep slopes, slippery streams/creeks, marshy areas, and other adverse field conditions. Work days are typically 8 hours Monday through Friday. However, a high degree of flexibility is required to accommodate attendance at meetings or events at various office and field locations spread through a five county service area. Extensive field work is sometimes necessary, especially through the summer construction period which entails significant travel time and distance.

A reliable vehicle is a necessity in this position.

Job Duties

The primary duties of the Project Assistant are:

1. Write, submit, track and acquire project specific permits
2. Assist with procurement, tracking and documentation of project materials
3. Assist with procurement, tracking and documentation of contractor/ consultant services
4. Assist project managers with maintaining project files
5. Assist with collection of pre and post project field data including spawning surveys
6. Assist with post project implementation monitoring and reporting
7. Assist with project grant, permit and match reporting
8. Assist with coordination of project stakeholder meetings
9. Assist with coordination of volunteer/ student activities
10. Assist with coordination of greenhouse-nursery operations
11. Assist with project development and grant writing
12. Assist with development, operation and maintenance of project data bases and documents
13. Attend LCFEG staff meetings as directed
14. Other duties as assigned by the Executive Director

Minimum Qualifications:

- Proficiency in written and electronic communication with diverse audiences
- Ability to prepare work reports and give presentations in various venues and formats
- Proficiency using Microsoft office software, especially Excel
- Proficiency using computers to record field data, communicate via email, write grant proposals and reports, track work progress, prepare educational and informational materials, and gather information from the internet
- Ability to organize and plan work schedules and tasks to meet project timelines
- Ability to work productively and cohesively both alone and in small teams
- Ability to organize and plan activities to achieve project goals and objectives
- Ability to maintain organized files and document communications to a standard suitable for an audit.

Administrative Duties

1. Track and report billable hours, phone calls, miles traveled, purchases and other items as directed by administrative staff.
2. Other duties as required/ directed.

Supervision

The Project Assistant may be required to supervise interns, volunteers, students, temporary employees or corrections crews as necessary to meet organizational needs. A background check will be performed to insure compliance with various governmental authorities with whom LCFEG works with to complete projects.

DESIRED QUALIFICATIONS

In addition to the minimum qualifications listed above, the ideal candidate for this position will meet the following qualifications:

Familiarity with and understanding of...

- Managing project deliverables.
- Environmental regulations.
- Developing and tracking construction budgets and timelines.
- Contracting and bidding – both lump sum and time and materials.
- Laws governing Public Works including but not limited to Prevailing wage and Davis-Bacon act.
- Riparian and/ or stream habitat restoration techniques and practices.
- Salmonid life history and ecology.

Demonstrated experience with the following:

- Technical writing experience.
- Public speaking.
- Forming and sustaining partnerships with a variety of stakeholders.
- Ability to manage multiple tasks/ projects simultaneously.
- Meeting critical milestones and deadlines.
- Completing project deliverables on time and on budget.
- Cooperative collaboration with a diverse group as well as ability to work independently to meet project objectives.

How to Apply:

To apply for this position you **MUST** send us the following documents prior to the closing of this solicitation:

- A cover letter describing how you meet the qualifications of this position (generic cover letter will not be accepted); A current resume (please make it succinct); and three professional references (personal references do not count as professional).

Complete application packages must be received by close of business (5 pm PST) Friday March 13, 2015 to be considered. Please mail resume, cover letter and supplemental questions to: **LCFEG at 12404 SE Evergreen Hwy; Vancouver, WA 98683**

Lower Columbia Fish Enhancement Group is an Equal Opportunity Employer, and a Drug & Alcohol-Free workplace.

LCFEG does not discriminate on the basis of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership or non-membership in an employee organization.

Supplemental Questions:

1. What best describes your level of education:

Associates degree

Bachelor's degree

Master's degree

Ph.D.

None of the above (please explain)

2. What is your major area of study? If multiple degrees, please list each degree and major.

3. Please describe your experience participating in a collaborative effort to develop and implement a project that required multi-party involvement.

4. Please describe your experience managing multiple, deadline-driven tasks.

5. Please describe your experience working alone and as part of a small team.

6. Please describe your experience or interest working with a non-profit organization.

7. Please describe your interest in salmon recovery and habitat projects.

8. Are you willing and able to travel including multiple days and overnight trips? **Yes or No**

9. Have you ever been convicted of a misdemeanor or felony within the last ten (10) years?
Yes or No

10. Do you have a valid Washington State, or other state, driver's license? (If selected for an interview, you may be asked to furnish your license and driving record.) **Yes or No**

11. Please verify that you have included the following information in your application:

- A detailed resume describing the qualifications you offer.
- A detailed cover letter describing how your qualifications match this position;
- Detailed responses to all supplemental questions; and
- Three professional references.

Yes or No