

## **Job title: Snohomish County Marine Resources Program Assistant**

This is a Washington Department of Ecology- Washington Conservation Corps Individual Placement position with Snohomish County Public Works- Surface Water Management's (SWM) Marine Resources Program in Everett, WA.

### **Start:**

October 4, 2010. Full-time position (40 hours per week) through September 22, 2011.

Primary duties include assisting SWM staff with project planning and implementation, targeted public education, and volunteer outreach, recruiting and coordination. The successful candidate will work in collaboration with Marine Resources Steward, Marine Resources Committee, Communication Specialist II, Salmon Recovery staff, project partners, and citizen and student volunteers. The position requires a combination of office and field work.

The Marine Resources Program Assistant will assist SWM staff and partners in project planning and implementation on the following projects:

- Support Staff to the Marine Resources Committee- Assisting with daily administration and file management, preparing for meetings, and developing monthly meeting summaries, and working to meet the needs of MRC members.
- Website Management- Maintain the Marine Resources Program website.
- Mussel Watch Program- Recruiting and coordinating volunteers to implement a water quality monitoring program that tests mussel tissues for 100 different contaminants at up to 10 stations in Puget Sound. Also coordinate and conduct a training workshop for prospective agencies and organizations interested in participating in the regional expansion of the project.
- Recreational Crabber Education Project- Coordinating a social marketing project aimed at reducing the number of lost recreational crab pots in Snohomish County. Also includes recruiting and coordinating volunteers to educate over 1500 recreational crabbers to use Best Management Practices to benefit the Dungeness crab fishery.
- Landowner Workshops- Assisting with coordination of workshops for marine shoreline landowners to improve household and property stewardship.
- Sound Stewards Program- Recruiting and coordinating Sound Steward volunteers to update and implement stewardship plans at Picnic Point County Park. Duties include volunteer coordination, land management, and creating/updating park stewardship/management plans.
- Plastics in the Marine Environment- Assisting with surveys of plastics in the marine environment and developing and conducting community outreach through materials and presentations.
- Jetty Island Beach Expansion Monitoring Project- Recruiting and coordinating volunteers to perform cutting-edge beach monitoring of a large-scale beach nourishment project.
- Beach Naturalist/Expo Education- Updating Beach Expo materials and coordinate events at public beaches during summer months.

**Desired expertise & skills:**

Excellent communication skills, ability to work in teams, volunteer recruitment and coordination, event coordination, project management, general habitat restoration/management experience, scientific research skills, and familiarity with MS Office.

**Compensation:**

\$8.55 per hour living stipend and a \$5,350 AmeriCorps Education Award after successful completion of one year of service (minimum 1,700 hours). Basic medical benefits are provided and educational loan forbearance is available while in the WCC.

**Qualifications:**

Candidates must be 18 to 25 years old at the time of hire. The ideal candidate is a natural science graduate or a person with an interest in on-the-job experience. We are seeking an independent worker who is an articulate, self-motivated leader, who is people and team-oriented. A willingness to work outside in inclement weather and on rough terrain is essential. Candidates must have their own transportation to work in Everett, WA (approximately half hour commute from Seattle). Applicants must be U.S. citizens.

For more information about the Washington Conservation Corps Individual Placement (IP) Program, visit: [http://www.ecy.wa.gov/programs/sea/wcc/wcc\\_jobs.htm](http://www.ecy.wa.gov/programs/sea/wcc/wcc_jobs.htm)

For other information, contact Kathleen Herrmann, Marine Resources Steward at 425-388-6414 or [kathleen.herrmann@snoco.org](mailto:kathleen.herrmann@snoco.org).

**Please address the above qualifications and any applicable experience in the above job responsibilities in your application materials.**

**To apply, send cover letter, resume and contact information for three references to:**

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