

**FOSTER CREEK CONSERVATION DISTRICT**  
**JOB DESCRIPTION**  
**for**  
**Resource Specialist**

***Nature and Purpose of Position:***

The purpose of this position is to provide day-to-day project coordination and oversight necessary for implementation of the Direct Seed Program and restoration/enhancement efforts on private lands. All projects involve natural resource related issues and have been identified as priority actions in the District's Long Range, Annual and/or specific project plans.

This position will be under the direction and guidance of the District Manager and will carry out the directives of the Foster Creek Conservation District Board of Supervisors. Day to day supervision will be provided by the District Manager.

***Major Responsibilities:***

- Provide assistance to the District Manager as requested to fulfill the District's Annual and Long Range Plans.
- Represent and promote *the District's mission and policies* in all work related activities and demonstrate objectivity on controversial topics.

***Typical Duties:***

- Establish and maintain effective communication among all project partners, including grant and resource agency staff and local landowners.
- Create management, implementation and monitoring plans as directed.
- Conduct project development, including identifying and contacting landowners to explore project opportunities and arranging on-site visits.
- Develop and secure various agreements and other contracts required to implement restoration/enhancement and monitoring activities.
- Develop individual project budgets and timelines, and perform project element tracking and grant management.
- Implement projects, including securing of appropriate permits, developing cost-share and/or maintenance agreements, and conducting on-site visits.
- Coordinate contractors and/or labor resources including development of bid packets and contractor solicitations, and assist with construction oversight during project implementation as requested.
- Provide technical/field assistance as needed for project implementation and monitoring efforts.
- Collect, analyze and interpret water resource, habitat and water quality data.
- Collect data, develop conservation plans, assist landowners with plan implementation and conduct follow-up visits.
- Report on findings and use data to alter practices where necessary.
- Coordinate various activities including: scheduling appointments with landowners and agency staff, attending meetings and events, producing reports and maps, identifying projects, and writing grant applications.
- Coordinate information and education programs including: hosting and participating in events, developing educational materials, and, when requested, serve as media contact.
- Maintain effective records for projects.
- Other duties as assigned.

**Minimum Qualifications:**

- A Bachelor's Degree involving a major study in environmental or physical science, one of the natural sciences or other closely related field and one year of professional level experience preferred.
- Adaptable to different job assignments.
- Ability to work closely with others in both a public office and field environment.
- Service oriented attitude and constructive problem solving skills.
- Experience working with conservation districts is beneficial.
- Very strong organizational and written/verbal communication skills.
- Strong knowledge of MS Office applications (Word, Excel are essential; Microsoft Project experience helpful). Basic competency with GIS software is preferred.
- Must have demonstrated ability in handling multiple projects and the capability of working with diverse individuals and small groups.
- Must be able to work in remote and rugged locations under a variety of weather conditions, traverse difficult upland and instream terrain, and carry field equipment necessary to complete required job tasks.
- Must have a valid driver's license.

**Salary and schedule:**

This is a full-time position consisting of 40 hours/week. Position may require some work on Saturdays or after regularly scheduled work hours. Starting pay for this position is \$20 - \$23 per hour, depending on qualifications. Benefits include retirement after three years of service, medical/dental/vision, as well as accrued paid sick leave, annual leave, and 12 paid holidays.

**To Apply:**

Please submit a cover letter describing the experience and skills you bring to this position (not to exceed one page, must be single spaced), a resume` (maximum two pages), and three references to the Foster Creek Conservation District. This position will close May 5<sup>th</sup> or is open until filled. Mailing and physical addresses are list below. Electronic applications will not be accepted.

**Contact Information:**

Jonathan Merz, District Manager, (509)630-1266 or [jmerz@fostercreekcd.org](mailto:jmerz@fostercreekcd.org).

**Physical Address:**

Foster Creek Conservation District  
Douglas County Court House 3<sup>rd</sup> Floor  
203 S. Rainier  
Waterville, WA 98858

**Mailing Address:**

Foster Creek Conservation District  
PO Box 398  
Waterville, WA 98858