



YAKIMA BASIN
FISH AND WILDLIFE
RECOVERY BOARD

LEAD ENTITY PROGRAM COORDINATOR Position Description

Organizational Background

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

Job Summary

This management position reports to the Board's Executive Director and is based at the Board's office in Yakima, Washington. The Lead Entity Program Coordinator manages the Board's Lead Entity Program, which solicits and reviews local grant applications for funding through the Salmon Recovery Funding Board (SRFB) program. This position supports local project sponsors, and serves as a liaison with the state's Recreation and Conservation Office's salmon recovery program staff. This is a small office setting, and the Lead Entity Program Coordinator needs to have the flexibility to work at all levels, from developing and funding new initiatives to taking care of day-to-day office logistics.

Responsibilities:

The Lead Entity Program Coordinator will:

A) Coordinate the Board's annual Lead Entity review of SRFB project proposals (55%)

Coordinate the Board's grant review process for applications for Salmon Recovery Funding Board (SRFB) and other grant funds. Specific tasks include:

1. Develop annual grant program schedules, guidance and announcements;
2. Solicit and review grant applications and organize site tours, sponsor presentations and committee meetings;
3. Coordinate and facilitate the Board's technical advisory group and citizen committee.
4. Draft, review and edit Lead Entity program documents (correspondence, manuals, plans, etc);
5. Maintain Board relationships with state Recreation and Conservation Office salmon recovery program staff, Governor's Salmon Recovery Office staff, and local project sponsors;
6. Conduct periodic reviews of the Lead Entity process with partners to identify improvements;
7. Work together with other Board staff to conduct outreach and develop outreach materials that support the lead entity program and the funding sources and policies that it depends on.

B) Work with project sponsors and partners in the Yakima basin to promote recovery projects (20%)

- Support project sponsors implementing SRFB-funded projects in the Yakima Basin;
- Work with partners to identify and develop future habitat restoration projects;
- Identify potential funding sources for the Board and its partners, write proposals and manage grants, including management of an ongoing contract with Bureau of Land Management;
- Work with partners (Ecology, YBIP, Yakama Nation, USFWS, etc.) to coordinate how existing project funding sources are allocated and used;
- Assist other Board staff on efforts to update and implement the Yakima Basin Steelhead Recovery Plan and the Yakima Bull Trout Action Plan.

C) Maintain project data to help the Board track progress toward recovery goals (10%)

- Work with other Board staff and partners to collect data needed to track and evaluate projects that implement the Board's recovery plan;
- Work with project sponsors to enter habitat project data into the State's Salmon Recovery Portal and coordinate with RCO data managers.

D) Represent the Board in Statewide Forums (5%)

- Represent the Board in statewide salmon recovery forums, including the Washington Salmon Coalition and meetings of the SRFB;
- Participate in SRFB or Washington Salmon Coalition sponsored training and development opportunities for lead entities as they occur.

E) Other (5%)

- Assist with various Board & office logistics;
- Manage contracts, billings and procurement for the Lead Entity program;
- Prepare reports on and maintain records of Lead Entity process;
- Perform other duties as assigned by the Executive Director.

Required Qualifications

- A combination of experience, education and training equivalent to a Bachelor's Degree and 2 plus years of professional or managerial experience.
- Strong organizational and communication skills.
- A proven ability to work cooperatively and collaboratively in a team atmosphere.
- Ability to work effectively with a diverse group, including government agencies, tribes, non-profit organizations, and local citizens.
- Basic computer skills (Outlook, Word, Excel, PowerPoint, virtual meeting management, etc.).
- Knowledge of and experience in Natural Resource Management.

Desired Qualifications

- GIS and database management skills;
- Background in or proven understanding of technical aspects of aquatic habitat restoration (i.e. biology, geomorphology, hydrology, etc.)
- Facilitation experience.

Flexible work scheduling and partial remote work options (with a minimum of 2 days in office per week once Covid conditions improve) are possible based on mutual agreement between the successful applicant and the Board. The Lead Entity Program Coordinator must be able to travel regularly within the Yakima Basin and to periodic meetings throughout the state. 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.

Physical Requirements and Working Conditions

The Program Coordinator must possess 1) mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings (some in the evening) at various sites, 2) strength to lift and carry materials weighing up to 20 pounds; 3) vision to read printed materials and a computer screen; and hearing and 4) speech to communicate in person and over the telephone.

Compensation

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

APPLICATION PROCEDURE

Position open until filled; first review of applications to occur on Feb 22, 2021. To apply, submit a cover letter, resume, a recent writing sample* and the name, address, phone number and email for three references familiar with your professional abilities. Send applications to:

Yakima Basin Fish & Wildlife Recovery Board
1200 Chesterly Drive, Suite 280
Yakima, WA 98902

Or submit via email to aconley@ybfwrp.org

*The writing sample should be a professional or academic document written within the last 5 years of which you are the primary author. It should display your writing skills and style. A length of 2 to 10 pages is appropriate. You are not being asked for a handwriting sample.