

Habitat Program Analyst Olympia Oyster & 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). Our team of ~25 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 Habitat Program Analyst to provide core capacity for our [Olympia Oyster Restoration](#) and [Bull Kelp Recovery](#) Programs. The person will join the Habitat Team, adding essential capacity to help advance a set of exciting oyster and kelp projects and achieve program goals. **The primary function of this position is to provide core support in data analysis and writing.** However, a wide range of responsibilities will include, among other tasks: participating in project development and implementation with the team, assisting in the creation and maintenance of organizational systems; tracking progress on deliverables and spending; helping to develop and submit invoices, reports, proposals, and/or permits; maintaining positive relationships with partners; and supporting field work, lab work, and outreach activities. This job is primarily performed in an office setting - field and lab work are not expected to be primary functions of this role, though all team members participate in various hands-on tasks.

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

Full-time position for 1 year. Salary range is \$60,000-\$65,000/year. Upon hire, the Habitat Program Analyst will be eligible to receive PSRF's suite of competitive benefits, including group health insurance (medical, vision, dental); flexible paid time off (including paid vacation; 11 paid holidays, and paid sick leave); optional contributions to PSRF's SIMPLE IRA retirement savings plan (with 3% matching by PSRF once eligibility requirements are met); and discretionary bonus program. The location of the position is flexible within western Washington. On most days, the Analyst will have the option of working at the PSRF main office on Bainbridge Island (8001 Day Road West, Ste. B, Bainbridge Island, WA), Seattle office at Fisherman's Terminal (3918 15th Place West, Seattle, WA), or remotely. If participating in field work, locations vary across Puget Sound, on beaches or from small boats and additional small water craft (e.g., stand-up paddle boards). The Program Analyst is expected to provide their own transportation to all sites. The Program Analyst is expected to periodically work odd hours, longer than 8-hr days, and during inclement weather.

Position Responsibilities

Organize ideas and data, perform analyses and visualizations, write and revise content:

- ♦ Provide core effort on organizing and writing for both technical and non-technical audiences. Products may include reports, progress updates, program outreach materials, grant proposals, permit applications, manuscripts for peer review, and/or similar documents

Position Responsibilities [cont.]

- ♦ Provide core effort on organizing data and providing visualizations, analyses, and results summaries (maps, graphs, tables) for the purpose of internal communication, communications with partners, outreach materials, formal reports, and other presentations
- ♦ Assist with interpreting PSRF's work in broad contexts and incorporating ideas from across fields to strengthen our understanding of our systems and impact
- ♦ Collaboratively create & maintain organized file structures
- ♦ Lead design of digital housekeeping plan
- ♦ Assist with data management through data entry, quality control, and file maintenance
- ♦ Assist with training team members in data skills, as appropriate

Provide core support to PSRF Olympia Oyster and Bull Kelp Habitat Recovery Programs:

- ♦ Lead completion of select projects, under guidance; When given a set of priorities, deliverables, timelines, and budget/personnel guidelines, create plan for project completion, collaborate on integrating with requirements of other projects, delegate project tasks, track progress, regularly communicate progress, changes, and plan needs
- ♦ Collaborate on developing, executing, monitoring and evaluating restoration projects, through all stages of project implementation, including partnership building, development & planning, supply procurement, in-water actions, summarizing and communicating outcomes
- ♦ Collaborate on creating and maintaining organized program structure
- ♦ Communicate with academic, agency, community, tribal, and other partners, as needed.
- ♦ Perform a limited amount of laboratory (e.g., tracking samples, preparing media/solutions, prepping glassware, microscopy) and/or field (e.g., intertidal mud oyster surveys, kelp paddleboard surveys) work
- ♦ Participate in outreach and education activities, including assisting with responses to inquiries
- ♦ Assist with other PSRF programs, projects, and events, as needed.

Minimum requirements

- ♦ Strong interpersonal skills, and ability to work effectively as part of a close knit team as well as independently
- ♦ Ability to take initiative in completing tasks and responsibilities to effectively meet deadlines
- ♦ Effective communication skills with a breadth of audiences, including colleagues and the public
- ♦ Interest and ability to collaborate with people from diverse backgrounds
- ♦ Well-established organizational skills
- ♦ Flexibility and willingness to adapt to shifting priorities and timelines and to assist with other projects/activities within the organization and with partners on an as needed basis
- ♦ Proficiency with using scientific literature, including effective searching, accurate interpretation of figures and tables, and ability to summarize main messages
- ♦ Experience writing and revising technical or scientific documents for publication or archival, such as grant proposals, progress reports, product manuals, capstones, theses, manuscripts, or popular media articles
- ♦ Experience working with data, including generating data summaries, graphs, and/or analysis products for talks, reports, publications, social media, or other communications

- ◆ Proficiency with MS Office Suite, Google Drive & Suite, and a quantitative statistical and graphing program
- ◆ Knowledge of marine biology, oceanography, environmental science, or other relevant natural science
- ◆ Commitment to the mission and goals of Puget Sound Restoration Fund

Welcomed attributes (if applicable, please speak to these in your application)

- ◆ 6+ years of total experience (post-secondary education and unpaid work count as experience) in a relevant natural or social sciences field showing evidence of ability to perform stated responsibilities and familiarity with marine science, conservation and/or restoration. Ex: Associate’s degree plus 4 years of relevant work experience, or Master’s degree, or equivalent combination of education and experience
- ◆ Previous active participation in publication of scientific data, such as through a scientific paper, government report, or working up data to communicate findings to more general audiences
- ◆ Knowledge of Pacific Northwest flora, fauna, people, places, cultures, and/or natural resources
- ◆ Professional working knowledge of common statistical analyses and their correct application
- ◆ Proficiency in R
- ◆ Past collaborations or existing working relationships with community leaders or organizations
- ◆ Previous work experience that demonstrates relevant social or technical skills, e.g. retail, service, childcare, aquaculture, or trades industries, or other
- ◆ Ability to speak a language in addition to English
- ◆ Formal or informal instruction in environmental or social justice or a related topic

PSRF recognizes that people build skills through all sorts of experiences, and openly considers applicants from 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 within the organization and in our work with partners. We are committed to supporting and retaining staff.

To apply

Please email a resume and a cover letter to hire@restorationfund.org by 11:59 PDT on March 27, 2025.