

Salmon River Restoration Council

Fisheries Project Coordinator

Basics

- 30-40 hrs/week Flex Time (dependent upon seasonal workload and funding)
- Permanent Position (Grant Funded)
- Reports to: SRRC Restoration Director
- Pay Rate: \$23-\$27, depending on experience, with employee benefits (benefits include a healthcare stipend, 8 paid holidays, 5 paid sick days, accrued paid time off, flexible hours, and matching contributions to a retirement savings plan)
- Location: Sawyers Bar, California (applicant should be willing to reside within commuting distance – Salmon River, Scott Valley, Mid Klamath)

Description:

The Fisheries Program is dynamic, with duties changing by the season and opportunities to work in the field throughout the year. This position will work with anadromous fish at various life stages and will collect data relevant to fisheries management and research. The Fisheries Project Coordinator is responsible for overseeing multiple projects, including the spring Chinook monitoring project and juvenile outmigration monitoring. The job will include overseeing operation of three rotary screw traps and a basin-wide seining effort, coordinating field crews, participating in meetings and collaborating with partner agencies, managing genetic samples, and grant and permit management, as well as general fisheries program and project duties. The position is a good fit for someone adept at working in both the office and field, who can apply local knowledge developed through careful field observations to funding proposals, grant reports, and collaborative regional efforts.

General SRRC Program Duties:

- Develop grant proposals and secure funding to support the program.
- Be familiar with grant agreements and take responsibility for completing grant tasks, including reporting.
- Develop and implement an annual work plan.
- Develop quarterly and annual program reports.
- Interface with the Watershed Center. Attend staff meetings and be aware of general SRRC requirements, policies, and reporting and administrative details.
- Work collaboratively with other SRRC programs where programs and projects overlap or align.
- Develop and oversee any additional staffing necessary for project activities.
- Keep program outreach products up to date, contribute to annual newsletter, and distribute educational materials at local and regional forums.
- Organize community education activities, workshops, workdays, field trips and trainings appropriate for the program.

- Contribute to the upkeep and operation of SRRC's off-grid Watershed Center (this includes operating power system, starting fires/splitting wood, office cleaning tasks, etc.).

Specific Fisheries Program Duties:

- Oversee multiple fisheries projects, including, but not limited to, the following:
 - a. Spring Chinook monitoring project - this project is intended to determine the status and distribution of spring Chinook genetics in the Salmon River watershed and includes a watershed-wide seining and genetic sampling effort, and annual population census dives.
 - b. Juvenile outmigration monitoring project – oversee the operation of 3 rotary screw traps and associated sampling.
 - c. Fisheries special events and outreach – such as the Cooperative Spring Chinook and Summer Steelhead Dives.
- Manage grant writing, reporting, staffing, and partner coordination for all projects that this position will oversee.
- Coordinate with federal, state, NGO, academic, and Tribal partners for successful implementation of fisheries projects.
- Coordinate closely with other program staff and assist Fisheries Program Manager in overseeing planning and implementation of additional fisheries activities.
- Maintain a thorough understanding of individual projects including the objectives, methods, timeline, and outcomes needed to successfully complete the project.
- Manage field technicians and volunteers, including oversight of scheduling, safety, adherence to employee policies, and maintenance of work records.
- Perform data tracking, analysis, dissemination, and reporting as needed for fisheries projects.
- Oversee purchasing, care, maintenance, and security of fisheries equipment.
- Positively interact with landowners when working on or around private property.
- Maintain and promote a drug-free work environment.

Required Qualifications and Skills:

- Bachelor of Science in related field preferred; relevant experience may be considered as a substitute for the bachelor's degree requirement.
- Sound understanding of fisheries ecology.
- Comfort working in and near moving water.
- Technologically literate with strong computer skills, including familiarity with Microsoft Word and Excel and other commonly used software.
- Good organizational skills and record keeping (attention to detail is critical).
- Positive attitude, good people skills, and good oral and written communication skills.
- Self-starter who can work independently and without direct daily supervision.
- Skill in establishing priorities, managing workload, and balancing office and field work demands.

- Ability to provide and follow thorough, detailed instruction.
- Valid driver's license and reliable personal transportation (high-clearance and 4WD vehicle recommended).

Desired Qualifications and Skills:

- Knowledge of local area.
- Current First Aid, CPR & AED training.
- Experience using Garmin GPS and inReach devices.
- Experience using Geographic Information Systems (GIS) or willingness to develop working knowledge of GIS.

To Apply:

To apply, send cover letter, resume and two references to lyra@srrc.org.

If you have questions, please contact Lyra Cressey at (530) 462-4665. For more information on our organization, please see our website: www.srrc.org

Date Posted: May 15, 2024

Closing Date: Please apply by May 31, 2024. Position open until filled.