



PROJECT ASSOCIATE Job Description

Position based in Ellensburg, WA

Type: 1.0 FTE, fully benefitted Exempt

Salary: \$68,000

Application Review begins May 24, 2024

About Washington Water Trust

Washington Water Trust (WWT) is a 501(c)(3) nonprofit leader in river and stream flow protection. Our mission is to protect and restore healthy rivers and streams across Washington so that fish, farms, and communities can thrive for generations. WWT is a leader in water rights and water law, stream flow restoration, multi-stakeholder engagement, implementation of instream flow projects, water banking, and large-scale water conservation projects. We craft smart, collaborative, and durable solutions to our freshwater challenges. For more information, please visit www.washingtonwatertrust.org and check out our most [recent annual report: \(https://www.washingtonwatertrust.org/wp-content/uploads/2024/04/2023-WWT-Annual-Report-v2.pdf\)](https://www.washingtonwatertrust.org/wp-content/uploads/2024/04/2023-WWT-Annual-Report-v2.pdf)

The Position

WWT values a collaborative team environment, built on respect for each other as well as the people, partners, and communities with whom we work.

WWT seeks a team-oriented, motivated, and resilient Project Associate with a passion for rivers and streams. The Project Associate is a full-time position that provides critical support to WWT Project Managers in identifying, developing, and implementing flow restoration projects alongside landowners, tribes, conservation districts, land trusts, as well as local, state, and federal agencies. We are seeking a candidate who embraces a collaborative approach to the mission of Washington Water Trust. Candidates should hold the experience, education, and/or training to help build flow restoration solutions, as well as an interest and enthusiasm for working in rural communities. A core responsibility of this position would be developing projects in rivers and streams in the Columbia Basin in Washington state and northeast Oregon.

The position is full-time exempt, located in Washington state, stationed from the WWT Ellensburg office, and supervised by a Program Director.

WWT is committed to professional development and career advancement opportunities for our employees. WWT supports professional development by providing a training budget for staff and offering position and salary advancement as staff gain skills, experience, and expertise to meet our mission.

Duties and Responsibilities

- **Project Management and Development:** Work with WWT Project team to manage multiple projects with attention to time management, grant/contract requirements, project deliverable schedules, budgets, project metrics, and team communication.

- **Research:** Research water rights and ecological needs to support decision-making related to stream restoration opportunities and develop flow restoration projects.
- **Coalition/Team building:** Working alongside other WWT staff, develop effective working relationships with water rights holders, public agencies, tribes, local governments, conservation districts, irrigation districts, and salmon recovery funders in WWT's targeted basins.
- **Outreach:** Support the development and implementation of outreach strategies based on instream flow needs.
- **Communications:** Create and provide effective written and oral communications to diverse audiences, from highly technical to the public.
- **Fundraising:** Support WWT fundraising and program staff in pursuit of funding for projects/programs.
- Other duties as assigned.

Skills and Attributes

- Knowledge of and/or ability to learn the following:
 - Western water rights laws
 - Conservation markets and or easements
 - Microsoft Suite
 - Project management software (i.e. SmartSheet)
- ArcGIS or equivalent GIS software experience is a plus
- Strong communication skills: written, verbal, interpersonal
- Strong organizational skills, including time/task management, ability to develop and track budgets, and experience working within project metrics.
- Curious, entrepreneurial, and a critical thinker
- Ability to be self-directed as well as work under the supervision of the Program Director, and coordinated by project staff.
- Familiarity with one or more of the following: fisheries science, watershed science, western water management, watershed-based flow restoration techniques, agricultural practices, or other relevant fields

Experience and Education

- Bachelor's degree or equivalent experience is required, with a strong preference for natural resources or a related field.
- At least 1-3 years' work experience in a natural resource management or related field, or equivalent combination of graduate school and professional experience.

Working Conditions

This position relies on cultivating good working relationships in the watersheds where we work. Employees may be asked to work occasional non-standard hours, including evenings and weekends. Staff must be willing and able to travel throughout Washington. Staff are not asked to work over 2,080 hours/year and are encouraged to use paid time off to maintain a healthy work-life balance.

This job requires frequent use of computers. Under our flexible work policy, WWT offices are open to those who have been fully vaccinated, and staff may also operate from a home office. There will be in-person weekly office days required for team coordination. For remote work, employees must maintain a workspace with an internet connection where they can reliably perform work during scheduled work hours.

We are a completely COVID-19 vaccinated staff team and require proof of vaccination for any new hire, to protect the health of our WWT Team, our families, and communities.

Salary and Benefits

WWT offers competitive compensation commensurate with qualifications and experience. The annual salary is \$68,000. We also offer a generous benefits package that includes: 100% paid health, vision, and dental insurance; 12 paid holidays; 3 weeks paid vacation (4 weeks after two years employment), paid sick leave, WA Paid Family Medical Leave, and a contribution to 403(b) retirement program of up to 4% of annualized salary.

To Apply

Washington Water Trust encourages people of color, those from under-resourced communities, LGBTQ+, and others with diverse perspectives and experiences to apply. Please submit a cover letter and resume that addresses this job description in one PDF not to exceed 2 pages.

Email the cover letter and resume with subject line **Your Full Name-WWT Project Associate Application**,

to: Raquel Espinosa, Administrative and Financial Director

Washington Water Trust

1500 Westlake Ave N, Suite 202

Seattle, WA 98109

jobs@washingtonwatertrust.org

Application review to begin May 24, 2024. The position is open until filled.

WWT is an equal opportunity employer. It provides equal employment opportunities without regard to race, color, creed, national origin, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, physical disability, honorably discharged veteran or military status, parental status, political ideology, genetic information, or any other protected status in accordance with applicable federal, state and local laws. This applies to candidates for employment as well as those currently employed. Equal opportunities will also be applied with respect to promotions, transfers in assignment, training, demotions, rates of pay and other forms of compensation, layoffs, terminations, and all other conditions of employment.

WWT has made a commitment to community practices that implement principles of diversity, equity, and inclusion, which underlie our work with people, partners, and each other.

WWT is committed to maintaining a work environment free from intimidation, coercion or harassment, including sexual or discriminatory harassment based on any protected status.

Posted 5/6/2024