Salmon River Restoration Council
Fisheries Program Coordinator

Basics
- 30-40 hrs/week Flex Time (dependent upon workload and funding)
- Permanent Position (Grant Funded)
- Reports to: SRRC Restoration Director
- Pay Rate: $22-26/hr depending on experience
- Location: Sawyers Bar, California (applicant should be willing to reside within commuting distance – Salmon River, Scott Valley, Mid Klamath)

Description:
The Fisheries Program Coordinator oversees a dynamic program, with duties changing by the season and opportunities to work in the field throughout the year. The Coordinator will work with salmonids at various life stages and will collect data relevant to fisheries management and academic studies. This 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 Coordinator Duties:
- Develop grant proposals and secure funding to support the program.
- Develop and implement an annual work plan.
- Develop quarterly and annual program reports.
- Interface with the Watershed Center (SRRC office). 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 program activities.
- Keep program outreach products up to date and distribute educational materials to the community and our partners at local and regional forums.
- Organize community education activities, workshops, workdays, field trips and trainings appropriate for the program.
- Be familiar with grant agreements and take responsibility for completing grant tasks, including reporting.
- Contribute article(s) to annual SRRC newsletter.

Specific Fisheries Program Duties:
- Coordinate with federal, state, NGO, academic, and Tribal partners for successful implementation of fisheries program.
- Participate in regional fisheries recovery efforts that affect Salmon River fish such as regional planning, working groups, and policy efforts.
• Oversee planning and implementation of fisheries activities, including restoration monitoring, the annual Spring Chinook and Summer Steelhead Cooperative Dive, spring and fall Chinook spawning surveys, juvenile out-migration screw trap, tributary fish passage, and habitat enhancement projects.
• Maintain a thorough understanding of individual projects including the objectives, methods, timeline, and specific 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.
• Maintain and promote a drug-free work environment.
• Perform data tracking, analysis, dissemination, and reporting as needed for fisheries projects.
• Maintain GIS products for Fisheries Program.
• Oversee purchasing, care, maintenance, and security of fisheries equipment.
• Complete fisheries specialist reports for habitat restoration project environmental compliance (NEPA, CEQA, ESA, etc.).
• Positively interact with landowners when working on, around, or traversing private property.

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.
• Willingness to work collaboratively.
• 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.
• Experience preparing reports for environmental compliance (e.g., NEPA)
To Apply:
To apply, send 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: March 2, 2020
Closing Date: March 18, 2020