



is seeking a qualified candidate to perform as an

**Shoreline & Riparian Habitat Improvement
Program Assistant**

Position Overview

Join a fast paced and highly engaged team of natural resource professionals as an entry-level member of a team of technical conservation specialists in a growing, county wide, natural resource management special purpose district. With work in the office and the field, the position involves labor intensive, multi-faceted duties that require an elevated level of motivation, versatility and independence. This position is responsible for supporting planning and implementation of aquatic area enhancement projects by assisting with coordination of two AmeriCorps restoration crews on project installation, and providing logistical support to the *Shoreline and Riparian Habitat Improvement Program*. Logistical support responsibilities range from preparing planting plan documentation, procuring and delivering tools and materials to project sites, coordinating project-based vegetation monitoring and maintenance, to assisting with coordination of the District annual Bareroot Plant Sale. This position works in the field approximately 50% of the time. The individual holding this position must be flexible, possess strong written and verbal communication skills, be organized, and work independently and collaboratively on a team of District staff and AmeriCorps members.

Essential Job Duties

The following list of duties is intended as an illustration of the types of work performed. The omission of specific duties does not exclude them from the responsibilities of the position if the work is similar, related or a logical assignment to the position.

- Provide logistical support to the *Shorelines and Riparian Habitat Improvement Program*. Activities include procuring and delivering tools and project materials to active project sites, supporting the coordination of two AmeriCorps restoration crews, communicating with landowners, applying herbicide, preparing project maps using ArcGIS, and assisting with general program and project administration.
- Assist on providing technical assistance to landowners throughout District service areas. Activities include meeting with landowners to inventory concerns, providing recommendations on addressing those concerns, and documenting recommendations in the form of a technical assistance plan. Position will work toward independent delivery of technical assistance services within 2 years.

- Participate in labor intensive aquatic area enhancement project implementation. Activities include controlling by manual, mechanical, and chemical means the removal of invasive plants species; installing native plants and mulch; and implementing erosion control practices where needed.
- Coordinate maintenance of District tools and equipment used by *Shorelines and Riparian Habitat Improvement Program*. Activities include tracking and performing tool maintenance tasks, maintaining and updating an accurate tool inventory system, and organizing tool storage areas.
- Coordinate field-based monitoring and maintenance of installed shoreline and aquatic area enhancement projects. Activities include scheduling maintenance and monitoring of project sites, controlling weeds and coordinating replacement plantings, collecting plot-based data, and entering collected data into the District project monitoring databases.
- Assist with planning and conducting the District annual Bareroot Plant Sale. Activities include administering the bareroot plant sale website, tracking pre-order inventory, preparing and packing pre-order plant sales, supporting day of event plant sale transactions, coordinating post-plant sale inventory distribution. Position will work toward full program coordination responsibility within 2 years.
- Assist with District Wetland Plant Co-operative operations. Activities include propagating and weeding native tree, shrub and emergent inventory; irrigating plant inventory; and supporting general facility maintenance tasks.
- Assist with coordinating volunteer events on District sponsored aquatic area enhancement project sites and at the Wetland Plant Co-operative. Activities include contributing to volunteer orientation and training, and coordinating volunteer activities.
- Perform office and administrative tasks in support of the *Shorelines and Riparian Habitat Improvement Program*. Activities include updating project records; contributing to program and project reports; processing expense documentation; and assisting with grant activity documentation, billings and close-outs.

Qualifications

- A BA/BS degree in environmental science or a closely related natural resources field
- A minimum of 1 year of job related professional experience implementing stream, wetland, or upland habitat enhancement projects that include invasive plant control and native plant establishment
- Experience coordinating the activities of work crews. Prefer experience coordinating habitat enhancement or Conservation Corps work crews
- Knowledge or experience working with private landowners
- Experience with stream and wetland restoration techniques, uses of native plants to enhance Pacific Northwest aquatic and upland habitats, and invasive species identification and best management practices to control common Puget lowland invasive species
- Knowledge or experience recruiting, planning, and organizing volunteer events and leading youth and adult volunteers on stream, wetland, and wildlife habitat enhancement projects

- Familiar with Puget Sound watersheds, the range of land use practices represented in the region, and the natural resource management issues and challenges facing the region
- Familiar with Pacific Northwest ecology, Puget lowland native plant species, and native plant propagation
- Familiar with preparing site maps and project plans using ArcGIS software
- Experience using Microsoft Office programs including Word, Excel, PowerPoint, Access, and Outlook
- Currently hold or can obtain a valid Washington State Driver License
- Currently hold or can obtain a Pesticide Applicators License with Aquatic endorsement.

Essential Job Functions

- Use hand tools, operate and maintain small power tools such as brush-cutters and chainsaws
- Drive large trucks and tow trailers
- Work under tight deadlines and manage conflicting demands while successfully operating in a dynamic work environment with minimal direction from supervisor
- Communicate effectively and work cooperatively with District staff, restoration crews, private landowners, and other customers and stakeholders to produce high quality, cost-effective work products
- Use computer programs to write reports, track work progress, prepare and record program/project data and records
- Work weekend and evening events
- Travel to various locations throughout King County and occasionally throughout the state
- Apply appropriate safety practices in the field and in the office.
- Perform physical work in all weather conditions
- Lift up to 40 pounds

Work Schedule

- Full time, Monday – Friday (7 AM start time)
- Monthly weekend day events and occasional weekday evening events

Office Location

1107 SW Grady Way, Suite 130, Renton, WA 98057

Annual Salary

\$39,338 - \$59,007 per year

Benefits

The District offers a comprehensive benefits package which includes paid leave (vacation, holiday, and sick), medical, dental, a nominal life insurance policy with the option to increase coverage at employee's expense, access to long term disability coverage at the employee's expense, and participation in the State of Washington's Retirement System (PERS).

To Apply

Submit a resume and a letter of interest outlining your job skills and qualifications for this position to jobs@kingcd.org using the subject line *Shoreline & Riparian Program Assistant*.

This position will remain open until filled

To learn more about the King Conservation District, visit www.kingcd.org