



## UPPER YAKIMA BASIN COMMUNITY COORDINATOR/MANAGER

Mountains to Sound Greenway Trust

**Job Posting: April 17, 2017**

**Applications will be reviewed beginning May 1, 2017.**

**The position will remain open until filled.**

### POSITION SUMMARY:

The Upper Yakima Basin Community Coordinator leads the Mountains to Sound Greenway Trust's work in Kittitas County, Washington, initiating and supporting collaborations with other organizations and individuals to conserve natural lands, enhance connections between communities and public lands, and engage people in education and volunteerism to care for the landscape around them. Initial projects are focused on improving recreational access to public lands and habitat restoration for fish and wildlife in collaboration with local community leaders, agencies, and other nonprofit organizations.

The Community Coordinator is the primary representative and point of contact for all aspects of the Greenway Trust's work in the Upper Yakima Basin that extends from Ellensburg, Washington to Snoqualmie Pass. Specific responsibilities include:

- Establish and maintain strong relationships, based on mutual respect and trust, between key stakeholders in the Upper Yakima Basin, including local municipalities, civic organizations, businesses, government agencies, nonprofits, community groups, and volunteers;
- Create a spirit among partners of shared purpose and mutual support toward collective impact through leadership of coalitions such as the Kittitas Recreation Caucus;
- Implement habitat restoration and recreation enhancement projects with local partners;
- Participate in regional planning and management processes such as for the Teanaway Community Forest;
- Engage volunteers in environmental education and stewardship of public lands;
- Identify and help to secure public and private funds to support partnerships and collaborative projects;
- Build awareness and commitment to the Greenway Trust's coalition-based approach through events, presentations, public outreach in the community, and the Greenway Trust's communications channels;
- Develop and track metrics that inform priorities and document impacts in the Upper Yakima Basin;
- Other duties as may be assigned.

The right candidate will have experience building partnerships, leading groups, and successfully implementing conservation and/or outdoor recreation projects. They will value collaboration and teamwork, and demonstrate an ability to work with and through others to accomplish desired outcomes. This position is ideal for an outgoing, energetic individual with a drive to achieve tangible results, a comfort working constructively with diverse groups, and a passion for conservation and the outdoors. The Community Coordinator position is a full-time position with the Mountains to Sound Greenway Trust with professional development opportunities within the organization. This position will be hired at either the Coordinator or Manager level, depending on the candidate's experience. This position will be based in the Cle Elum/Roslyn area.

### REQUIRED QUALIFICATIONS

- Demonstrated experience maintaining partnerships with both public and private stakeholders.
- Experience organizing groups and leading meetings.
- Project management experience, or similar relevant expertise.
- Demonstrated experience delivering results through collaboration and teamwork with others who have different backgrounds and expertise.
- Ability to write and present clearly; comfortable speaking with diverse audiences.

**MOUNTAINS TO SOUND GREENWAY TRUST, 2701 FIRST AVENUE, SUITE 240, SEATTLE, WA 98121**  
**PHONE: 206.382.5565 - EMAIL: [info@mtsgreenway.org](mailto:info@mtsgreenway.org) - WEB: [mtsgreenway.org](http://mtsgreenway.org)**

- Strong organizational and time management skills; able to advance multiple projects simultaneously and successfully meet deadlines.
- Ability to work independently in a satellite office while maintaining appropriate communication and coordination with colleagues working in other locations. Familiar user of common office technology including Microsoft Outlook and Office software.
- Reliable transportation, valid driver's license, and insurable driving record.
- Must successfully pass a criminal history background check.

#### **DESIRED QUALIFICATIONS**

- Bachelor's degree or equivalent in natural resources management, outdoor recreation, environmental studies, or other relevant field.
- Fundraising and grant writing experience.
- Experience in ecological restoration or trail construction/maintenance.
- Experience using Salesforce, GIS software, or Adobe design products.
- Wilderness First Aid or higher, and CPR training.

#### **REPORTS TO**

Deputy Director

#### **COMPENSATION**

Position will be classified as a Coordinator or Manager, depending on experience (starting at \$42,500 and \$47,500, respectively); includes excellent health, vacation, and retirement savings benefits.

#### **WORK SCHEDULE**

Full-time position, Monday - Friday, with weekends and evenings as needed.

#### **WORK LOCATION**

This position is based in the Cle Elum/Roslyn area (specific office space to be determined) with travel to field sites, and elsewhere in the Greenway for meetings, presentations, and events. At least monthly visits to the Greenway Trust headquarters in Seattle, especially during the initial onboarding phase, are also expected.

#### **TO APPLY**

Email cover letter, resume, references, and any materials you wish to share that are related to your partnership development and project management experience to: [stephanie.huck@mtsgreenway.org](mailto:stephanie.huck@mtsgreenway.org).

**The Greenway Trust is committed to hiring a skilled, dedicated, and diverse work force.**

#### **ABOUT THE MOUNTAINS TO SOUND GREENWAY TRUST**

The Mountains to Sound Greenway Trust leads and inspires action to conserve and enhance the landscape from Seattle across the Cascade Mountains through the Upper Yakima Basin. We are committed to promoting a healthy and sustainable relationship between people and the lands and waters of the region through long-term cooperation and stewardship.

Twenty-five years of collaboration and hard work have tested and strengthened the vision of the Mountains to Sound Greenway. We have proven to this region and the rest of the nation that collaborative conservation, by convening a broad-based and inclusive coalition of partners, can affect positive change.

Enhancing people's connections to nature drives the Greenway mission. Our coalition of community members, businesses, government agencies, and donors is joined together by the ethos that when we have meaningful connections with our natural surroundings, we are healthier and happier, our communities are stronger and more equitable; our lives are better.

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