



King Conservation District is seeking a qualified candidate to perform as a

Riparian Habitat Stewardship Program Assistant

This position is represented by the Washington Federation of State Employees.

Scope of Responsibility

This position serves as an entry level technical member of a team of conservation professionals in a growing, county wide, natural resource management special purpose district. With work in the office and the field, this position involves labor intensive, multi-faceted duties that require a high level of motivation, versatility, and independence. The individual holding this position primarily supports the preparation of technical aquatic area enhancement plans and supports the implementation of planned enhancement projects associated with several KCD marine and freshwater aquatic area enhancement programs. Duties associated with this position include 1) supporting the implementation of aquatic area protection and enhancement plans through KCD's Riparian Habitat Improvement program; 2) supporting coordination of aspects of assigned freshwater aquatic area enhancement planning processes in partnership with private landowners, including project scope, cost-share contracting, plan preparation, and conservation corps crew and contractor direction; 3) supporting educational workshops, conducting technical site assessments and preparing associated resource assessment and management plan reports. 4) Recruiting and managing volunteers on KCD-sponsored projects and assisting with the delivery of riparian related educational workshops to the public. Additional responsibilities include providing support at the Wetland Plant Cooperative and Native Plant Holding Facility (WPC) and the Annual Bareroot Native Plant Sale. This position works in the field approximately 30% 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.

Job Responsibilities/Duties:

The following list of duties is intended as an illustration of the various 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 Riparian Habitat Improvement Program. Activities include procuring and delivering tools and project materials to project sites, supporting the coordination of restoration crews, communicating with landowners, preparing project maps using ArcGIS, and assisting with general program and project administration.
- Assist with providing natural resources technical assistance to landowners throughout KCD's service area. Activities include meeting with landowners to inventory resource concerns, providing recommendations to address those concerns, and documenting recommendations in the form of a technical assistance plan.
- Participate in labor intensive aquatic area enhancement project implementation. Activities include controlling invasive plant species by manual, mechanical, and chemical means; installing native plants and mulch; and implementing erosion control and other conservation practices where needed.

- Plan and coordinate field-based monitoring and maintenance of installed riparian enhancement projects. Activities include scheduling monitoring site visits, collecting plot-based data, and associated data entry and report writing.
- Plan and coordinate quarterly volunteer events on KCD-sponsored projects and twice monthly events at the Native Plant Nursery. Activities include volunteer recruitment, registration, database management and day of event leadership and supervision.
- Assist with planning and conducting KCD Annual Bareroot Native Plant Sale. Activities include procuring plant material and tracking pre-order inventory, preparing and packing pre-order plant sales, supporting day-of-event plant sale transactions, coordinating post-plant sale inventory distribution.
- Assist with KCD Native Plant Nursery operations. Activities include propagating and weeding native tree, shrub and wetland emergent plant inventory, dry-season inventory irrigation and supporting general facility maintenance tasks.
- Assist with delivery of Riparian Habitat Stewardship related educational workshops, including online or in person classroom events as well as field-based learning activities.
- 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 KCD staff, restoration crews, private landowners, and other customers and stakeholders to produce high quality, cost-effective work products
- Use computer software programs to write reports, track work progress, prepare and record program/project data and records.
- Perform office and administrative tasks in support of the Riparian Habitat Stewardship 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.
- 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.

Minimum Qualifications

- 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.
- Knowledge or experience working with private landowners.
- 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 within 6 months of hire.

Desirable Qualifications

- A BA/BS degree from an accredited institution in environmental science or closely related field. OR an Associate degree and 2 years' experience.
- Experience with stream and wetland restoration techniques and 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.
- Prefer experience coordinating conservation corps work crews or similar habitat enhancement contractor crews.
- 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.
- Knowledge or experience recruiting, planning, and organizing volunteer events and leading youth and adult volunteers on stream, wetland, and wildlife habitat enhancement projects.

Full Time Position Annual Salary

\$42,343-\$52,928 based on experience

Benefits

KCD offers a comprehensive benefits package which includes paid vacation and holidays, medical and dental, a nominal life insurance policy with the option to increase coverage at employee's expense, support for trainings, and participation in the State of Washington Retirement System (PERS).

Work Schedule

Full Time, 40 hours a week, Sunday 12:01 a.m. – Saturday 11:59 p.m. Some weekend and evening events.

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King Conservation District is an Equal Employment Opportunity (EEO) Employer

All qualified applicants will receive equal consideration for employment without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class.

To Apply

If you are interested in pursuing this position, please send the following materials to hr@kingcd.org.

1. A Resume
2. A Cover Letter, describing as specially as you can how your experience, skills, and values are a fit with King Conservation District's goals and mission as described in this announcement.
3. A brief personal equity statement, describing your skills and experience engaging with issues involving diversity, racial equity and inclusion in organizations. This statement should not exceed 300 words.

About Us

King Conservation District (KCD) is a natural resources assistance agency authorized by Washington State and guided by the Washington State Conservation Commission. Our mission is to promote the sustainable use of natural resources through responsible stewardship. A five-member Board of Supervisors is responsible for overseeing all KCD programs and activities.

KCD promotes conservation through demonstration projects, educational events, providing technical assistance and, in some cases, providing or pointing the way to funds which may be available for projects. KCD has no regulatory or enforcement authority and only works with those who choose to work with KCD.

KCD's service area includes 34 cities and all of unincorporated King County with the exclusion of City of Enumclaw, City of Federal Way, City of Milton, City of Pacific and City of Skokomish.

Website: kingcd.org

This position will be open until filled.