



## **ECOSTUDIES INSTITUTE**

*A nonprofit scientific organization  
900 Jefferson St. SE  
P.O. Box 1614, Olympia, WA 98501  
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### **SHARED RESOURCES SPECIALIST**

Reports to: Restoration Director  
Location: Olympia, Washington  
Type: Project Manager, Full-time Exempt (Salaried) with benefits  
Salary: Salary range starts at \$46,341/year  
Period: Permanent

### **POSITION DESCRIPTION**

The Share Resources Specialist (Specialist) will work with and provide leadership for the Shared Resources Restoration Team in the southern Salish Prairies around Olympia and Rochester. The team will support partners and projects that further conservation and recovery of listed and other rare species and their habitats. This position may assist and participate with other programs and is expected to contribute to the overall growth and development of the organization. The Specialist will primarily be responsible for providing daily implementation leadership for a new 4-person restoration crew that will support a network of partners to work towards their ecological restoration goals. The Specialist may also be responsible in one or more areas restoration specialization, which may include prescribed fire, monitoring, species management, GIS, etc. The Specialist will instruct other members of the restoration team in their specialty area. The position entails strenuous physical activity and operation of heavy equipment, sometimes within active military training areas on JBLM.

This position requires a high-level of responsibility, interpersonal skills, sound work ethic, and positive attitude. Development and maintenance of positive and effective relationships with partners and volunteers is critical. The Specialist must also be able to work independently, completing substantial tasks without direct supervision or through the supervision of conservation partners. Primary partners include: Chehalis Tribe, WA Dept of Natural Resources, WA Dept of Fish and Wildlife, Center for Natural Lands Management Dept of Defense and other non-profit and private stakeholders. The Specialist is expected to be an integral member of our team and will become a staff information source on the effective and efficient implementation of restoration actions. The Specialist will need to be able to communicate effectively with partners, volunteers and the public.

The Shared Resources Restoration Team will be very engaged in supporting collaborative prescribed fire on the south Salish Prairies during burn season. This is expected to include regular availability to participate on burns July through early October each year. It will also include burning on Joint Base Lewis-McChord and other non-primary project sites to gain training and experience and grow the skills and leadership of our organization's burn program.

### **About Ecostudies**

Ecotudies Institute is a 501(c)(3) scientific non-profit organization dedicated to the conservation of native species and their ecosystems. We achieve our mission through effective partnerships, sound

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*Conservation science, partnerships, and practice; collaborating to restore native species, their habitats, and our relationships to them*

scientific research, strategic land management and ecological restoration. At the core of our mission is a cooperative conservation model that strives to realize improved conservation outcomes by developing shared goals and vision through partnerships. These partnerships, in turn, encourage information transfer, advances in cutting edge restoration techniques, and the development of integrated range-wide conservation approaches.

### **HIRING EQUITY AND JUSTICE**

*It is well-documented that Black, Indigenous and People of Color (BIPOC), queer and transgender folks, women, and other marginalized groups often do not apply for jobs unless they feel they meet every single qualification or requirement listed in the job description. Conversely, it is well documented that people with identities overrepresented in our field (White people, men, etc.) do not hesitate to apply to jobs even if they do not meet all the stated qualifications or requirements in the job description and are often still hired into those positions. We are most interested in finding the right candidate for the job and our team, and encourage all passionate and interested candidates to apply and not discount prior experience that could be transferable, even if it is outside what we have described. We are committed to working against the structural biases that continue to keep marginalized people excluded from the conservation, restoration, and wildland fire/prescribed fire fields, and to making sure our hiring practices are not reproducing those biases.*

### **RESPONSIBILITIES:**

- Plan, implement and coordinate specialty projects. Manage logistics, crewmembers and personally conduct management actions.
- Communicate successes and lessons learned to partners, Ecostudies Institute staff and the public through written reports, presentations and other methods. Suitable results should also be communicated to the scientific community through published reports or other appropriate means.
- Work with personnel, equipment and other resources to successfully complete prairie restoration projects
- Develop and implement protocols to ensure proper collection and management of geographic and other data. This requires proficiency in handheld GIS data collection
- Operate equipment such as tractor, chain saws, hand-operated gas-powered brush cutters, engine powered chipper/shredder, and other heavy and light equipment. (training will be provided where needed)
- Conduct routine maintenance of all equipment used in implementing duties
- Maintain up-to-date knowledge of the restoration techniques utilized by the restoration team and communicate the correct and safe implementation of these techniques to other crewmembers, partners and volunteers
- Be a primary resource for the Restoration Team concerning information and implementation within their specialty, lead team and crewmembers on projects and tasks related to their specialty, produce concise and informative reports on the projects and tasks that are led by the Specialist
- Survey and control invasive plants and undesirable native vegetation primarily through herbicide applications.
- Support monitoring efforts for habitat conditions, management and fire effects and species populations.
- Participate on prescribed ecological burns. Maintain minimum qualification as Firefighter Type II under NWCG guidelines (training provided where needed). Work towards advanced qualifications such as Firing Boss and Engine Boss

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- May initiate and administer service contracts, ensuring contract compliance and fulfillment of deliverables
- May develop and manage task level budgets and prepare progress and final project reports
- May include occasional travel.
- Assist with other natural resource management operations as requested including tree planting, herbicide application and controlled burning activities and obtain appropriate Washington State pesticide license
- Other duties as assigned

#### **REQUIREMENTS:**

- At least two years progress towards BA/BS/AS/Technical or vocational degree in science-related field and one year related experience in natural resources/agriculture/outdoor management or equivalent combination of education and experience
- Experience working with or knowledge of natural systems; ability to recognize plant and animal species as required to complete natural resource management activities. Knowledge of ecological land management principles.
- Desired: experience and training with wildland fire. Willingness to pursue prescribed fire leadership training and skills with goal of reaching level of Single Resource Boss (as recognized by NWCG).
- Desired: botany training/skills and knowledge of native plants and habitats.
- Ability to operate various types of equipment in a safe and efficient manner (e.g.; lawn mower, chainsaw, tractor, two-way radio, etc. Training will be provided where needed.)
- Ability to follow instructions from colleagues
- Ability to manage time and diverse activities under deadlines while delivering quality results
- Ability to perform physical work, sometimes under adverse conditions or in inclement weather
- Be able to obtain related licenses or certifications such as first aid, CPR, herbicide application, driver's license, etc.
- Working knowledge of common software applications (e.g.; Word, Excel, Web browsers) and familiarity with ArcMap GIS and other database systems.

#### **WORKING CONDITIONS**

- Regularly works in natural areas and at native plant nurseries and seed production fields. Hikes across, and conducts work within, native habitats and uneven ground.
- Regularly sits or stands at a desk or computer workstation.
- Regularly required to operate a Ecostudies Institute vehicle.
- Frequently works alone.
- May be requested to work some evenings and weekends, and/or travel.
- Uses or supervises the use of pesticides and or other chemical substances.
- Uses or supervises the use of powered equipment such as weed trimmers and chain saws.
- Regularly works around wildland fires.
- Uses hand tools and operates nursery equipment.
- Regularly lifts, positions, or otherwise moves objects weighing up to 50 pounds.

#### **VACCINE REQUIREMENT**

All Ecostudies Institute employees must submit proof of Covid-19 vaccination, including booster shots, prior to employment. Accommodations may be made for medical reasons or sincerely held religious

beliefs.

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**HOW TO APPLY:**

See webpage for a full Position Description

Qualified applicants should provide a detailed letter of interest, current résumé or curriculum vitae, and three professional references (names, affiliations, and contact information only). Application package should be combined into one file. All applications will be acknowledged.

Email these materials to: [mmckinley@ecoinst.org](mailto:mmckinley@ecoinst.org), with **Shared Resources Specialist Application** in the subject line.

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*Ecostudies Institute is an Equal Opportunity employer. Personnel are chosen on the basis of suitability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.*

*The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Ecostudies Institute management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.*

*This position description does not constitute an employment agreement between the Ecostudies Institute and the employee and is subject to change by Ecostudies Institute as the needs of the Ecostudies Institute and requirements of the job change.*