Position Title: Shoreline Stewardship Coordinator

Reports to: Marine Programs Coordinator

FLSA Status: Non-exempt

BASIC FUNCTIONS:
Manages the day-to-day operations, budget, and communications for grants pertaining to green shoreline development, shoreline stewardship, and permitting effectiveness. Implements strategies outlined in work plans to develop a Greenshores program and improve shoreline permitting effectiveness in San Juan County. Works with County staff and citizen’s advisory group to develop a shoreline development technical assistance program that promotes stewardship and improves the permitting process. Participates in regional Greenshores meetings. Coordinates and provides staff support for local meetings and workshops with county staff and citizen’s advisory group.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in natural resource management, natural sciences, environmental policy, or related field is required.
- Proven ability to coordinate and facilitate groups effectively in a collaborative environment and strong oral and written communication skills.
- Experience working and communicating effectively with a variety of entities including state, federal, county and city agencies, tribes, the media, private groups, and landowners on environmental issues.
- Program/project management experience – proven ability to work under tight timelines managing multiple overlapping tasks.
- Demonstrated grant management experience.
- Understanding and familiarity with shoreline development issues and shoreline stewardship options.
- Experience organizing events and coordinating public outreach activities.
- Experience in developing educational, outreach, and technical guidance materials, including brochures and pamphlets.
- Proficiency in use of technology, including website management, databases and budgeting software, as well as standard office software applications such as MS Word, PowerPoint, and Excel.

Additional Preferred Qualifications:

- Master’s degree in coastal or marine affairs, communications, public policy, urban planning, natural resource management, or related field.
- Knowledge of current state, federal, and regional planning efforts pertaining shoreline conservation and restoration, Green Building, and Low Impact Development.
- Familiarity with Washington’s Growth Management Act, Shoreline Master Program policies and Critical Areas Ordinance policies.
- Knowledge of San Juan County government, its citizenry, and the economic, environmental, and social issues of the San Juan Islands area.
- Proficiency in GIS and mapping technology.
Any equivalent combination of education, training, and experience which provides the knowledge, skills and abilities to perform the essential job functions will be considered.

**PRINCIPAL DUTIES (Asterisk designates essential function)**

*1. Represent San Juan County in promoting the objectives of shoreline stewardship, green shoreline development, and improving shoreline effectiveness programs through communications, meetings, and outreach activities.

*2. Manage day-to-day operations and provide core administrative support for both programs.

*3. Arrange and facilitate meetings; develop agendas and materials; document and distribute meeting minutes; maintain website; and organize meetings, workshops, and outreach events in consultation with the Marine Programs Coordinator.

*4. Maintain financial records, grant budgets, progress reports, and billing summaries, with proof of expenditures for the Greenshores and Shoreline Permitting Effectiveness Programs.

*5. Implement strategies outlined in work plans to develop a Greenshores program and improve shoreline permitting effectiveness in San Juan County.

*6. Work with County staff and citizen’s advisory group to develop a shoreline development technical assistance program that promotes stewardship and improves the permitting process. Develop outreach materials and technical guidance documents.

*7. Coordinate and provide staff support for local meetings and workshops with county staff and citizen’s advisory group. Participate in regional Greenshores meetings.

*8. Adhere to the highest standard of ethics as a public employee in accordance with RCW42.52, and the San Juan County Personnel Rules, providing courteous and efficient service.

9. Other tasks as assigned.

**PHYSICAL AND MENTAL REQUIREMENTS**

Requires frequent sitting, standing and walking. This position frequently requires continuous hand and finger movement. This position requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discernment. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position regularly requires the ability to analyze financial information and to develop and track multiple budgets.

**EQUIPMENT REQUIREMENTS**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daily</td>
<td>Weekly</td>
</tr>
<tr>
<td>Computer</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Calculator</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vehicle</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Copy machine</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS:**

Work involves some inter-island and intra-state travel and site visits, but is normally performed in an office/meeting environment.