

## Program Coordinator Position Description

### Olympia Oyster and Bull Kelp Habitat Recovery Programs



[Puget Sound Restoration Fund](#) (PSRF) works to restore abundant marine resources and our connections to them through a diverse portfolio of in-the-water projects throughout Puget Sound. The main focus of our restoration is living marine habitat and species, using structure forming species (Olympia oysters, bull kelp) and habitat enhancing species (pinto abalone). Another focus of our restoration is maintaining and recovering clean water in shellfish growing areas and developing mitigation strategies for ocean acidification. We are dedicated to measurably improving conditions in Puget Sound through: improved water quality, increased abundance of native species, additional acres of restored habitat, enhanced ecological benefits, and re-forged connections with healthy marine resources. Long-term, we work to restore and maintain a healthy marine system that feeds and sustains us all. Our team of 16 staff works to advance our mission of designing, testing and spearheading in-water actions to restore Puget Sound's marine habitats, species, and waters – for people and place.

PSRF seeks a Program Coordinator to provide core support for our [Olympia Oyster](#) and [Bull Kelp Habitat Restoration](#) Program Teams – known collectively as the Habitat Team. The person will join the Habitat Team, adding essential capacity to help advance a set of exciting kelp and oyster projects and achieve program goals. They will serve a critical role in keeping the many moving parts of this dynamic program moving smoothly in several ways, including managing clear and timely communication across the team, tracking progress on deliverables and spending, helping to develop and submit invoices, reports, proposals, and permits, and supporting field work and data management in various ways.

PSRF is a team environment, and they will have support from the Habitat Team and other PSRF staff to ensure tasks are successfully accomplished. As a small organization, we grow and evolve each time we bring on new staff. Accordingly, we will seek to not only support the Coordinator's career development, but also integrate the Coordinator's suite of existing skills and talents into the position

The successful Program Coordinator will be detail-oriented and have strong communication and collaboration skills. Accuracy is essential in many aspects of this work, as is the ability to develop and convey clear and timely communications verbally and in writing. Scheduling, time management, effective administration and regular communications with the Habitat Team and other PSRF staff will be essential to advance these multi-faceted, often dynamic, quickly evolving programs.

This is a full-time, salaried position; salary range is \$40,000-\$45,000, commensurate with qualifications and experience. The Program Coordinator will receive PSRF's suite of competitive benefits. The location of the position is flexible, with an option to telecommute. The person will be expected to travel periodically to meetings at the PSRF main office on Bainbridge Island (8001 Day Road West, Ste. B, Bainbridge Island, WA), to the [Kenneth K. Chew Center for Research and Restoration](#) operated by PSRF at NOAA's Northwest Fisheries Science Center's Manchester Research Station, and to other meetings and field sites throughout Puget Sound, as needed.

## Responsibilities

- Coordinate across the team to ensure projects are proceeding as planned, done through tracking deadlines and task lists, scheduling meetings, following up with project managers, providing reminders, and assisting with tasks as appropriate;
- Contribute to permitting for restoration projects by working with the team to establish plans and timelines for development of permits, and then coordinating the team so that permits are completed and submitted;
- Track team spending by project, including preparation and submission of invoices and expense reports;
- Assist with data management through data entry, quality control, and file maintenance;
- Help with scheduling, coordination and preparation for fieldwork;
- Contribute to coordination, preparation, and submission of reports and proposals;
- Perform a limited amount of laboratory (e.g., tracking samples, preparing media/solutions, prepping glassware, microscopy) and field (e.g., oyster surveys, kelp surface surveys) work;
- Assist with supervision of seasonal interns and volunteers among the team.

## Minimum Requirements

- 4 years of experience or a Bachelor's degree (or equivalent combination of education and experience) showing evidence of ability to perform stated responsibilities and familiarity with marine science, conservation and/or restoration;
- Strong interpersonal skills, and ability to work independently and as part of a team;
- Proficiency with MS Word, Excel and Google Drive; and
- Candidates must be at least 21 years old, have proof of full COVID-19 vaccination, and access to reliable transportation.

## Recommended Qualifications

- Well-established project management and organizational skills;
- Comfortable adapting to shifting projects and priorities, trouble-shooting and managing team accountability;
- Effective written and verbal communication skills;
- Ability to prepare written communications and perform data recording/entry;
- Familiarity with permitting processes and regulatory requirements for in-water marine work;
- Knowledge of Puget Sound or other temperate coastal ecosystems;
- Commitment to the mission and goals of Puget Sound Restoration Fund.

PSRF recognizes that people build skills through all sorts of experiences, and welcome applicants with a wide variety of backgrounds. We warmly welcome candidates from backgrounds that are underrepresented in marine science and restoration to apply. PSRF seeks to create an inclusive and equitable work environment at PSRF and in our work with partners, and are committed to supporting and retaining staff. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

## To apply

Please email a resume, cover letter and names of 3 references to Jodie Toft ([jodie@restorationfund.org](mailto:jodie@restorationfund.org)) by **March 4th, 2022**.