



RECOVERY PROGRAM COORDINATOR JOB DESCRIPTION

Organizational Background

The Yakima Basin Fish & Wildlife Recovery Board is a non-profit corporation created by county, city and tribal governments in the Yakima Basin. Our mission is to restore sustainable and harvestable populations of salmon, steelhead, bull trout and other at-risk fish and wildlife species through collaborative and economically-sensitive resource management in the Yakima River Basin. For more information, see www.ybfwrb.org

Job Description

The Recovery Program Coordinator is responsible for leading the development of recovery plans, monitoring plans and recovery action tracking systems and ensuring that these documents are broadly supported and actively used to guide how projects are developed and implemented in the field.

This is a full-time exempt position based in Yakima, WA that reports to the Board's Executive Director. The Recovery Program Coordinator will develop and manage programs that accomplish the Board's mission and responsibilities. This is a small office setting, and the successful candidate will have the flexibility to work at all levels, from developing and funding new initiatives to taking care of day-to-day logistics. This is a rewarding opportunity to be a part of a locally-based organization that promotes fish and wildlife restoration activities in the Yakima Basin.

The Recovery Program Coordinator will:

- Coordinate development of plans and other documents that support the Board's mission, including recovery plan updates, monitoring plans, and annual progress reports
- Convene Board partners and committees to address issues related to fish and wildlife recovery, research/monitoring program development and tracking of progress towards recovery goals.
- Research and compile technical information to support Board programs (includes technical writing, data analysis and mapping)
- Work with other staff to develop and maintain an implementation schedule that tracks how fish and wildlife projects and programs in the Yakima Basin address recovery priorities
- Work with partners to support and implement actions that address key recovery needs
- Work with Board staff and partners to build and maintain relationships with stakeholders and decision makers with an interest in fish & wildlife recovery issues
- Work with Board staff and partners to develop outreach materials

- Develop funding sources for board and partner programs
- Manage professional services contracts
- Perform other duties as assigned by the Executive Director

Qualifications

- A combination of experience, education and training equivalent to a Bachelor's Degree plus 4 or more years of professional experience. A master's degree in a natural resources-related field can count as 2 yrs of job experience. A PhD in a related field may count as 4 years of job experience.
- Background integrating scientific and policy perspectives to support natural resources management decisions
- Strong understanding of technical and policy issues in natural resources
- Excellent writing and editing skills
- Strong organizational and communication abilities
- Ability to work effectively with diverse groups and agencies
- Willingness to engage in occasional fieldwork desirable
- Basic computer skills required; GIS and database management skills desirable
- Familiarity with experimental design and data analysis desirable
- Strong technical background in fisheries management and habitat restoration desirable
- Knowledge of the Yakima Basin and fish recovery work in the basin desirable

A valid Washington State Driver's License and ability to provide your own vehicle are required. Mileage will be reimbursed at the State-approved rate.

Working Conditions

Work is performed approximately 70% in an office environment, 25% in meetings, and 5% in the field. Field visits may require traversing a variety of terrain in varying weather conditions. Attendance at evening meetings and occasional all-day and overnight travel may be required.

Compensation

Salary commensurate with experience, between \$45,000 - 65,000 per year plus benefits.

While we anticipate that this will be a long-term position, its continuation will be dependent on future funding prospects. The option of a ¾ time position may be available to interested candidates.

APPLICATION PROCEDURE

Position is open until filled; the first review of applications will occur on Sept 9, 2013. To apply, submit a cover letter, resume, and a writing sample (showing your ability to write about complex technical material) via email to heather@ybfwrb.org. Hard copies may also be mailed to:

Yakima Basin Fish & Wildlife Recovery Board
1110 W. Lincoln Ave
Yakima, WA 98907

Inquiries may also be submitted via email to heather@ybfwrb.org.