

**Upper Columbia Salmon Recovery Board
NATURAL RESOURCE COORDINATOR
Job Announcement**

Type: Full-time, permanent position.

Salary: The salary range for this position is \$53,000 - \$62,000 plus full benefits. Benefits package includes retirement, medical, vision & dental insurance, paid vacation and sick leave.

Closing Date: Position open until filled. Screening begins April 23, 2021 to identify candidates to interview.

To Apply: Submit resume, cover letter and three references to melody.kreimes@ucsrb.org Call Melody Kreimes 509-670-5523 with any questions.

Organizational Background

The Upper Columbia Salmon Recovery Board (UCSRB) is a nonprofit corporation formed to serve as a regional salmon recovery organization and to coordinate implementation of the *Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan (Recovery Plan)*. Our Board of Directors consists of a Commissioner from each Chelan, Douglas, and Okanogan Counties, and representatives from both the Colville Confederated Tribes and the Yakama Nation. The mission of the UCSRB is to restore viable and sustainable populations of salmon, steelhead and other at-risk species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Upper Columbia River region. In concert with these efforts, the UCSRB also facilitates a regional forest health collaborative to accelerate whole watershed restoration, ridgetop to river.

The UCSRB serves as the Upper Columbia Lead Entity, which plays an essential role in voluntary salmon habitat restoration and protection activities in the region as provided in RCW 77.85. Using the Regional Technical Team (RTT) and Chelan and Okanogan County Citizens' Advisory Committees (CACs), the Natural Resource Coordinator annually solicits and prioritizes projects and forwards a final, ranked list to the Salmon Recovery Funding Board (SRFB) and other funding sources. The Natural Resource Coordinator position fills an important role in facilitating implementation of the *Recovery Plan*.

Job Summary

The Natural Resource Coordinator will manage the Lead Entity process in the Upper Columbia, providing coordination and facilitation for the process of soliciting grant applications for salmon recovery projects, supporting local project sponsors and serving as a liaison with the Washington State Recreation and Conservation Office's salmon recovery program staff.

Key Duties and Responsibilities

- Convene and facilitate an annual kick-off meeting for the SRFB regional funding process.

- Meet with each project sponsor to discuss the salmon recovery implementation objectives, and the process and funding structure.
- Assist project sponsors with the preparation of applications as part of the regional funding process.
- Facilitate annual meetings of the CACs and quarterly meetings of the *Recovery Plan* Implementation Team and coordinate with/attend monthly meetings of Watershed Action Teams in four subbasins.
- Coordinate and facilitate annual habitat project tours during the proposal phase of the process.
- Assist project sponsors in creating presentations for the RTT's pre-application workshop.
- Provide guidance and feedback to project sponsors for final proposal refinement and submittal.
- Distribute completed applications to the RTT, CACs, and the Tributary Committee, and distribute technical comments to project sponsors.
- Coordinate Lead Entity and RTT comments on funded project amendments as required by SRFB policies.
- Assist project sponsors in submitting project applications in the State's database system.
- Manage and provide the Upper Columbia project list to the State Review Panel.
- Coordinate habitat project data entry into the State's Salmon Recovery Portal system.
- Facilitate an annual debrief of the funding round with project proponents.
- Provide recommendations on improving the process and provide analysis related to the key services of the Lead Entity.
- Work on other key priorities of the UCSRB.

Qualifications and Experience

Bachelor's degree in fisheries, natural resource/environmental sciences or related field and two years of experience. Master's degree and knowledge of state, federal and regional planning efforts pertaining to salmon recovery preferred.

A successful candidate will be able to demonstrate:

- Strong ability to coordinate and facilitate groups effectively.
- Ability to work and communicate effectively 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 in a team.
- Strong oral and written communication skills.
- Familiarity with standard office software applications such as MS Word, PowerPoint, and Excel.

The Natural Resource Coordinator must have the capacity to engage in travel within the UCSRB service area and to Olympia and other locations where regional recovery meetings are held. The Natural Resource Coordinator must be able to work outside in variable weather conditions.