



## Job Announcement: Project Manager

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**Position Description:** [North Olympic Salmon Coalition](#) seeks to hire an enthusiastic and self-motivated Project Manager to support our work on the Olympic Peninsula. The Project Manager must have a passion and skills for floodplain and stream restoration, fish habitat enhancement, and building community support for salmonid habitat recovery. This position focuses on habitat restoration project development, funding, permitting, implementation, and reporting. This position is approximately 30% field/project coordination and 70% office-based planning and administration, though workload varies seasonally. NOSC seeks an experienced Project Manager while recognizing that strong candidates may bring transferable skills and a willingness to grow in the role.

**Location:** Work will occur throughout Jefferson and Clallam counties under the direction of the Senior Project Manager. The Project Manager must be willing to travel throughout the region with their personal vehicle. Mileage will be reimbursed at the state rate. The Project Manager will work out of NOSC's Port Townsend office.

**Compensation and Benefits:** This is a full-time position (40 hrs/week). Pay is expected to start at \$36-38/hourly. Starting pay will depend on qualifications and experience.

Benefits include:

- Health and vision insurance (employer pays 100% of the premium for the employee and 0% for dependents)
- Paid vacation and sick leave
- 11 paid holidays per year
- 3% employer retirement match (Simple IRA)
- Paid bereavement leave

The position has a three-month probationary period.

**To apply:** Interested candidates should submit a resume, cover letter, and writing sample (a technical report, grant application, research paper, or related) to Maude Richards, [mrichards@nosc.org](mailto:mrichards@nosc.org). The position is open until filled. Applications will be reviewed on a rolling basis beginning June 1, 2026.

### RESPONSIBILITIES:

This position will manage a variety of restoration projects, potentially including fish barrier removal projects, floodplain restoration projects, and/or low-tech process-based restoration.

### Project Development

- Conduct public and private landowner outreach, site visits, and site assessments to develop restoration projects.
- Engage project partners and stakeholders to support project development, implementation, and outcomes.
- Develop budgets, maps, photos, and site plans to support project planning and reporting.
- Research, identify, and actively pursue funding opportunities, including preparing grant proposals.

### **Project Management**

- Manage multiple restoration projects, each at different phases of development, implementation, and stewardship.
- Monitor grant-funded project activities and ensure deliverables and reporting requirements are met.
- Collaborate with NOSC administrative staff to approve grant expenditures, review project expenses, and adjust workflow to keep projects within budget.
- Manage communications and coordination with landowners and stakeholders.

### **Project Implementation**

- Apply for, secure, and manage project permits and permissions (HPA, JARPA, NEPA familiarity).
- Accurately track and document project work and outcomes.
- Develop project specifications and cost estimates.
- Coordinate bid packages and solicitations.
- Prepare scopes of work for consultants and contractors.
- Coordinate with designers and engineers throughout the project design process.
- Communicate and collaborate with landowners, technical teams, design teams, regulators, funders, and other stakeholders.
- Coordinate crews, materials, and tools required for project implementation.
- Construction inspection to ensure quality project installations.

### **Other Duties**

- Participate in a variety of internal and external meetings, trainings, and professional development opportunities.
- Coordinate and facilitate a regional coalition of project managers that meets quarterly.
- Participate in educational outreach events for adults and children, as requested.

## **REQUIRED SKILLS AND QUALIFICATIONS**

### **Professional**

- Able to interact professionally on behalf of NOSC with partners, stakeholders, and the public.
- Self-motivated, organized, and capable of managing multiple tasks and projects simultaneously.
- Comfortable working in a collaborative team environment with an integrated workflow.
- Demonstrated passion for ecological restoration and dedication to advancing NOSC's mission.
- Communicates clearly in writing and verbally, including presenting information to groups.
- Strong interpersonal and communication skills for collaborating with co-workers, landowners, funders, and project partners.
- Committed to following safety procedures.
- Will contribute to and support a positive organizational culture.
- Proficient in Microsoft Office Suite and Adobe Acrobat.
- Able to pass a background check.

### **Project management and technical skills**

- Able to manage multiple projects simultaneously with diverse and changing tasks.
- Able to develop budgets (excel-based) and grant applications.
- Able to use ArcGIS Pro, or similar GIS platform, to document sites and create maps

- Able to use project management software (Monday.com is currently used office-wide), or willingness to learn.

#### **Education and experience**

- Degree in ecology, biology, natural resources, hydrology, stream ecology, geomorphology, or related field.
- Minimum 3 years of professional experience with work similar to that described above.

#### **Field skills**

- Comfortable and able to safely navigate uneven terrain in remote field settings while maintaining situational awareness.
- Ability to safely lift up to 30 pounds of tools and equipment into and out of work vehicles, and to occasionally carry heavy tools and equipment short distances at a worksite.
- Valid WA driver's license and safe driving record required.

#### **Desired Qualifications**

- Experience with grant writing.
- Able to review and interpret engineering design plans and construction specifications.
- Understanding of fluvial and groundwater processes and geomorphology, either through formal coursework or independent learning.
- Familiarity with drone use on restoration projects, or interest in becoming a certified FAA drone pilot.

**About NOSC:** North Olympic Salmon Coalition (NOSC) is a non-profit, community-based group dedicated to restoring self-sustaining populations of salmon and steelhead. The NOSC region includes the Hood Canal bridge up to Neah Bay, encompassing both Jefferson and Clallam counties. NOSC values collaboration, curiosity, and community connection. Our staff work closely with tribes, landowners, agencies, and local partners to implement meaningful, on-the-ground restoration projects that support salmon recovery across the North Olympic Peninsula.

It is the policy and intent of NOSC to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political ideology, sexual orientation, status with regard to public assistance, disability, sex, or age. NOSC intends to act non-discriminatorily in all acts related to recruiting, hiring or promotion of staff. For more information about us please visit our website:

[www.nosc.org](http://www.nosc.org)