

## Washington Resource Conservation and Development Council

### Tapash Sustainable Forest Collaborative “South Zone” Project Manager Position

#### Yakima, WA

The Washington Resource Conservation and Development Council (WRC&D) is a leading non-governmental organization that provide leadership on issues of regional significance by facilitating the planning, coordination, and implementation of initiatives which promote a sustainable rural lifestyle for current and future generations.

The WRC&D is the fiscal sponsor of the Tapash Sustainable Forest Collaborative. The **Tapash Sustainable Forest Collaborative ([www.tapash.org](http://www.tapash.org))** works to improve the ecosystem health and natural functions of the landscape through active restoration projects backed by best science, community engagement, and adaptive management.

Tapash seeks to create resilient forest ecosystems managed across ownership boundaries in central Washington, and to build community connections in order to achieve healthy fish and wildlife populations, minimize the effects of catastrophic fire, retain cultural values, provide desirable forested areas for present and future generations, and support development of a sustainable restoration economy.

The WRC&D is looking for a candidate that understands collaborative work environments, can work with diverse groups of people, can coordinate efficient completion of projects, and is willing to learn and work collaboratively to increase the capacity of our organization and our partners. This position will support the mission of the Washington Resource Conservation and Development Council under the supervision of the WRC&D Executive Director, but work will be collaboratively guided by the Tapash Sustainable Forest Collaborative Executive Committee. Furthermore, the position will work closely with multiple Tapash priority project leads to support coordination, development and implementation of projects.

This position is a part-time project position with funding through June 30, 2021 and may be extended and hours increased if additional funding is available.

WRC&D completes many time sensitive project so it is important that a successful candidate is available to start work as soon as possible.

The position is funded at 18-20 hours per week and pays \$24 to \$28 per hour. Sick leave, vacation, and holiday pay are included benefits.

The Washington Resource Conservation and Development Council Office is located at 109 S 3<sup>rd</sup> Street, Yakima WA.

## Job Duties

### Coordination-

- The South Zone Project Manager will support and collaborate with the North Zone Project Manager to plan, coordinate and facilitate tasks for the Tapash Sustainable Forest Collaborative.
- Work collaboratively with other WRC&D staff members, board members, and partners to facilitate activities and coordinate project completion according to the policies and procedures of the WRC&D and Tapash Sustainable Forest Collaborative Strategic plan and Annual Priorities.

### Facilitation

- Facilitate meetings with diverse stakeholder groups engaged in Resilient Landscapes, Fire Adapted Communities, restoration projects, community connections and Safe Efficient Wildfire Response Activities as locally driven for priority projects identified in Tapash Annual Operating Plan.
- Work to develop meeting agendas with local partners
- Ensure meeting space and meeting logistics are organized and in place prior to meetings
- Ensure meeting invitation lists are kept up to date
- Make sure meetings start and end on time
- Make sure meeting agendas are followed with goal of achieving meeting objectives.
- Distribute meeting notes, products, and lists of action items to project participants
- **Specifically, facilitate continued progress of the Little Naches Working Group and other groups and processes in the “south zone” of the Tapash.**

### Project Management

- Manage projects related to WRC&D / Tapash fiscally sponsored agreements with funding agencies and with the community and landscape projects supported and aligned with Tapash annual operating plan.
- Maintain progress and success related to project deliverables as articulated in agreements with WRC&D / Tapash and project partners.
- Where applicable, work with project partners to develop an annual workplan with project participants roles and responsibilities identified.
- Work with project partners to identify issues and propose mechanisms, organizations and individuals to resolve.
- Work with partners to identify areas to leverage expertise and resources to achieve shared goals across ownerships and organizations.
- Ensure project schedules are met by completing work in agreements with WRC&D/Tapash and WRC&D/Tapash partners.
- Ensure project budgets are met according to agreements between WRC&D and project partners.
- Complete written reports as required by project agreements

- Specifically, maintain forward and efficient progress of contracted work related to the WA Department of Natural Resources Building Forest Partnership agreement with the WRC&D to support Tapash projects.

**Requirements:**

- College degree or equivalent work experience coordinating projects related to natural resource recovery, sustainability, community resilience, prescribed fire and/or wildfires.
- Experience running/facilitating meetings as part of a strategic initiative with attendees from diverse back grounds
- Experience Coordinating groups of people from diverse backgrounds. In particular, experience working with diverse communities like those seen in central and eastern Washington State.
- Experience developing meeting agendas and experience leading or co-leading meetings.
- Experience working with web site updates, social media (such as Facebook and Twitter), and experience communicating with online formats or through email.
- Proven ability to work independently, self-initiate duties and prioritize tasks.
- Experienced and practiced communication skills including experience with speaking, writing, note taking, and reporting.
- Ability to work with public and staff from partner organizations
- Ability and experience using common office software (Microsoft Office Programs) required
- Ability to use and/or ability to learn to use on-line collaboration software like video conferencing to connect people from remote locations.
- Valid State Driver's License

**Desired qualifications:**

- Experience working with diverse community members including people whose primary language is not English. Ability to communicate in Spanish or other languages commonly used in Washington.
- Experience and familiarity with Washington's rural communities and natural resource issues,
- Experience working with the concepts of sustainability, community resilience, environmental justice challenges and,
- Experience with natural resource laws such as National Environmental Policy Act,
- Experience with Forest Service laws, policies, and contracting processes,
- Experience working with Forest Collaborative groups, air quality initiatives, prescribed burning, or other fire related work.
- Experience with Tribal Nations and Federal Programs such as Tribal Forest Protection Act.
- Grant writing/reporting

**To Apply:**

Submit the following information electronically to [ryan@washingtonrcd.org](mailto:ryan@washingtonrcd.org); enter "project manager" in subject line

Cover Letter, Resume, and three (3) professional references

Deadline for application: May 21<sup>st</sup>, 2020

The Washington RC&D is an equal opportunity provider and employer