

POSITION ANNOUNCEMENT: Project Coordinator II

DATE: March 24, 2015



Position Status: Full Time

Hourly Wage: \$22.50 to \$26.04/hour Depending on Qualifications and Experience

Closing Date: 4:00 p.m. on Tuesday, April 7, 2015

Background:

The basic function of this position is to work with various partners to develop and oversee watershed plan implementation and restoration projects. The Project Coordinator II will be under the direction and guidance of the District Administrator with day to day supervision by the Program Manager.

Minimum Qualifications:

A Bachelor's degree involving a major study in environmental or physical science, one of the natural sciences, planning or other closely related field and two years of professional level experience. An Associate's degree in environmental or physical science or technology or other closely related field may be substituted for a Bachelor's degree if the applicant has three years or more of applicable experience. Experience in natural resources project development and construction management is preferred. Must provide clear evidence of ability to coordinate multiple projects and work effectively with individual landowners and diverse groups. Must have strong written and verbal communication skills, and experience with MS Office applications (Word, Excel are essential). Facilitation experience and basic competency with GIS are preferred. Must be able to work in remote and rugged locations under a variety of conditions and carry field equipment necessary to complete required job tasks and have a valid driver's license. Experience working with conservation districts is also beneficial.

Typical Work:

The Project Coordinator II will plan, direct and coordinate implementation of projects, prioritize and schedule tasks, monitor project status, measure progress, write various project reports and provide updates to the Program Manager, District Administrator and Board of Supervisors as appropriate. See the attached job description and supplemental information for a full understanding of the work to be accomplished.

Payroll Deductions and Benefits:

Federal Income Tax Withheld
Medicare
State Retirement (PERS)
Medical & Dental Insurance

Unemployment Insurance
Industrial Insurance
Annual Leave, Sick Leave, Holidays
Optional Aflac policies

Application Procedure:

Submit cover letter and resume with at least three (3) references to Peggy Entzel, Cascadia Conservation District, 14 N. Mission, Wenatchee, Washington 98801, prior to 4:00 p.m. on April 7, 2015. (509) 436-1601. Email submittals are allowed; send to peggye@casacadiacd.org.
Equal Opportunity Employer.