



North Olympic Salmon Coalition

Community Stewardship, Collaborative Restoration

Job Announcement

Assistant Project Manager

The North Olympic Salmon Coalition (NOSC), a 501 (c) (3) non-profit, seeks a part-time Assistant Project Manager. NOSC works to restore, enhance, and protect habitat of wild salmon and to promote community volunteerism, understanding, cooperation and stewardship of our resources. For more information about NOSC, please visit our website at www.nosc.org.

Start: March 1, 2012

Part-Time: 30 hours per week with the possibility of increasing to full time. Some evenings and weekends will be required.

Position Summary

The Assistant Project Manager supports NOSC's mission by developing, funding and implementing salmon habitat restoration projects. The Assistant Project Manager will be housed in the Port Angeles office and will be responsible for identifying, developing, funding and executing projects in watersheds primarily along the Strait of Juan de Fuca while supporting work on projects in the remainder of NOSC's RFEG Region #7. The Assistant Project Manager will work closely with, and will report directly to the Project Manager.

Typical Duties Include:

1. Work with NOSC staff & project partners to identify appropriate restoration projects for NOSC to pursue.
2. Build relationships with landowners, partners and community members to facilitate successful projects.
3. Actively pursue funding for high priority projects. Write and submit applications for grant funding.
4. Coordinate implementation of funded projects including:
 - working with engineers and consultants to design restoration projects
 - hiring and contracting with qualified firms for professional services and construction contracts
 - budget tracking
 - landowner, grantor & stakeholders coordination
5. Prepare and submit grant reports.
6. Facilitate technical advisory group meetings for projects.
7. Participate in Lead Entity meetings as needed.
8. Acquire federal, state and local project permits & secure landowner agreements for projects.
9. Oversee implementation of projects to ensure compliance with design and permits.
10. Regularly communicate progress to staff, board, partners, landowners and community.
11. Work with stewardship coordinator to design, implement and report on monitoring parameters as needed.
12. Deliver public presentations about NOSC and our projects.

Qualifications

Bachelor's degree in related field

Two years of full time relevant work experience including restoration work, managing consultants & contracts, grant writing and landowner/stakeholder work

Working knowledge of Pacific Northwest Ecology specifically as related to salmon and their habitat
Proficient with Microsoft office software
Excellent written and verbal communication skills including public presentations
Washington State Drivers license
Able to lift 75lbs.
Able to work in inclement weather conditions
GIS experience

Preferred Qualifications:

3 years of full time relevant work experience
In-depth knowledge of Pacific Northwest and Salmonid Ecology
Experience working in the watersheds and communities of Clallam County, WA

Desired Skills

- **Passion for our mission of community stewardship and collaborative restoration!**
- Knowledge of salmon biology and habitat restoration techniques, including but not limited to in-stream. restoration, fish passage, riparian restoration, salmon recovery strategies, and landowner/stakeholder outreach.
- Proficiency in written and oral communication for diverse audiences. Ability to prepare informational articles and summary work reports, and give presentations in various venues using a variety of formats.
- Ability to organize and plan work schedules and tasks, juggling multiple tasks at once.
- Ability to work productively and cohesively both alone and in teams.
- Ability to communicate effectively and with diverse stakeholders.
- Ability to maintain composure and efficacy in uncomfortable situations and in the presence of conflict.
- Ability to manage personal workload, contracts, and other project elements to complete projects on time and within budget.
- Ability to keep organized files and document communications to a standard suitable for an audit and for use by other employees.

Location

Our main office is located in Port Hadlock just outside Port Townsend, Washington, and the Assistant Project manager will be based out of our satellite office in Port Angeles, WA the majority of the time. The watersheds we work in extend from East Jefferson to Clallam County along the Strait of Juan de Fuca on the Olympic Peninsula. We are 5 minutes from the beach, Olympic National Park is in our back yard, we are two hours from Seattle and two ferries away from the San Juan Islands.

Salary and Benefits

Compensation will be at an hourly rate between \$17 and \$20 depending on experience. Benefits include sick, vacation and holiday pay.

To apply, please mail two (2) copies of the following- a letter of interest, resume and three references to:

North Olympic Salmon Coalition

Attn: Hiring Committee

205B West Patison Street

Port Hadlock, WA 98339

Questions: info@nosc.org with "Position Inquiry" in subject line

Applications due Wednesday, February 1st, 2012 at 5pm