



## North Olympic Salmon Coalition

*Community Stewardship, Collaborative Restoration*

### **Job Announcement** **Project Manager**

The North Olympic Salmon Coalition (NOSC) is a 501(c)(3) non-profit, and one of 14 Regional Fisheries Enhancement Groups (RFEg's). NOSC works to promote robust wild salmon stocks for families, fishers and local economies by furthering restoration and education on the North Olympic Peninsula of WA. For more information about NOSC please visit our website at [www.nosc.org](http://www.nosc.org).

**Hours:** Negotiable, 30-40 hours per week. Some evenings and weekends will be required

**Salary:** \$25-\$30 per hour, depending on experience

**Benefits:** May vary depending on hours worked - Sick, vacation and holiday. Medical insurance and retirement.

**Location:** Port Angeles, WA. NOSC's focus area extends 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, and we are three hours from Seattle and two ferries away from the San Juan Islands.

#### **Position Summary**

The project manager supports NOSC's mission by developing, funding and implementing salmon habitat restoration projects in watersheds along the Strait of Juan de Fuca, while supporting work on projects in the remainder of NOSC's focus area. The project manager has the opportunity to work collaboratively with a skilled and experienced staff across program and project areas.

The successful candidate will have the ability to manage complex salmon habitat projects and budgets while involving partners, stakeholders, a wide range of constraints and land ownership.

#### **Core Responsibilities Include:**

- Actively pursue potential funding sources for high priority salmon habitat projects. Write and submit applications for funding.
- Create and manage project and grant budgets;
- Coordinate implementation of funded projects:
  - Ensure appropriate stakeholder, partner and technical advisory work is done at the right scope and scale for each project.
  - Conduct competitive bid processes, hire, and supervise subcontractors
  - Ensure professional services and construction contracts comply with funder requirements
  - Track contract budgets and actively manage contractors to maximize service and quality of work.
  - Acquire all necessary permits, landowner agreements, and utility access for projects.
  - Manage project construction, providing day to day oversight with an eye to adherence to construction contract, to plans and specifications, and permit and environmental compliance.
  - Maintain project files consistent with grant and internal policies.
- Ensure grant reporting is completed in a timely and accurate way.
- Coordinate or conduct post-implementation monitoring to ensure projects meet the goals and objectives of NOSC, granting agencies, and the resource co-managers within funding constraints and opportunities.

## Qualifications

- Minimum education: Bachelor's degree in related field
- 5 years relevant work experience including funding and implementing salmon habitat restoration projects, managing consultants and contracts, performing construction inspection, grant writing and landowner/stakeholder work
- Knowledge of northwest habitats, habitat forming processes and restoration techniques, including but not limited to those associated with instream, riparian, estuarine and nearshore habitats
- Working knowledge of Pacific Northwest ecology, specifically as related to salmon and their habitats
- Proficiency in written and oral communication for diverse audiences and ability to effectively develop and deliver presentations
- Ability to communicate diplomatically and professionally to a wide range of audiences
- Proficient in Microsoft Office software and Arc GIS
- Proven leadership abilities
- Washington State Driver's license, able to lift 75lbs, able to work outdoors in inclement weather conditions and ability to work for long periods of time at a computer

## Desired Skills/Interests:

- Experience working in the watersheds and communities of Clallam County, WA
- Ability to produce maps and graphics in GIS or other software
- Passion for NOSC's mission

## Critical Skills

- Proven ability to organize and plan work schedules and tasks
- Proven effectiveness in tracking multiple tasks at once to meet organizational as well as project needs and priorities
- Competency at weighing many factors to determine the best strategic approach for accomplishing goals
- Skilled at maintaining 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 comprehensive, organized files and document communications to a standard suitable for use by other employees.
- Proven ability to collaborate effectively with co-workers and partners
- Proven ability to maintain high productivity and communicate effectively with the team while working independently much of the time
- Ability to take in complex information and directions and apply them effectively to work tasks

### To apply:

Email letter of interest and resume, preferably as a single PDF file, to:

**Rebecca Benjamin**

[rbenjamin@nosc.org](mailto:rbenjamin@nosc.org)

**Subject Line: Project Manager Position**

**Applications received by August 15, 2018 will be given priority review, but position will remain open until filled so you may submit after the 15<sup>th</sup>**