

10,000 YEARS INSTITUTE

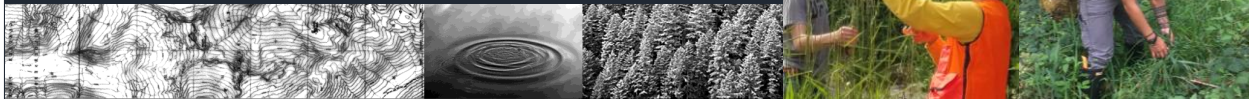
watershed ecological services • www.10000yearsinstitute.org
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Washington Coast Restoration and Resiliency Initiative Job Announcement

JOB TITLE: Restoration Project Coordinator
PROJECT: Pulling Together in Restoration – Phase 3
DEPARTMENT: Invasive Species Prevention and Control
DATE: Spring 2020, onward
STATUS: Full-time (currently funded through mid-2021)
SALARY: \$40,000 - \$50,000 per year, DOQ
CONTACT: Raena Anderson, Project Coordinator, randerson@10000yearsinstitute.org

OUR MISSION

10,000 Years Institute works toward community, ecological, and climate resilience in the Pacific Northwest. We evaluate the effects of human activities on natural environments – the forests, rivers, wetlands and estuaries that sustain our communities and ecosystems. We develop innovative, science-based approaches to restore ecological integrity, and promote sustainable practices in landscapes across the region.



BACKGROUND:

10,000 Years Institute (10KYI) is a 501(c)(3) non-profit organization conducting applied research, watershed ecological services, and education. Founded in 1992, 10KYI has been developing innovative invasive species programs along the coast of the Olympic Peninsula of Washington State for the past decade: <http://www.10000yearsinstitute.org>

The Pulling Together in Restoration (PTIR) project is an invasive species prevention and control program working across six watersheds on Washington State's west Olympic Peninsula, providing training and jobs for local communities. The project provides prevention and

education about non-native invasive plants harming native plant communities and habitats. Funded through the state legislature and part of the Washington Coast Restoration and Resiliency Initiative (WCRRI), the PTIR project builds upon existing invasive species control projects in coastal watersheds to address invasion vectors and pathways associated with recreation, transportation, municipal, industrial, and residential activities. Preventing the spread of invasive plants promotes the growth of native vegetation, increases ecosystem resiliency, and protects resource industries. 10KYI has established local watershed strike teams working with diverse communities, industries, restoration project sponsors and recreational entities to reduce and eliminate new invasive threats, and to identify priorities for action as they arise.

10,000 Years Institute develops research and restoration projects that support diverse workforces, promote stewardship in local communities, and strengthen natural resource economies across forested ecosystems and watersheds. We appreciate that a workforce consisting of different backgrounds and experience provides new perspectives, skills, and approaches to meeting our mission.

JOB DESCRIPTION:

10KYI is seeking highly motivated and creative applicants to fill a full-time (40hrs/week) Restoration Project Coordinator position to coordinate a multi-year and multi-watershed invasive plant species (IPS) and habitat restoration program. This position will assist in implementation of field operations, public outreach, reporting, and data management.

The position reports to and works closely with 10KYI's executive director and program manager.

DUTIES & RESPONSIBILITIES:

This position requires excellent communication, organizational, and critical thinking skills, and the employee should expect to spend >60% of their time working outdoors in all weather conditions.

- Coordinate, supervise, and implement IPS prevention and control programs using 10KYI-sourced best management practices and policies
- Manage and coordinate restoration field crews:
 - Recruit, hire, and train field crews
 - Schedule, equip, and deploy crews
 - Prioritize survey and control locations
 - Ensure data quality during field operations
 - Manage equipment and supply ordering and maintenance
- Supervise and conduct surveys to find, map, and control IPS in a variety of forested and open riverine habitats, pastures, gravel mines, and along roads
- Apply protocols to complete manual and chemical treatment of IPS
- Maintain data and develop reports on sites and species treatments and activities
- Work with GIS staff to develop maps for planning, fieldwork, and reporting
- Coordinate communication of intended action and complete reports of project activities for partners, landowners, land managers, and the public
- Assist in the development of communication, outreach programs and presentations, and educational materials related to IPS and habitat restoration programs, resources, and opportunities
- Provide communication, coordination, partnerships, and information transfer between federal, state, and local partners in the public and private sectors
- Data entry and reporting using Microsoft Office Suite

- ArcGIS point and polygon post-processing and QA/QC
- Work with the executive director and other staff to develop fundable project ideas consistent with 10KYI's mission
- Actively research potential funding sources
- Assist in writing grant proposals to state and federal agencies, private foundations, and other sources of funding

REQUIRED QUALIFICATIONS:

- A Bachelor's degree* in natural resources management, botany, ecology, environmental science or policy, or a related field and three (3) years relevant experience; **OR** a Master's degree* in same, and one (1) year relevant experience

(*The educational requirements may be waived for applicants with a significant work history in local resource management and knowledge of local watersheds, landownership, and land management practices.)

- A WSDA Pesticide Applicator License with Aquatic and Rights-of-Way Weed endorsement (or ability to attain within 30 days of hire)
- Have a clean driving record and a valid state driver's license
- Strong written and verbal communications skills are critical, including the ability to translate complex scientific or legal information to policymakers and the public
- Experience communicating with different audiences (e.g., public, scientific, and policy) and interest in collaborating with and coordinating diverse stakeholder groups
- Strong leadership and organizational skills
- Knowledge of and experience in IPS prevention and management
- Strong native and invasive plant identification skills
- Proficiency with Microsoft Office Suite and handheld GPS units
- Ability to work outdoors in inclement weather and carry a 20-pound pack over various terrain
- Ability to safely operate a 4WD vehicle on and off paved roads
- Committed to supporting native biodiversity through an innovative and highly regarded program, protecting forests, agricultural lands, and habitats for fish and wildlife from the impacts of invasive plants
- Ability to navigate and set a bearing using a compass and to read aerial and topographical maps
- Understanding of basic principles in botany, wildlife and fish biology, ecology, geology, and hydrology
- Comfortable with flexible weekly schedules, which adjust to weather and project needs
- Team player, committed to working collaboratively with 10KYI staff, crews, and the diverse scope of project partners
- Enjoys and thrives in rural communities and landscapes located in the wet coastal temperate rainforest in and adjacent to Olympic National Park

PREFERRED QUALIFICATIONS (not required):

- A working knowledge of ArcGIS
- Experience writing grant proposals and supporting program development efforts
- Experience with herbicide handling, application, and application equipment
- Standard and/or Wilderness First Aid and CPR

HOW TO APPLY:

Please submit a cover letter, resume, three references, and a short writing sample to Raena Anderson at randerson@10000yearsinstitute.org.

Applications will be accepted until EOD **March 15th** (or until the position is filled).

*No phone calls, please.

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, or disability status.