



## LEAD ENTITY PROGRAM COORDINATOR VACANCY

*Open until filled; first review of applicants on January 5, 2017*

### Organizational Background

This is a full-time exempt position with the Yakima Basin Fish & Wildlife Recovery Board. The YBFWRB is a non-profit corporation created by county, city and tribal governments in the Yakima Basin. The mission of the YBFWRB is to restore sustainable and harvestable populations of salmon, steelhead, bull trout and other at-risk fish and wildlife species through collaborative, economically sensitive efforts, combined resources, and wise resource management of the Yakima River Basin. For more information, see [www.ybfwrb.org](http://www.ybfwrb.org)

### Job Summary

This is a management position that reports to the Board's Executive Director and is based at the Board's office in Yakima, Washington. The Lead Entity Program Coordinator manages the Board's Lead Entity Program, which solicits and reviews local grant applications for funding through the Salmon Recovery Funding Board (SRFB) program. This position supports local project sponsors, and serves as a liaison with the state's Recreation and Conservation Office's salmon recovery program staff. This is a small office setting, and the Lead Entity Program Coordinator needs to have the flexibility to work at all levels, from developing and funding new initiatives to taking care of day-to-day office logistics.

### Responsibilities:

The Program Coordinator will undertake the following at the direction of the Executive Director:

#### **A) Coordinate the Board's annual Lead Entity review of SRFB project proposals (60%)**

- Lead the development of an annual prioritized salmon habitat restoration project list to be submitted to the Salmon Recovery Funding Board (SRFB);
- Organize and coordinate the Board's technical advisory group and citizen committee;
- Conduct periodic reviews of the Lead Entity process with local sponsors and reviewers to identify areas for improvement;

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Phone (509) 453-4104 Email: [info@ybfwrb.org](mailto:info@ybfwrb.org) Web: [www.ybfwrb.org](http://www.ybfwrb.org)

- Draft, review and edit Board correspondence, manuals, plans and other written products relating to the Lead Entity process;
- Maintain Board relationships with state Recreation and Conservation Office salmon recovery program staff and local project sponsors;
- Conduct outreach and develop outreach materials to support the lead entity program.

**B) Work with project sponsors and partners in the Yakima basin to promote recovery projects (15%)**

- Support project sponsors implementing SRFB-funded projects in the Yakima Basin;
- Identify potential funding sources for the Board and its partners, write proposals and manage grants;
- Work with partners (Ecology, YBIP, Yakama Nation, USFWS, etc) to coordinate how existing project funding sources are allocated and used;
- Work with diverse stakeholder groups and agencies to implement Board programs.

**C) Maintain project data to help the Board track progress toward recovery goals (10%)**

- Work with other Board staff and partners to collect data needed to track and evaluate projects that implement the Board's recovery plan;
- Coordinate habitat project data entry into the State's Habitat Work Schedule System.

**D) Represent the Board in Statewide Forums (10%)**

- Represent the Board in statewide salmon recovery forums, including the Washington Salmon Coalition and meetings of the SRFB;
- Participate in SRFB or Washington Salmon Coalition sponsored training and development opportunities for lead entities as they occur.

**E) Other (5%)**

- Assist with various Board & office logistics.
- Organize and facilitate a broad range of meetings, work groups and special events;
- Manage contracts, billings and procurement for the Lead Entity program;
- Prepare reports on and maintain records of Lead Entity process;
- Perform other duties as assigned by the Executive Director.

Qualifications

- A combination of experience, education and training equivalent to a Bachelor's Degree and 2 plus years of professional or managerial experience.
- Strong organizational and communication skills.
- A proven ability to work cooperatively and collaboratively in a team atmosphere.
- Ability to work effectively with a diverse group, including government agencies, tribes, non-profit organizations, and local citizens.
- Basic computer skills (Word, Excel, PowerPoint, etc.).
- Knowledge of and experience in Natural Resource Management preferred.
- GIS and database management skills desirable.

The Program Coordinator must be able to travel regularly within the Yakima Basin and to periodic meetings throughout the state. A valid Washington State Driver's License and ability to provide your own vehicle are required. Mileage will be reimbursed at the State-approved rate.

#### Physical Requirements and Working Conditions

The Program Coordinator must possess 1) mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings (some in the evening) at various sites, 2) strength to lift and carry materials weighing up to 20 pounds; 3) vision to read printed materials and a computer screen; and hearing and 4) speech to communicate in person and over the telephone.

#### **Compensation**

*Salary commensurate with experience, between \$40,000 and 60,000 per year plus benefits.*

**Position open until filled; first review of applications to occur on January 5<sup>th</sup>, 2017.** To apply, submit a cover letter, resume, a recent writing sample\* and the name, address, phone number and email for three references familiar with your professional abilities. Send applications via email to [aconley@ybfwrp.org](mailto:aconley@ybfwrp.org) or submit hard copies to:

Yakima Basin Fish & Wildlife Recovery Board  
1200 Chesterly Drive, Suite 280  
Yakima, WA 98902

\*The writing sample should be a professional or academic document written within the last 5 years of which you are the primary author. It should display your writing skills and style. A length of 2 to 10 pages is appropriate. You are not being asked for a handwriting sample.