



Mendy Harlow
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Deepening the connection between land, people, and salmon through restoration, education, and research.

Job Announcement

Project Manager

January 10, 2018

Start: March 12, 2018

Full-Time: Monday-Friday 40 hours per week, some evenings and weekends

Salary and Benefits: Compensation will be dependent upon experience. Benefits include sick, vacation, holiday, medical, dental and vision.

Supervision: Position reports to the Executive Director.

The Hood Canal Salmon Enhancement Group (HCSEG) strives to connect landscape, citizens, visitors, and wildlife through collaborative salmon habitat restoration actions, research, environmental education activities and sustainable farming practices. HCSEG is located at the Salmon Center in Belfair, WA. For more information about HCSEG and the Salmon Center, please visit our website at www.pnwsalmoncenter.org.

Position Summary: The project manager supports HCSEG's mission by developing, funding and implementing salmon habitat restoration projects in watersheds throughout Hood Canal. All members of the HCSEG staff work collaboratively with other staff across program and project areas and are expected to use their unique skills and abilities to jointly further the mission of the organization. The project manager will work closely with HCSEG's existing project managers, and will report to the Executive Director.

Duties Include, but Are Not Limited to:

- Work with HCSEG staff and partners to identify, fund, and execute restoration projects
- Assist other project managers with ongoing projects
- Participate in Lead Entity grant review processes as needed
- Work independently and collaboratively to write and submit grant applications for high-priority projects
- Track project budgets to effectively and efficiently manage projects
- Regularly communicate progress to staff, board, partners, landowners, and community
- Deliver public presentations and tours with other HCSEG staff to funders, partners, members, donors, and community groups
- Lead volunteers and work crews in field to accomplish tasks
- Other tasks as needed

Minimum Qualifications:

1. Minimum education: A Bachelor's degree in related field
2. Knowledge of local habitats, restoration techniques, and ecosystems
3. Strong team leader with proven ability to motivate others
4. Exceptional written and verbal communication abilities
5. Organized, self-motivated and strong attention to detail
6. Diplomatic problem solving skills
7. Good natured team player, comfortable working with diverse groups of people
8. Familiarity with Microsoft Office programs

9. Ability to perform physical labor in all weather conditions including hiking up streams, planting trees, wading through moving water and lifting up to 50 lbs.
10. Access to personal vehicle
11. Ability to work evenings and weekends
12. Current valid driver's license

Desired Skills and Demonstrated Interests

1. Experience using databases
2. Experience working in the Hood Canal area
3. Relevant work experience in funding/implementing salmon habitat restoration projects, managing consultants and contracts, grant writing, and landowner/stakeholder outreach
4. Extensive knowledge and skills related to stream restoration and salmon habitat needs
5. Knowledge and skills related to shellfish

To apply:

Mail three (3) copies of your letter of interest, resume, and three professional references to:

HCSEG
Attention: Mendy Harlow
PO Box 2169
Belfair, WA 98528

Materials may also be hand delivered to our physical location:
600 NE Roessel Rd.
Belfair, WA

Applications are due 2/15/18.

Interviews will be scheduled as individual application materials are received.