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**Mason Conservation District**  
450 W Business Park Road ● Shelton, WA 98584  
Phone: (360) 427-9436 ● FAX: (360) 427-4396

**Position: Program Coordinator**

**Type:** Regular, benefits, FLSA non-exempt  
Full-time, 1.0 FTE (40 hours per week)

Note: This position is supported by and contingent on available grant funding.

**Pay Range:** \$50,863 - \$70,117

**Opening Date:** October 15, 2021

**Closing Date:** Open until filled. Screening begins November 10, 2021 .

**Employment Application:** Send a cover letter, resume and references electronically to:  
accounting@masoncd.org

**Benefits:** The District provides a comprehensive benefits package with medical, dental and vision coverage for regular employees, and medical coverage for eligible dependents. Vacation accrual begins at eight (8) hours per month and increases with years of service. The District's holiday schedule recognizes eleven (11) days per year (two of which are personal holidays). Sick leave is accrued at eight (8) hours per month. The District also contributes the Washington State Public Employees Retirement System (PERS).

**Mason Conservation District is an Equal Opportunity Employer.**

*Please let us know if you need any accommodation to participate in the application process.*

**BASIC FUNCTION:**

This position will coordinate marine shoreline community engagement efforts in watersheds throughout Mason County. The Coordinator will promote and increase local citizen involvement with marine shoreline restoration/stewardship and salmon recovery efforts in Mason County and Water Resource Inventory Area (WRIA) 14 by coordinating district activities and to recruit landowners to participate in local marine shoreline and salmon recovery efforts; research, identify, and implement long-term funding mechanisms for watershed improvement activities; develop work programs, budgets, progress reports, and other administrative tasks as necessary; consult with other entities in the community to identify and to foster more communication and coordination; lead and coordinate the local process for identifying and funding salmon recovery projects in WRIA 14; maintain a citizens committee representative of diverse salmon habitat and community interests (Citizen Advisory Committee) and a technical advisory group, whose primary purpose is to compile a prioritized habitat project list. Under the direction of the Senior Conservation Manager, the Coordinator will be responsible for ensuring that salmon recovery objectives laid out in the watershed strategies and recovery plans are met by coordinating state and local processes and working with the Citizens Advisory Committee, a technical advisory

group, and project sponsors to fund local recovery efforts. Statutory requirements of this program are identified RCW 77.85.050

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in natural sciences, environmental policy, communications, public policy, planning or related field.
- Ability to coordinate and execute project's scope, schedule and budget
- Strong ability to coordinate diversely opinionated groups and facilitate consensus decision making.
- Ability to effectively communicate with a variety of entities including, state, federal, county and city agencies, tribes, private groups and landowners.
- General knowledge of data collection, data synthesis, monitoring and evaluation.
- Ability to work under tight timelines with multiple and overlapping tasks.
- Demonstrated ability to work independently and be self-directed.
- Strong oral and written communication skills.
- Familiarity with standard office software applications such as MS Word, PowerPoint, and Excel.

**ADDITIONAL PREFERRED QUALIFICATIONS:**

- Knowledge of current state, federal and regional planning efforts pertaining to salmon recovery.
- Demonstrated project management skills
- Experience developing grant proposals and project cost estimates
- Familiarity with Washington's Growth Management Act, Shoreline Master Program policies and Critical Areas Ordinance policies, and project permitting processes.
- Technical understanding of shoreline processes and ecosystem functions
- Ability to communicate scientifically complex concepts to the general public.
- Database management experience
- Experience with ESRI ArcGIS
- Public speaking experience
- Entrepreneurial

Any equivalent combination of education, training and experience which provides the knowledge, skills and abilities to perform the essential job functions will be considered.

**PRINCIPAL DUTIES:**

1. Work with the Citizens Committee to establish criteria for projects consistent with guidelines established by the Salmon Recovery Funding Board (SRFB) and the Puget Sound Salmon Recovery Plan.
2. Solicit proposals for salmon recovery projects in the WRIA 14 watershed.
3. Coordinate with the Citizens Committee and the technical advisory group to review proposals.
4. Facilitate discussions with the Citizens Committee and technical advisory group to rank project proposals based on established guidelines and criteria.
5. Oversee and manage State contracts and grants.
6. Act as the WRIA 14 liaison to the SRFB.
7. Represent WRIA 14 at meetings across the Puget Sound region.
8. Coordinate with the Mason County and the Citizens Committee to ensure that WRIA 14 salmon strategies are recognized and addressed appropriately in the GMA-required

updates to county regulations including comprehensive plan, critical areas ordinance, and shoreline master programs.

9. Coordinate updates to local salmon habitat protection and restoration strategies.
10. Coordinate development of specific watershed recovery plans.
11. Facilitate and develop the shoreline conservation and restoration program.
12. Coordinate a technical team to perform shoreline site visits and provide landowners with technical assistance
13. Plan and coordinate shoreline landowner workshops
14. Prepare funding proposals, and support implementation of new and on-going district projects and programs.
15. Completion of required program tasks and required reports.
16. Attend public meetings as a representative of the district.
17. Participate in workshops, tours and educational opportunities as needed.
18. Perform work with the highest ethical standards, in accordance with RCWs 42.23.020-070, 42.17, 42.52 and the District personnel policies, providing courteous service.

*The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.*

**PHYSICAL AND MENTAL REQUIREMENTS:**

Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to calculate mathematical problems and conduct field site visits in challenging terrain.

**WORKING CONDITIONS:** The majority of work is performed in a normal office environment, with occasional field trips to project areas in the field that include difficult terrain.