Position: Puget Sound Recovery Projects Coordinator

Salary: $46,625 - $56,411 DOQ

Location: Northwest Indian Fisheries Commission
Olympia, Washington

Closing Date: January 27, 2016

Duties & Responsibilities: This position provides a unique opportunity to provide essential support to federally recognized tribes in the Puget Sound region to administer tribal environmental protection and restoration grants. Under the guidance of NWIFC Salmon Recovery Projects Coordinator, this position maintains responsibility in all facets of administering subaward programs that forward high tribal priorities for the protection and restoration of Puget Sound, as connected to the Puget Sound Action Agenda. Essential functions include assisting in the development of NWIFC workplans to garner Puget Sound Partnership/EPA funds, reviewing tribal workplans upon receipt of federal awards to determine whether they meet evaluation criteria and funding intent, ensuring subrecipient monitoring and reporting requirements are being achieved, and sharing relevant program / project information (i.e. lessons learned) with appropriate audiences.

Qualifications: Bachelor’s degree in Natural Resources or related field. Master’s degree is preferred. Prior experience managing federal grants is highly desired. Background in the biological sciences, in particular have an understanding of natural resource issues in the ongoing efforts to clean up Puget Sound; and efforts to recover or sustain natural resources of vital importance to NWIFC member tribes is desired. Ability to analyze and compile technical information to prepare reports and correspondence; comprehend and make inferences from written material is required. Highly proficient in Word, Excel, and database applications is necessary. Must be able to travel to conduct site visits and attend relevant meetings. Applicant must possess the ability to work in a team environment to expand and improve the organization’s grant management and reporting systems.

Application: Send resume and cover letter by January 27, 2016 to: Michael Grayum, Executive Director, Northwest Indian Fisheries Commission, 6730 Martin Way E, Olympia, WA 98516 or email to: wbowman@nwifc.org

The Northwest Indian Fisheries Commission operates under Public Law 93-638 contract; Indian Preference is an employment policy. Must be eligible to work in the U.S.