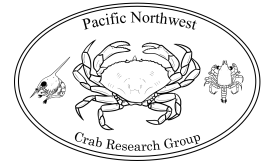


PUGET SOUND
RESTORATION FUND



Assistant Program Coordinator - Position Description

Part time (\$20/hour) - Remote w/ occasional travel

[Puget Sound Restoration Fund](#) (PSRF) is seeking an individual to provide core support for the coordination of the [Pacific Northwest Crab Research Group](#), a collaborative learning network for Dungeness crab that is run through PSRF. This person will assist the Program Coordinator in the administrative duties necessary to run the network and several collaborative research projects. This position would be 10-15 hours a week and remote, with occasional travel around the Puget Sound region for meetings and site visits.

An ideal candidate would:

- Be excited to engage and connect with a large regional community surrounding an important natural resource, including partners from tribal governments, state/federal agencies, NGOs, academic institutions, and industry.
- Have strong communication and interpersonal skills, be highly detail oriented, and be able to work independently.
- Take the initiative to develop a work plan that accommodates program priorities and the individual's professional interests.
- Be proficient with Google Calendar, Docs, Sheets, Slides and Forms, and have experience managing websites.
- Have 4 years of experience or a Bachelor's degree (or equivalent combination of education and experience) showing evidence of ability to perform the below responsibilities and familiarity with marine science, conservation and/or restoration.

Duties will include:

- Managing group membership and communications via email, Slack and Google Forms
- Scheduling and planning meetings, taking meeting notes and writing meeting summaries
- Writing blog posts and quarterly newsletters, and updating website content as needed
- Updating and creating standardized data collection documents for collaborative research and monitoring projects

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, a short statement of interest, and names/contact info of 2 references to Emily Buckner (emily@restorationfund.org) by **Wednesday, November 23rd**.