

Washington Coast Restoration Initiative – Pulling Together in Restoration
Job Announcement

Position Title: Restoration Project Coordinator
Watershed Invasive Species Prevention & Control Program

Location: West Olympic Peninsula, Washington State

Duration: Full- time position currently funded through mid-2021

Pay range: Annual: \$40,000 – \$50,000 DOQ

Position Open: March 15, 2019

Contact: Jill Silver, Executive Director, jsilver@10000yearsinstitute.org

Description:

10,000 Years Institute has an immediate opening for a self-starting, highly motivated and creative team player to coordinate a multi-year and multi-watershed invasive plant species (IPS) and habitat restoration program. This position reports to and works closely with the executive director/program manager, and will assist in implementation of field operations, public outreach, and data management.

The ideal candidate is an excellent communicator and planner with an aptitude for leadership and critical thinking, strong organizational skills, a solid background in natural resources management, and a keen observer of nature, with experience in watershed and native plant restoration issues and practices.

He or she is 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. This candidate enjoys and thrives in rural communities and landscapes located in the wet temperate rainforest in and adjacent to Olympic National Park.

Background:

10,000 Years Institute is a 501(c) 3 non-profit organization conducting applied research, watershed protection, restoration, and education projects and programs. The Institute has

a ten-year history of innovative invasive species program development along the coast of the Olympic Peninsula of Washington State. <http://www.10000yearsinstitute.org/>

Pulling Together in Restoration (PTIR) is a pilot invasive species prevention and control program working across six coastal watersheds on the OP, to implement prevention, control, and local outreach and education to stop the cycle of spread of non-native plants which harm forest, riparian, wetland, and fisheries habitats on Washington State's west Olympic Peninsula. Funded by the state legislature through the Washington Coast Restoration Initiative, PTIR builds upon existing invasive species control projects in coastal rivers - Quillayute, Hoh, Queets, and Quinault - to address invasion vectors and pathways associated with recreation, transportation, municipal, industrial, and residential activities. Working on a scale of watersheds, the program goal is to establish local watershed strike teams working with diverse communities, industries, restoration project sponsors, and recreational entities to reduce and eliminate new invasive threats, and identify priorities for action as they arise. The program is in the third year of successful operations, and is expanding within and across the coast.

Responsibilities:

Coordinate, supervise, and implement program activities:

- Conduct surveys of invasive species at restoration project sites, recreation access points, transportation corridors, river channels, wetlands, and floodplains, and commercial and residential sites
- Conduct site and species-appropriate treatments per program protocols
- Develop and maintain data and reports on species and activities
- Work with Institute GIS staff to develop maps for planning, fieldwork, and reporting
- Work with Institute data management staff to manage survey data for analysis and reporting
- Coordinate communication of intended action and complete reporting of completed activities with partners, landowners, land managers and the public users of invasive species locations
- Conduct outreach to obtain access agreements to private land
- Manage and coordinate crews:
 - Schedule, equip, and deploy crews
 - Prioritize survey and control locations
 - Ensure data quality during field operations
 - Manage equipment and supply ordering and maintenance
- Assist in the development of communication, outreach programs and presentations, and educational materials related to invasive species 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
- Assist with project coordination, administration, meeting planning and facilitation.

Qualifications:

A Bachelor's degree in natural resources management, botany, ecology, environmental science or policy, or a related field, and three years relevant experience; or a Master's degree in same, and one 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.)

- Strong written and verbal communications skills are a must, including the ability to translate complex science 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 are required
- Strong leadership skills, including the ability to motivate and coordinate diverse crews, and plan and facilitate public meetings
- Team player, committed to working collaboratively with Institute staff, crews, and the diverse scope of project partners
- Knowledge of and experience in invasive species prevention and management
- Strong plant identification skills
- Strong computer skills including MS Office Suite (relational database development (Access) and desktop publishing software is a plus)
- Experience using hand-held GPS equipment for data collection and navigation
- Ability to collect, QA/QC, and post-process data using handheld GPS units
- Ability to navigate and set a bearing using a compass and to read aerial and topographical maps
- Physically fit to work outdoors, carry personal and field equipment, and withstand working in inclement weather

Desired:

- Experience writing grant proposals and supporting program development efforts
- A working knowledge of ArcGIS
- Familiarity with web-conferencing/remote meeting technology and social media.

License, Certificate, and Certification Requirements:

- Valid, state-issued driver's license and familiarity driving 4WD vehicles on unimproved roads.
- Washington State pesticide applicator license with an aquatic endorsement (may be obtained within 30 days of hire)
- First Aid/CPR or Wilderness First Aid training preferred or will be required to be obtained.

Work Environment/Physical Demands:

The work is performed in both a general office setting and in the field along paved and gravel roads, and off roads in uneven terrain on level and uneven and steep ground in forests, rivers, and fields.

Must be able to walk five miles carrying 25 pounds of gear.

Must be able to work in a fast-paced, time-sensitive, sometimes stressful environment, requiring significant time management skills to complete assignments and meet deadlines.

Some travel will be required for meetings and presentations, and in the conduct of field surveys.

Applying for this position:

The requirements for this application include a cover letter, resume, three references, and a short writing sample.

Please note: All of these items must be provided if applicant is to receive consideration.

Application Deadline:

April 30, 2019 (or until filled)

Please submit your application by mail or e-mail to the following address:

10,000 Years Institute
ATTN. Jill Silver, Executive Director
PO Box 1081
Forks, WA 98368
Email: jsilver@10000yearsinstitute.org

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.