

**HOOD CANAL COORDINATING COUNCIL  
- JOB ANNOUNCEMENT -**

**Position Title:** Monitoring and Evaluation Program Coordinator

**Position Type:** Regular Full Time Employee

**Reports to:** Salmon and Aquatic Rehabilitation Program Manager

**About the Council:** The [Hood Canal Coordinating Council](#) (HCCC) was established in 1985 as a watershed based “Council of Governments.” It consists of the 5 general-purpose governments in the Hood Canal watershed (Jefferson, Kitsap and Mason Counties and the Port Gamble S’Klallam and Skokomish Tribes) and ex-officio members from various state and federal environmental and natural resource agencies. It is a Washington State Public Benefit corporation (RCW 24.03,) and non-profit entity under IRS Code 501(c)3.

**Our Mission:** The Hood Canal Coordinating Council, working with partners, community groups and citizens, will advocate for and implement regionally and locally appropriate actions to protect and enhance Hood Canal's environmental and economic health.

**Job Description:** The successful applicant for this employment opportunity will be responsible for coordinating the Monitoring and Evaluation (M&E) component of the HCCC Hood Canal Integrated Watershed Management Program. The HCCC’s E&M program component involves tracking all aspects of the HCCC’s program through the Habitat Work Schedule (HWS), including salmon recovery implementation and aquatic rehabilitation. The HWS is an on-line project-tracking database with both a public portal and a private login portal. It serves as a repository for all project-related materials for the life cycle of projects, from conceptualization to final monitoring documentation. It was developed for salmon habitat projects but is currently being expanded to be the sole repository for all HCCC Mission-related topics, as outlined in the developing HCCC Integrated Watershed Plan. These topics include, but are not limited to, habitat, aquatic rehabilitation for low dissolved oxygen, water quality/quantity, and outreach and education projects/programs.

The Coordinator will be responsible for working with HCCC and other partner staff to incorporate HWS into the Hood Canal Integrated Watershed Management Plan, overseeing day-to-day logistics for developing and maintaining the database, and reviewing and assessing existing monitoring programs. Specifically, the Coordinator will create and enhance project-specific information (such as design documents, before and after pictures, costs, schedules and performance metrics), coordinate with partner governments and organizations to determine staffing approaches to maintaining the database, and develop a process to report on progress towards implementing projects and meeting measurable outcomes at watershed and regional scales.

**Desired qualifications:**

Education:

- A Bachelor’s Degree in environmental health, fish biology, habitat ecology, water quality, environmental engineering, or related field.

Experience/knowledge/ability:

- Related professional experience, with three or more years preferred.
- Knowledge of aquatic ecology, habitat linkages to salmon and trout, marine and freshwater water quality/quantity.
- Ability to work with word processing and spreadsheet software.

- Ability to work with on-line databases, with specific knowledge/experience with Habitat Work Schedule preferred.
- Public speaking and inter-personal skills.
- Experience in Hood Canal or Puget Sound, with specific knowledge on Hood Canal projects/programs/organizations preferred.
- Experience with monitoring and evaluation programs.
- Experience working within interdisciplinary technical and policy forums.
- Ability to start immediately.
- Valid Washington State driver's license and insurance coverage for use of personal vehicle.

**Physical Working Conditions:** Work is conducted mostly in office and meeting settings, but some time will be spent in field conditions. The position involves some walking, bending, reaching, and sitting or standing for long periods of time; will occasionally require some physical exertion such as walking over rough, muddy, uneven, swampy or mountainous terrain and in inclement weather. Essential tasks require typing/keyboard skills, computer skills, technical reading and writing, speaking and listening; and occasionally lifting and carrying of materials, equipment or other items weighing up to 25 lbs. Will be required to travel to various locations around the Hood Canal and Eastern Strait of Juan de Fuca Watersheds and on occasion potentially working some evenings and weekends.

**Work Location:** Poulsbo office, 17791 Fjord Drive NE, though location is negotiable. Additional trips to partner offices, external meetings, and some field locations will be required. The successful applicant should be able to rely on personal vehicle for work transportation, though company vehicles may also be available.

**Employment Dates:** This regular, full-time position will continue as long as current project funding is available through June 30, 2011, though we anticipate additional funding will be obtained to continue the position into the future. There is no guarantee, explicit or implied, of continuing this assignment past the dates provided above.

**Pay Range:** DOQ (~ \$17.85 to \$22.60/hour), 40 hours per week. Benefits include: 401(k), medical, dental, and vision plans, vacation, sick leave, federal holidays, professional development, and a flexible schedule. Office space, computer, cell phone, and email will be provided, as well as personal vehicle mileage reimbursement as appropriate.

**Application Procedures:** To be considered in the first round of applicants, please e-mail a resume and cover letter, with "Monitoring and Evaluation Program Coordinator" in the email subject line by 5:00 PM PST on February 16, 2010 to [jobs@hccc.wa.gov](mailto:jobs@hccc.wa.gov). The first review of applicants will occur by February 23, 2010. The application period will remain open until a qualified applicant is selected for the position.

The HCCC is an equal opportunity employer. No phone calls, please.