

SMITH RIVER ALLIANCE
PROJECT COORDINATOR JOB DESCRIPTION

TITLE: Project Coordinator, Watershed Restoration Projects

SUPERVISOR: SRA Deputy Director

LOCATION: Del Norte County

STATUS Full-Time (32 - 40 hours per week)

DATE: August 26, 2019

The Smith River Alliance (SRA) is a watershed organization with offices in Del Norte County, California. Founded in 1980, the mission of the organization is to provide for the long-term protection, restoration, and stewardship of natural resources in the watershed.

SRA works primarily in the Smith River watershed, which includes the 460+ square mile Smith River National Recreation Area (NRA), Redwood National and State Parks, Lake Earl Wildlife Area/Tolowa Dunes State Park, and private lands --- especially along the lower river and estuary.

The Smith River is California's only major un-dammed river. Its unimpeded flows, protected habitat, and lack of a strong hatchery influence combine to make the Smith River one of the premier "salmon strongholds" along the Pacific Coast.

Summary of Position

The Project Coordinator (PC) represents SRA as a conservation partner in the watershed and will be responsible for managing activities related to the SRA Restoration Program. With guidance from the Program Director and Executive Director Team, the position will be responsible for program planning, environmental compliance, fundraising, budget management, administration, stakeholder engagement and the operational direction of the program.

The PC develops grant proposals, action plans and coordinates the development and implementation of three to five projects per year. The position works cooperatively with public and private partners to develop project plans and implement restoration/stewardship projects throughout the watershed including the Smith River National Recreation Area (NRA), and the Smith coastal plain.

This position continues the multiple restoration projects underway and participates in the development and submission of grant proposals, and manage special projects as assigned.

The position works with senior SRA staff to: 1) secure funding for conservation and stewardship projects; 2) prepare and submit quarterly and final reports to grant-making agencies; and 3) participate in all aspects of SRA project management and coordination.

Responsibilities

Smith River NRA and Stream Restoration Projects (80%)

Project Management:

Develop and manage project budgets, schedules, scopes of work, contracts, and oversee teams of multiple consultants.

Work with landowners and consultants to review and manage project design, permitting for environmental compliance and implementation of restoration projects, including partner engagement, budgeting, contracting, invoice tracking, public outreach etc.

Conduct data collection where required by project deliverables. May participate in additional field work as needed.

Assists with negotiating agreements with government agencies and landowners to restore and conserve natural communities and processes.

Participates in developing partnerships with public & private entities in order to identify and resolve technical issues and to widely communicate solutions and best practices.

Directs management functions to ensure that program's schedules, goals and objectives are met; allocates appropriate resources to personnel to ensure that essential job functions are performed properly and regulatory and grant reporting requirements are met.

Monitor contracts and grants. Responsibilities include (a) understanding contract award terms, (b) managing reporting calendars, (c) coordinating the completion of all reporting documentation and program narratives.

Project development and fundraising:

Spearheads fundraising efforts; actively collaborates with staff regarding grants and cooperative funding agreements to leverage and take advantage of strategic opportunities, collaborative efforts and funding sources; works with SRA leadership to secure sustainable funding.

Identify, map, describe and evaluate new opportunities for restoration and multi-benefit projects with emphasis on the Smith coastal plain.

Utilize [*Smith River Plain Stream Restoration Plan*](#) to develop and implement identified projects to advance the preservation and rehabilitation of the Smith River Coastal Plain and Estuary.

Develops program related content for public communications tools used by SRA.

Participates in technical advisory committees for key projects that play a role in reviewing proposed strategies and designs for restoration.

Prepares a wide variety of written materials (e.g. contractor specifications, correspondence, memos, reports, policy/procedures, budget, etc.) to document activities, and/or convey information; reviews and coordinates the development of restoration design plans, documents and reports.

Budget management:

Assists with the development of an annual work plan and budget to direct program activities.

Develops and manages the program budget, monitors revenues and expenditures within established budgetary parameters to ensure sound fiscal control.

Special Projects (20%)

Assist with and/or manage special projects including projects related to SRA's 175-acre Rock Creek Ranch and annual river and/or coastal clean-ups. Assist with the development and submission of small grant proposals.

Qualifications and Skills

- Degree in natural resources management, environmental engineering or related field, and at least 3 years of relevant experience; or combination of education and at least 5 years of relevant experience.
- Demonstrated experience managing complex or multiple projects, including managing finances and coordinating the work of other professionals and partners.
- Experience in permitting, and/or implementation of aquatic restoration projects.
- Experience leading watershed management or river/creek restoration or similar projects/programs.
- Experience developing grant applications, work plans and budgets.
- Good written and oral communication skills. A team player with excellent interpersonal skills, a good sense of humor, and ability to work effectively in a team and with a diverse interests.
- Multi-media and/or graphic communication experience or skills a plus.
- Familiarity with GIS analysis and cartography.
- Experience with excel-based analyses a plus.
- Experience with fundraising for restoration and stewardship a plus.
- Experience in partnership development and collaboration (partners, community, government, etc.).

Compensation and Benefits

This is a grant funded position. Salary is commensurate with experience. Full-time employee benefits include health, dental and vision insurance, a retirement plan, and generous leave time.

To Apply

Please send cover letter and resume to patty@smithriveralliance.org by September 15, 2019.

This position is open until filled.

The Smith River Alliance is an Equal Opportunity Employer!