



Mid Sound Fisheries  
Enhancement Group

West Sound Habitat  
Restoration Project Manager  
Position Announcement

Make a real difference in your community working for a small flexible nonprofit with lots of growth opportunity. Work both independently and as part of a team to build new programs and manage projects. Balance working in the field and working from your home/office.

We are looking for a self-starter who wants to help us restore salmon habitat and recover salmon populations in the West Sound Watersheds of Kitsap County. Mid Sound Fisheries Enhancement Group (MSFEG), a nonprofit, is hiring a restoration project manager to work with partners on both shoreline and freshwater stream restoration for salmon and ecosystem recovery in the Puget Sound.

We have been so successful recently in developing new projects and securing new funding that we need a Kitsap County based Restoration Project Manager to help move projects forward. This work ranges from residential bulkhead removals to large estuary restoration work, as well as stream habitat restoration projects.

If you would like to help us make a difference for salmon and our community, have expertise in developing and implementing habitat restoration projects, and enjoy building partnerships with other organizations and volunteers, send a letter of introduction and your resume to: [antonia@midsoundfisheries.org](mailto:antonia@midsoundfisheries.org).

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**Position Title:** Habitat Restoration Project Manager

**Supervised by:** Executive Director

**Full-Time:** Typically Monday-Friday, 32-40 hours per week, occasional evenings and weekends may be required.

**Salary and Benefits:** \$25 -\$29 per hour depending on experience. Benefits include vacation and holiday pay, retirement match, health insurance, and flexible scheduling for office work.

**Work Location:** Office work location flexible within Kitsap County, with potential option to work from our office located at Magnuson Park in North Seattle. Must be able to conduct field work at sites throughout Kitsap County when necessary.

**Send Letter and Resume to:** [antonia@midsoundfisheries.org](mailto:antonia@midsoundfisheries.org)

**Deadline:** Open until filled. First review of applications December 20, 2021.

**QUALIFICATIONS:**

1. 3 years relevant work experience in aquatic habitat restoration, salmon recovery, and/or environmental project management;
2. Knowledge of salmon habitat and habitat forming processes, restoration techniques, coastal/fluvial geologic processes, and/or Pacific Northwest ecosystems;

3. Proven leadership skills and ability to develop collaborative working relationships with other staff, external partners, and community members;
4. Exceptional written and oral communication abilities and the ability to gather and convey information across diverse audiences;
5. Organized, self-motivated, and strong attention to detail, with excellent problem-solving skills;
6. Comfortable working with people from diverse backgrounds and with differing priorities;
7. Proficient in using computers to write reports and grant proposals, track data and budgets, use project management software, communicate with others through email or video conferencing, prepare and give presentations, and other tasks as needed;
8. Ability to develop and track project budgets and schedules;
9. Ability to work productively both alone and in teams. Can be self-directed but also effective at working collaboratively with others;
10. Access to personal vehicle and ability to travel for work, sometimes in evenings or weekends (reimbursed for mileage at the current WA State rate).

**Desired Skills or Demonstrated Interests:**

- Experience working with and/or managing consultants.
- Nearshore habitat restoration and/or coastal geologic processes expertise.
- Freshwater stream habitat restoration and fish passage barrier removal expertise.
- Environmental project permitting experience.
- Experience in scientific communications, social marketing, and/or community outreach.
- Prior experience in Kitsap County and with Kitsap agencies, communities, and/or partner organizations.

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**RESPONSIBILITIES:**

Restoration Project Managers identify new habitat project opportunities, work with landowners and partners to secure support and funding for projects, manages funded projects, and monitors and maintains completed projects to ensure that organizational and salmon restoration goals are met. A majority of the funding for this position is grant funds, which the manager is expected to help secure to maintain future funding for the position and their projects.

Coordinate implementation of restoration projects.

- Develop and manage project timeline and budget in cooperation with the Executive Director. Ensure the project is on schedule and within budget.
- Coordinate and attend technical or coordination meetings for projects as needed.

- Conduct competitive bid processes, hire, and supervise subcontractors (project engineer, construction contractor, etc.) Initiate and review professional services and construction contracts.
- Acquire all necessary permits, landowner agreements, and utility access for projects. Coordinate with landowners to obtain possible donations.
- Maintain project files for each project (e.g. transcripts of all communication, budget, consultant tracking, etc.) consistent with internal policies.
- Maintain updated contact lists and regularly communicate progress to partners, funding agencies, the Board, and Executive Director.
- Prepare grant reporting to funding agencies, and work with Operations Director on billing submittals.

Coordinate West Sound Outreach activities.

- Conduct outreach around active restoration projects – including working with nearby neighbors, local agencies and decision-makers to identify important issues and respond appropriately.
- Work with project partners to create and implement regular communications to interested parties.

Identify and develop priority habitat restoration projects.

- Work with Executive Director to identify project partners in priority areas of our range. Work with partners and landowners to identify potential projects.
- Develop and implement outreach and landowner recruitment strategies to find new projects with willing landowners in prioritized areas.
- Put together funding strategies, with support from Executive Director. Actively pursue potential funding sources for high priority projects. Write and submit applications for funding.
- Support landowners to understand the timelines, requirements and processes of potential funding sources.

Other duties

- Assist in preparation and delivery of presentations to partner and community groups and provide content for newsletters.
- Represent Mid Sound at assigned partner coordination meetings.
- Attend Board/Staff meetings, participate in Strategic Planning, and assist with fundraising events.
- Keep accurate records of your time and travel and submit paperwork such as timesheets and reimbursement requests in a timely manner.
- Other duties as may be required to meet team and organizational goals.