



JOB OPPORTUNITY: Watershed Restoration Project Coordinator

The Bainbridge Island Land Trust seeks a new member of our conservation team to support our mission to *conserve and steward the diverse natural environments of Bainbridge Island for the benefit of all.*

Bainbridge Island lies at the heart of the Puget Sound ecosystem – a region with significant ecological diversity, exceptional beauty, and abundant wildlife. In an area with growing population and development pressures, Bainbridge Island is a place where wildlife habitat, freshwater streams, open spaces, and shorelines form a mosaic of ecological systems where natural diversity and people continue to thrive. For over three decades, the Bainbridge Island Land Trust has played a vital role in conserving areas of ecological significance. The Land Trust's work to protect and restore Bainbridge lands and waters is done to honor past generations, preserve a legacy for future generations, and build a network of protected lands resilient to a changing climate. The Bainbridge Island Land Trust is a non-profit organization committed to supporting diversity, equity, and inclusion and finding opportunities for all employees to succeed.

The Watershed Restoration Project Coordinator position supports the Bainbridge Island Land Trust's Watershed Initiative. The Initiative's goal is to work with landowners and partners to improve stream conditions for fish and other aquatic species, improve and enhance habitat along the stream, increase landowner participation in the stewardship of watersheds and streams, and implement key actions to achieve these goals.

The Watershed Restoration Project Coordinator will help ensure strategic Watershed Initiative goals are met by:

- conducting field work to identify potential restoration and protection opportunities;
- developing restoration plans (for projects that address fish passage barriers, water quality concerns, invasive plant control, enhance new or already protected lands, etc.);
- developing and overseeing contracts with vendors;
- performing or managing restoration and property enhancement activities;
- working with landowners and partners to implement restoration projects within priority watershed landscapes; and
- monitoring ongoing and completed projects on existing Land Trust-owned lands, conservation easements, and private and publicly-owned lands.

This is an excellent opportunity for an individual with strong project management experience, organizational skills, and a passion for the natural environment to be a part of a dynamic proactive initiative.

The Conservation Director will supervise this position.

RESPONSIBILITY & SCOPE

- Develop and manage project timelines and budgets in cooperation with the Conservation Director. Ensure each project is on schedule and within budget.
- Coordinate and attend technical or coordination meetings for projects.
- Conduct competitive bid processes, hire, and supervise subcontractors (e.g., project engineer, construction contractor, and restoration specialists)
- Initiate and review professional services and construction contracts.
- Provides oversight of construction/restoration projects.
- Acquire all necessary permits, landowner agreements, and access for projects.
- Maintain project files for each project consistent with internal policies.
- Maintain updated contact lists and regularly communicate progress to partners, funding agencies, and Conservation Director and Executive Director.
- Assist in grant development and reporting to funding agencies.
- Assist in preparation and delivery of presentations to partner and community groups in coordination with the Development and Communications team.
- Represent the Land Trust at assigned partner coordination meetings.
- Other duties as may be required to meet team and organizational goals.
- Participate in fundraising and other outreach events as related to the Watershed Initiative, such as work parties, tours, etc.
- Provide office support as needed.

CORE COMPETENCIES

- Works collaboratively in a team environment with a spirit of cooperation.
- Excellent interpersonal, oral, and written communications skills and knowledge to communicate effectively.
- Ability to uphold high ethical standards.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Fluency with MS Office Suite and virtual online meeting platforms.
- Commitment to confidentiality.
- Organization skills, excellent document preparation, reporting, and attention to detail.

REQUIRED QUALIFICATIONS

- Three years of relevant work experience, with an emphasis on restoration ecology and project management experience.
- Ability to walk over and navigate rough terrain and navigate in remote areas and work in a variety of weather conditions.
- Lift and maneuver materials and equipment weighing up to 50 lbs.
- A valid driver's license.
- Valid First Aid/CPR certification obtained within three months of hire and maintenance of certification during employment.

DESIRED QUALIFICATIONS

- Bachelor's degree with academic background in fisheries, marine sciences, environmental science, habitat restoration, ecology, engineering, or other related natural resources fields.
- Experience working on multi-disciplinary teams on habitat restoration and construction projects a plus.
- Knowledge of Pacific Northwest flora and fauna
- Knowledge restoration ecology best practices and conservation land management techniques.
- Knowledge and experience with GIS mapping (preferably ArcGIS), GPS and field marking, and associated software applications. (Additional training may be available).
- Experience with Salesforce or similar CRM software.
- Current WSDA pesticide applicator license or a willingness to obtain.
- Familiarity with standard field sampling techniques and data management, including digital photography and GPS data collection and management.

SALARY & BENEFITS

The compensation range is \$25.00-30.00/hour. This is an hourly position with an expected 24-30 hours per week. Occasional weekend or evening work associated with construction schedules or other Land Trust activities will occur. Benefits include medical, dental, and vision coverage. Additional benefits are offered with tenure, e.g., SIMPLE IRA 3% employee match. The Land Trust also offers paid holidays and accrued health and vacation leave.

The Land Trust values work-life balance; its work culture supports and inspires conservation achievement and personal and professional development.

The position is based out of the Land Trust office on Bainbridge Island. A mutually agreeable flexible work location and schedule are possible for a portion of monthly hours.

POSITION OPEN UNTIL FILLED.

TO APPLY:

Please send a cover letter describing qualifications and related life experience and resume to:

Kate Kelly, Office Administrator
kate@bi-landtrust.org

The Bainbridge Island Land Trust is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other class protected by applicable federal, state, and local laws.