



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 conserve and restore sustainable and harvestable populations of native fish and wildlife species in close partnership with the local communities of the Yakima River Basin. For more information, see www.ybfwrb.org.

Job Summary

The Recovery Program Coordinator leads the development, maintenance, and implementation of the Board's steelhead recovery, bull trout recovery, and monitoring plans. The position convenes and facilitates collaborative working groups so that these plans reflect partner input and guide recovery priorities, funding, monitoring, and implementation. The Coordinator also provides technical analysis, mapping, coordination, and reporting that supports the Recovery Board's programs and the recovery work of its partners.

This full-time, exempt position is based in Yakima, Washington, and reports to the Board's Executive Director. Because the Board operates with a small staff, the Coordinator must work independently, manage competing priorities, collaborate closely with colleagues and partners, and contribute at both strategic and operational levels. Responsibilities may range from developing and funding new initiatives to organizing meetings, maintaining program records, and completing day-to-day logistics. The position offers an opportunity to support locally led fish and wildlife restoration throughout the Yakima Basin.

Job Duties and Responsibilities

1. Bull Trout Recovery Coordination (~ 30%)

- a. Plan and facilitate approximately six Yakima Bull Trout Working Group (BTWG) meetings each year, along with associated planning sessions and topic-specific meetings. Prepare agendas and materials, coordinate participants, document decisions, and action items, and follow up to support timely completion of agreed-upon work.
- b. Maintain and update the Yakima Bull Trout Action Plan and its supporting information systems, including the Yakipedia pages, Zotero library, and Actions web database. Coordinate partner input, keep technical and implementation information current, and ensure that plan materials are organized and accessible for recovery planning and reporting.
- c. Coordinate and provide technical support for BTWG initiatives, including temperature-monitoring, development of annual recommendations to YBIP, and preparation of letters, white papers, and other technical products on behalf of the BTWG. Gather and analyze relevant information, coordinate partner review, and prepare products that accurately reflect working-group decisions.

2. Steelhead Recovery Coordination (*funded by RCO contract*) (~30%)

- a. Plan and facilitate approximately four Yakima Steelhead Working Group meetings each year, along with associated planning sessions and topic-specific meetings. Support establishment and ongoing operation

of the working group; prepare agendas and materials; coordinate participants; document decisions and action items; and follow up to advance agreed-upon work.

- b. Update and maintain the Yakima Steelhead Recovery Plan and its supporting resources, including the 2009 plan document, Yakipedia pages, Zotero library, and a new (to-be developed) Actions web database. Coordinate partner input, track revisions and implementation information, and keep these materials organized and accessible for recovery planning and reporting.
- c. Provide coordination and technical support for specific steelhead recovery initiatives.

3. Representing the Board in partner-driven initiatives (~15%)

- a. Represent the Board in partner-led initiatives, as coordinated with other Board staff.
- b. Prepare for and participate in meetings, communicate Board priorities and technical information, report relevant decisions, and commitments to Board staff, and complete assigned follow-up.
- c. Initiatives may include the YBIP Habitat and Lower Yakima Subcommittee, the Yakima Water Stargrass Coalition, and project-specific working groups.

4. Monitoring Program Coordination (~15%) to include:

- a. Convene and support the Board's monitoring committee by scheduling meetings, developing agendas and materials, facilitating discussion, documenting decisions and action items, and coordinating follow-up with committee members and Board staff.
- b. Work with partners to identify priority monitoring needs and coordinate the collection, funding, quality management, storage, analysis, and use of key monitoring data. Initial work will focus on improving the coordination and use of temperature data to support bull trout and steelhead recovery planning and implementation.
- c. Track and support partner monitoring initiatives that directly support bull trout and steelhead recovery plan implementation

5. Technical/Mapping support for other Board and Partner Initiatives (~10%) to include:

- a. Supporting State of Yakima and State of Salmon reporting
- b. Develop maps and analyze project implementation data to support lead entity program planning, evaluation, reporting, and communication with partners.
- c. Providing maps and analyses to be used in Board outreach efforts

6. Other Potential Duties:

- a. Occasional field work in support of Board and partner projects.
- b. Work with Recovery Board staff and partners to identify funding opportunities and develop grant proposals, scopes of work, budgets, and supporting materials for the Board and partner programs.
- c. Manage assigned professional services contracts by helping develop scopes of work and deliverables, coordinating contractor activities, monitoring schedules and performance, reviewing work products and invoices, maintaining contract records, and communicating issues to the Executive Director.
- d. Perform other duties as assigned by the Executive Director

Qualifications

We are seeking a range of skills and recognize that no single candidate is likely to possess all of them. Be prepared to discuss both the areas where you excel and those where you may benefit from additional support or development.

- A combination of education, training, and professional experience equivalent to a bachelor's degree and at least four years of relevant professional experience. A master's degree in a natural resources-related field may substitute for up to two years of professional experience, and a PhD in a related field may substitute for up to four years.
- Demonstrated ability to communicate complex technical and policy information clearly and accurately in writing and in presentations, meetings, and discussions with technical and nontechnical audiences.
- Demonstrated ability to build productive working relationships and collaborate with Tribal, federal, state, local government, nonprofit, technical, and community partners with differing perspectives and priorities.
- Demonstrated ability to plan and facilitate effective multi-stakeholder meetings, establish clear objectives and agendas, guide discussion toward decisions, document outcomes and action items, and support follow-through.
- Experience developing, updating, and managing natural resource plans and technical reports, including coordinating technical input, synthesizing complex information, managing review processes, responding to comments, and tracking implementation.
- Technical knowledge of fisheries management, aquatic ecology, habitat restoration, or a closely related natural resources field.
- Experience organizing, maintaining, analyzing, and interpreting environmental or natural resource data, including use of databases and preparation of information for technical reports, planning, and decision-making.
- Ability to use GIS software to create clear maps, manage spatial data, and conduct spatial analyses that support natural resource planning, project implementation, reporting, and outreach.
- Knowledge of fisheries, habitat restoration, water management, and natural resource issues in the Yakima and Columbia River Basins, including the agencies, Tribes, programs, and partnerships involved in regional recovery efforts.
- A valid U.S. driver's license and reliable access to a vehicle for work-related travel are required. The employee must be able to travel to meetings, project sites, and field locations throughout the Yakima Basin. Authorized 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 involve walking over uneven terrain and working outdoors in varying weather conditions, with or without reasonable accommodation. The position requires attendance at occasional evening meetings and may require occasional all-day or overnight travel.

Compensation

Annual salary commensurate with experience, between \$65,000-90,000 per year plus benefits.

This position is expected to continue on a long-term basis, subject to the availability of future funding. Depending on organizational needs and candidate interest, the Recovery Board may consider a 0.75 full-time-equivalent appointment.

APPLICATION PROCEDURE

Position is open until filled. Applications will be reviewed as they are received. To apply, submit a cover letter, resume, and a recent writing sample (authored by you which demonstrates your ability to explain complex technical material). [Click here to apply.](#)