



POSITION DESCRIPTION

PROJECT MANAGER

MISSION: The mission of the Tri-State Steelheaders is to restore sustainable populations of native salmonids by enhancing habitat, providing public education, and promoting recreational angling for future generations.

BACKGROUND: Tri-State Steelheaders began as a sport fishing club in the mid-1960s and incorporated as a non-profit organization in 1989. In 2000, Tri-State Steelheaders joined Washington's Regional Fisheries Enhancement Group (RFEG) program. Each of the 14 RFEGs in Washington State is working to implement on-the-ground salmon and steelhead enhancement projects and to conduct outreach and education programs in our respective service areas.

SUPERVISORY CONTROLS: The Project Manager works under the general supervision of the Executive Director. The position does not include any supervisory duties.

WORK SCHEDULE: The position is a full-time, hourly, non-exempt position. Schedule is flexible with respect to days and time worked. Some weekend and evening hours are expected, such as for board meetings and special events. Long days can be associated with construction or other field work. Travel is typically local, with longer trips for training and development.

COMPENSATION & BENEFITS: Pay ranges from \$36,000 - \$42,000 annually. The position receives 80 hours of paid leave per year, 40 hours of sick leave, and nine paid holidays. Tri-State Steelheaders contributes \$300/month to a benefit package for health insurance and/or 403 (b) retirement account, in addition to the position's pay. A vehicle is available for work duties. Personal vehicle mileage is reimbursable.

WORK ENVIRONMENT: Work is primarily performed in an office or other indoor setting during the typical work week. Some events and programs will occur outdoors. Project work (construction, planting) does occur outdoors, on-site, so the project manager must be able to perform outdoor work during precipitation or extremes of temperature, and will need the physical ability to walk on uneven terrain, in stream channels, and navigate stream banks.

MAJOR DUTIES:

The project manager's duties include all aspects of implementing projects in support of Tri-State Steelheaders' mission. Generally, such projects improve riparian and instream habitat, correct fish passage barriers, and improve water quality.

MAJOR DUTIES:

Project Development (40%)

- Landowner outreach and meetings
- Develop project materials such as maps, site photos, and site plans
- Research funding opportunities
- Complete grant applications
- Develop cost estimates and project budgets

Project Implementation (40%)

- Apply for and secure project permits (local, state, and federal)
- Participate in project design processes with consultants
- Prepare bid and specification documents for consultants and construction contractors
- Administer bid processes and contract awards
- Develop contracts
- Develop and implement planting plans
- General project administration
- Construction supervision
- Volunteer supervision
- Project monitoring

Grant Administration (10%)

- Grant invoicing
- Track grant and project budgets
- Progress and final reports
- Compliance with grant contracts

Other Duties, As Needed (10%)

- Represent the Steelheaders at local and regional meetings of cooperators
- Attend staff meetings
- Assist with education and recreation programs, as needed
- Assist with developing outreach materials
- Training and development
- Assist with conducting Steelheaders' events
- Deliver presentations to diverse audiences

QUALIFICATIONS:

- Bachelor's degree in biology, fisheries, ecology, environmental science or related fields.
- Interest in working in the non-profit sector.
- Proficiency in Microsoft Office programs.
- Strong written and verbal communication skills for a variety of audiences.
- Attention to detail.
- Ability to work independently.
- Ability to work in a small office setting.
- Valid driver's license and dependable transportation.
- Problem solving skills and attitude.
- A collaborative attitude is essential.

DESIRED SKILLS AND INTERESTS:

- Grant writing experience.
- Knowledge of general habitat needs of salmonids.
- Knowledge of local habitats and ecosystems.
- Knowledge of restoration techniques, such as bioengineering and large wood structures.
- Experience in applied habitat restoration.
- Experience in project management, leading groups, or other supervisory capacity.
- Knowledge of native vegetation of eastern Washington.
- Familiarity with use of hand tools and heavy equipment.
- Spanish language skills.
