

## SENIOR PROJECTS COORDINATOR

The Mason Conservation District is seeking an experienced Senior Projects Coordinator to join our team. The successful candidate will be responsible for safe, timely, and efficient execution of small and large scale habitat restoration projects.

The Projects Coordinator position is responsible for project development and coordination between the Mason Conservation District, landowners, partner organizations, and investors.

The position supports the District's mission by developing, funding, and implementing habitat restoration projects in Puget Sound watersheds.

The successful candidate will demonstrate the proven ability to manage complex environmental projects involving diverse partners and stakeholders on private and public lands.

This position is supervised by the Habitat Program Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Core duties and responsibilities include the following. Other duties may be assigned.

- Lead the development, implementation, and evaluation of multi-year, technically complex ecological restoration projects with diverse partners and funding sources.
- Collaborate with District team and partners to secure funding for high priority projects by actively pursuing potential funding sources.
- Provide input into the development of annual and long-range plans, project proposals, special projects, etc.

### Project Management:

- Develop and maintain exceptional relationships with clients and partners.
- Coordinate and schedule field and office activities on assigned projects. Determine resource allocation needs to accomplish scheduled tasks including equipment, manpower, etc., including job scheduling activities.
- Manage budgets, deadlines, deliverables, and quality of work on multiple projects simultaneously.
- Develop project scopes of work, sequencing, implementation approach and cost estimates.
- Present projects in public meetings, technical working groups, District Board of Supervisors meetings, etc.
- Prepare oral and written project progress and completion reports.
- Maintain project files, including documentation of work, receipts, and contract compliance

Supervisory Responsibilities: This job has staff supervisory responsibilities and will also supervise sub-contractors.

- Enforce the standards of behavior as well as policies and procedures of the District and ensures adherence to program goals and mission.

- Motivate others to achieve desired results, leading by example, and working alongside team members.
- Ensure sub-contractors are meeting contractual deadlines and quality expectations.

#### Required Qualifications:

- College degree in related field, a minimum five (5) years of hands-on ecological restoration experience, with at least three (3) years of experience leading, coordinating and/or managing complex restoration projects.
- Knowledge and background in the construction industry, specifically environmental construction activities, such as: heavy earthmoving, remedial excavation, habitat restoration, bridges and culverts, access roads, stormwater management, etc.
- Knowledge and background in permitting processes to support environmental construction activities.
- Must be a self-driven and resourceful team player with the proven ability to solve problems.
- Ability to manage multiple priorities in a fast-paced environment, and work independently.
- Proficient with Microsoft Office Suite, database and geospatial programs.
- Experience using ArcGIS equipment and programs.
- Strong written and verbal communication skills.
- Professional appearance and personality.
- Ability to travel regionally including by car and ferry. Occasional overnight travel is required.
- Ability to work under physically demanding conditions, including weather and terrain.
- Ability to walk, lift 50 pounds, and operate hand and power tools and other mechanical equipment.
- Valid driver's license, acceptable driving record.
- Ability to pass pre-employment background check, and drug test.

#### Desired Qualifications:

- Pacific Northwest specific ecological restoration experience.
- Strong understanding of Washington State salmon recovery framework, programs, and processes.
- Experience and proficiency in use of ArcGIS and database software.
- Experience in securing and managing grants.
- Excellent interpersonal and conflict resolution skills.
- Interest in community service and the environment.

#### Benefits:

- Industry Competitive Compensation
- Health, Dental, Vision, Disability Plans
- Employer Retirement Plan

TO APPLY:

Email a Cover Letter and Resume to [accounting@masoncd.org](mailto:accounting@masoncd.org). If you wish to be considered, you must apply through the email address provided above.

Anticipated Start Date: Early-October

Applications will remain open until the position is filled. Priority consideration will be given to completed applications received by September 20, 2020.

The Mason Conservation District is an equal opportunity employer. Qualified applicants will be considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law.

Job Type: Full-time

Salary: \$60,456.00 to \$70,116.00 /year