



JOB ANNOUNCEMENT

Green Infrastructure Program Specialist, Full-time

<p>COMPENSATION AND BENEFITS</p> <ul style="list-style-type: none"> • Annual Salary Range: \$52,395 - \$70,242 • 13.5 Paid Holidays, Annual Leave, and Sick Leave • Medical and Dental Insurance • Simple IRA Retirement Plan 	<p>SCHEDULE</p> <ul style="list-style-type: none"> • 40 hours per week • Primary office hours Monday to Friday 8:00 am to 4:30 pm, with flexibility • Occasional evening and weekend commitments
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The Whatcom Conservation District (WCD) is looking for an experienced and enthusiastic natural resource management professional to coordinate WCD’s Green Infrastructure Programming in partnership with local jurisdictions. The Green Infrastructure Program Specialist works with homeowners, community groups, and businesses in urban watersheds in Whatcom County to prevent polluted stormwater runoff from reaching our creeks, rivers, and the Salish Sea. The Green Infrastructure Program Specialist works to build relationships, integrate water quality topics into community conversations, and is responsible for increasing the engagement level of community members participating in our work.

The Green Infrastructure Program Specialist communicates program benefits, requirements, and limitations to homeowners. Works directly with interested homeowners, HOA’s, and neighborhood groups to develop approved stormwater runoff reduction and treatment options, feasibility studies for their properties, and coordinate project implementation. The Green Infrastructure Program Specialist works in partnership with jurisdiction representatives, homeowners, and private contractors to oversee the design and implementation of best management practices (BMPs) designed to reduce stormwater impacts.

This position requires strong project management and program coordination abilities, excellent oral and written communication skills, the ability to develop relationships with diverse groups of people, interest in delivering programs using community centered design concepts, and some physical fieldwork.

The anticipated start date for the position is June 15th, 2023. The position is funded through grants and contracts with current funding secured through September 30th 2024. This

announcement will remain open until the position is filled. An initial pull of applications for consideration will be May 17, 2023.

JOB DUTIES AND RESPONSIBILITIES

Planning and Implementation (60% FTE)

- Educate homeowners about water quality challenges and best management practices (BMP) available to improve the water quality
- Provide homeowners with conceptual alternatives to reduce and/or treat runoff from their properties
- Coordinate with homeowners, designers, contractors and jurisdiction representatives to facilitate permitting of approved BMP(s)
- Collect site information such as measurements, drainage, access, and utilities
- Provide non-engineering technical and design assistance and coordinate with work crews and/or homeowner contracted professionals to ensure project implementation and installation consistent with plans, engineering drawings, and BMP's
- Recommends plants for use in stormwater quality facilities and urban stream riparian areas.
- Works on special projects related to green infrastructure, including stormwater infrastructure, landscaping with native plants, and urban forest tree canopy projects.
- Performs as a member of a team, assisting with development of work group goals and objectives, and contributing to the achievement of goals and objectives.

Program Administration and Outreach (40% FTE)

- Conducts education and outreach activities and tracks program activities for reporting to contracting agencies.
- Participate in meetings and aid in program design and development.
- Maintain detailed records of all program interest and levels of participation
- Assist with outreach efforts including development of outreach materials and messaging.
- Other job functions as assigned

The job duties listed above are examples and illustrations of the various types of work performed by the position. The omission of specific job duty statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- Desire a Bachelor's degree from a regionally accredited institution in the Natural Resource Sciences, Environmental Studies, Stormwater Management, or a closely related field of study with 4 years of professional experience in natural resource management and with 1 of the 4 years of experience directly related to the duties of the position
 - *Will accept a two-year technical degree with 5 years of professional experience and 2 of the 5 years of experience directly related to the duties of the position*
 - *Will accept individuals without a degree and with 7 years of professional experience and 4 of the 7 years of experience directly related to the duties of the position*

- *A master's degree with a concentration in Natural Resource Sciences, Environmental Studies, Education or a closely related field of study may be substituted for one year of experience*
- Currently hold or can obtain a valid Washington State Driver License

ADDITIONAL QUALIFICATIONS

- Working knowledge of the principles and practices of natural resources, green infrastructure, and storm water management, including fundamental concepts in watershed processes and protection, water quality protection, urban forest stewardship, and related policies
- Technical understanding of small-scale stormwater treatment controls and techniques to be able to customize the standardized designs, where engineering is not required, to site-specific conditions and to ensure they are installed appropriately
- Working knowledge of Pacific Northwest habitat enhancement principles and practices and the application of those principles and practices in urban settings and the built environments
- Microsoft Office suite programs and email applications
- ArcGIS and data collection applications, such as QuickBase

DESIRABLE SKILLS AND EXPERIENCE

- Knowledge of natural resource management priorities in the Puget Sound region
- Understanding of the challenges and needs of local urban and rural residential landowners
- Working knowledge of approaches to promote voluntary stewardship and conservation
- Demonstrated ability to motivate individuals to adopt and implement resource management practices
- Knowledge and skills in conflict management
- Knowledge of the conservation district system and local, state and federal partners

ESSENTIAL JOB FUNCTIONS

- Share a vision and passion for natural resource management and conservation practices with diverse populations, using educational concepts and values along with persuasive skills
- Demonstrated strong organizational skills to develop processes and organizational procedures to coordinate programs
- Innovative and inspirational communicator that encourages the community to participate in programming
- Identifies, organizes, facilitates, establishes/sustains productive working relationships, partnerships, and alliances with internal and external stakeholders
- Collaborate with staff, interns, private landowners, and other customers and stakeholders to produce high quality, cost-effective work products
- Present program information in public settings and meetings, prepare professional and informative written documents and reports
- Track work progress, prepare and record program/project data, maintain thorough and organized records

- Travel to various locations throughout Whatcom County and occasionally throughout the Puget Sound region and the state
- Work occasional weekend days and weekday evenings as needed
- Apply appropriate safety practices in the field and in the office
- Perform physical work in all weather conditions, routinely work on rough or uneven terrain, and periodically work around livestock
- Lift up to 40 pounds

WORKING CONDITIONS

This position involves office work and field work. The majority of the field work occurs Spring – Fall; however it can occur throughout all seasons. The position will have an assigned desk, telephone, and computer at the Whatcom CD office. The Whatcom CD office is the primary work station for this position, and is a smoke-free and drug-free environment. The position involves computer work which may include long periods sitting, typing and reading from a computer screen. Travel to offices of partner organizations and agencies may be required. Availability for evening and weekend work and overtime hours may be required of this position as is occasional overnight travel to attend meetings.

APPLICATION PROCESS

Application Deadline: May 17th, 2023

Interviews: May 23rd-25th, 2023

Anticipated Start date: June 12th, 2023

Submit a cover letter describing availability, interest and qualifications for the position, a current resume, and three professional references, including name, affiliation, address, and phone number. [Submit all materials as PDF via this application portal.](#)

Full application portal address here:

<https://app.smartsheet.com/b/form/324ebb3e806d4459b54631ad1d457b77>

Note: This announcement will remain open until the position is filled.

POSITION CONTACT

Aneka Sweeney, Education & Outreach Manager

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To learn more about Whatcom Conservation District visit www.whatcomcd.org

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