

# JOB ANNOUNCEMENT: Puget Sound Stewardship Coordinator (MT. VERNON, WA)



**POSITION TITLE** Puget Sound Stewardship Coordinator  
**JOB ID NUMBER** 45455  
**STATUS** Full-time, Salaried  
**LOCATION** Mount Vernon, Washington

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The mission of The Nature Conservancy is to conserve the lands and waters on which all life depends. Since our founding in 1951, The Nature Conservancy has protected more than 117 million acres of land and 5,000 miles of rivers worldwide — and we operate more than 100 marine conservation projects globally. We have more than 1 million members and dedicated staff working in all 50 United States and more than 30 countries around the world — we are everywhere you want to be!

## WORK WITH US

In Washington we are working to make sure people and nature both thrive in the face of climate change and increasing demands on nature. Our programs on land, water, oceans, cities and climate leverage science, partnerships and our connections around the world to work at scale and have the biggest impact possible on our state. We are committed to broadening who we work with and how we work, and to creating a welcoming, inclusive and supportive work environment, and are actively working to diversify our workforce. Visit [www.WashingtonNature.org](http://www.WashingtonNature.org) to learn more.

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The Puget Sound Stewardship Coordinator is responsible for leading all aspects of on-the-ground stewardship and restoration for Conservancy owned lands in the Puget Sound region, engaging with conservation-related research, increasing the visibility of the Conservancy's work, securing and managing grants, and forming strong relationships with partner organizations and local communities. The Stewardship Coordinator will also manage volunteers, and may supervise stewardship staff and interns as appropriate to further protection of the natural diversity of our preserves for people and nature. The Stewardship Coordinator is supervised by the Washington State Stewardship Manager.

This person will help advance The Nature Conservancy's vision of thriving landscapes that exemplify excellent stewardship, utilizing and promoting conservation science, and engaging a diverse array of community members in stewardship and conservation. Essential functions include:

### *Stewardship & Land Management*

- Works as part of the Land program in the Washington Chapter to plan, direct and implement preserve management at more than 15 Conservancy properties and conservation easements in Western Washington, including Port Susan Bay, Fisher Slough, Ebey's Landing, and the Upper Skagit River.
- Manages Conservancy lands to ensure their continued conservation value: to be a strategic foundation for conservation, collaboration with other agencies and the scientific community, and seen as a benefit by local communities.
- Collaborates with land management partners on conservation efforts and undertakes stewardship and restoration actions that address critical threats to species, habitats, and human communities.

### *Community Engagement*

- Engages staff, partners and volunteers in education and stewardship as appropriate for the conservation of natural areas.
- Works actively to engage with a diverse range of people, groups and perspectives in accomplishing conservation-related outcomes. Interacts with a wide range of stakeholders within the broader landscape and sociopolitical context for mutually beneficial land management.
- Coordinates stewardship actions that support the overall regional vision of Washington Chapter's Land and Water programs as well as supporting the overall strategic vision of the Chapter, communicating among several Conservancy programs on shared goals and priorities in North Puget Sound.
- Actively participates in, and may lead, partnership-driven collaboratives, stewardship activities, and research efforts across the broader Puget Sound region.
- Serves as a trusted and valued member of the Snohomish, Whatcom, Skagit, and Island County communities.

### *Project Management, Communications & Administration*

- Promotes visibility and support for the Conservancy's work through media, storytelling, hosted preserve visitation, recruitment and support of volunteers, community partnerships and events, and regular communication with conservation partners and public officials.
  - Secures and administers public and private grants that support conservation and restoration of the Conservancy's properties.
  - Develops and negotiates contracts and oversees the work of various contractors.
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## SUMMARY & ESSENTIAL FUNCTIONS

*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*

## RESPONSIBILITIES AND SCOPE

- Performs tasks with minimal supervision and makes independent decisions to resolve routine matters based on analysis, experience and judgment.
- Coordinates multiple projects with several variables; managing concurrent tasks, timeframes, and deadlines.
- Consults with supervisor and other staff on complex or unusual issues.
- May supervise administrative and professional staff with responsibility for performance management, training and development.
- Ensures program compliance with internal policies and external requirements, including Land Trust Alliance accreditation.
- Develops and manages financial budgets and is accountable for appropriate spending and contracting.
- Is an active member of the Stewardship team within the Land program, participates in strategic planning and team development, and supports the success of other priorities in the Washington Chapter.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
- Travels periodically to Seattle and other locations around the state for Chapter meetings, to work with other conservation staff, and for other internal/external engagements. Occasional evenings or weekends will be required.

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In your resume and cover letter, please address how you meet the following minimum qualifications:

## MINIMUM QUALIFICATIONS

- Bachelor's degree and 3 years' experience in natural resource management or equivalent combination of education and experience.
- Knowledge of ecological land management practices and current trends in conservation and natural resource management.
- Experience managing others in work related to natural resource management.
- Experience working collaboratively with a range of people, such as: contractors, scientists, government agencies, volunteers, local land owners, tribal representatives, hunters, birders, youth, the media, and others.
- Familiarity with common field-work technology (computers, tablets, GPS receivers) and software applications such as Word, Outlook, Excel, PowerPoint, GIS-related programs, web browsers, video-conferencing programs, etc.
- Must have a valid driver's license and be willing to operate a 4wd vehicle in off-road environments.
- Possession of, or willingness to obtain, a Washington State Pesticide Applicators license.
- Ability to travel with overnight stays as necessary.

## PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- 3-5 years' experience in natural resource management or equivalent combination of education and experience.
- Direct experience implementing estuarine and floodplain restoration projects in the Pacific Northwest.
- Knowledge of several Western Washington habitats, including prairie and coastal bluff, riparian and upland forests, and nearshore marine environments.
- Demonstrated ability to manage multiple complex projects simultaneously and complete tasks independently with respect to timeline(s) and budget.
- Ability and willingness to apply science to decision-making and guide management activities.
- Strong relationship-building, listening, and negotiation skills.
- Experience working with a diverse range of people to accomplish collaborative outcomes.
- Experience writing scopes of work and managing contracts.
- Experience successfully applying for and managing grants, including government and private grant programs.
- Familiarity with principles of land acquisition and conservation easements.
- Excellent communication skills via written, spoken and graphical means.
- Knowledge of various technologies to support land management: field data collection applications, drones and other aerial image-collection methods, ArcGIS, and/or others.

## BENEFITS

The Nature Conservancy offers competitive compensation, 401k or savings-plan matching for eligible employees, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

## HOW TO APPLY

To apply, **submit resume and cover letter separately** using the upload buttons addressing how you meet the qualifications for the position [here](#) and search Job ID #45455 on our careers page at [www.nature.org/careers](http://www.nature.org/careers). All applications must be submitted in the system prior to 8:59 p.m. Pacific Time on June 12, 2017. Note that you only need to complete the basic information fields in the online application.

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