



JOB ANNOUNCEMENT  
**Water Resource Project Coordinator**

*Mission: We work throughout Washington State to support land-use policies that encourage healthy, equitable and opportunity-rich communities, and protect our valuable farmlands, forests and water resources.*

**About Futurewise**

For 28 years, Futurewise has worked to protect the natural environment by encouraging a sustainable and equitable built environment in Washington State. With the state's Growth Management Act (GMA) as a lens, we use policy development, advocacy, community engagement, data analysis and legal tools to protect farms, forests and water resources, and encourage livable cities through affordable housing, access to transit, and green infrastructure. To achieve these outcomes, our staff of planners, scientists, lawyers, educators and organizers work with every level of government, within every geographic scale, together with hundreds of local organizations and activists to advance community-based solutions to land-use and environmental challenges.

For the last several years, we have also intentionally used a racial equity and social justice frame (RESJ) in our work, involving both operational, and program-level efforts. On the operational side, we initiated internal racial equity trainings, developed common language, adopted a race and equity element in our strategic plan, and are practicing the use of a racial-equity toolkit in our decision-making. At the program level, we are using the RESJ frame to prioritize our work plans and determine how to best build partnerships and support communities in achieving equitable outcomes.

**Position Background**

Futurewise is seeking to fill a Water Resource Project Coordinator position who will report to the Water, Fish and Wildlife Program Director. The Program was initiated in 2011, and since that time has focused on a number of water-related projects and initiatives that include watershed planning, stormwater policy development, pollution prevention education and community engagement. Over the course of the next year, the Board and staff will be setting goals and strategic direction for the future of this program. This position will help shape that effort, as well as play a project management role in a number of current projects. Those projects include:

- **Greenlink Port Angeles** – A watershed planning effort heavily shaped by community engagement that will link the city’s stream watersheds with green infrastructure opportunities.
- **Innovative Financing for Green Stormwater** – An initiative to encourage the use of public-private partnership models as a vehicle for investment in regional or watershed-based green infrastructure solutions
- **Algona Public Participation Grant** – A project funded by the Department of Ecology to expand outreach and education with residents of the Algona community around ground-water contamination issues and clean-up options.
- **State-wide Water Resource Engagement** – A body of work that aims to engage supporters on a variety of water-related policy initiatives such as Puget Sound protection and statewide stormwater policy, through social media, events, and other communication efforts.

### **Responsibilities**

- Plan, schedule and execute project tasks in coordination with supervisor;
- Plan and facilitate meetings with: local government officials; partner organizations; community and place-based organizations; individual activists; and, funding partners;
- Perform research, analysis and draft reports or prepare other visual representations (maps, charts, graphic, etc.) that summarize findings and conclusions;
- Collaborate with and help manage consultant for watershed planning project.
- Assist with program evaluation, including evaluating metrics, benchmarks, and impact for continuous program and project improvement;
- Draft and submit quarterly and annual grant contract reports, including summaries of expenditures and budget updates;
- Take the lead on communication tasks related to reporting to members on ongoing work and opportunities for engagement with policy through action alerts; and,
- Be open to integrating a racial equity and social justice frame for the work, and make an intentional effort to engage and partner with communities of color and person-of-color led organizations.

### **Qualifications/Skills**

- Bachelor’s degree or relevant experience in a related field (urban/community planning, engineering, environmental science, environmental policy);
- At least 3 years’ experience working on water-related or other conservation issues; experience with watershed planning desired, but not required;
- GIS or other spatial analysis skills strongly desired, but not required;
- Experience working independently or with a team, and managing external partners;

- Ability to facilitate meetings and strategy sessions with a range of stakeholders;
- Experience with actively seeking community engagement through a variety of approaches;
- Excellent oral and written communication skills;
- Demonstrated history of entrepreneurial work ethic;
- Ability to be flexible and respond to shifting priorities and new opportunities;
- Openness to constructive feedback;
- Spanish proficiency desired but not required;
- Personal transportation desired but not required; and,
- Desire to have fun while working with a highly motivated, high performing team who is committed to encouraging healthy, equitable and sustainable communities.

### **Project Location, Salary and Benefits**

This 40-hour per week position is based in Seattle, although travel within the region and the state is anticipated several times per month and year respectively. Salary is between \$42-52K, however, adjustments may be considered given a candidate's experience. Benefits include paid medical, dental and vision for the employee, paid leave, simple 401K, and subsidized regional transit pass.

### **How to Apply**

Interested candidates should send a cover letter, resume, and at least three references in PDF format to [jobs@futurewise.org](mailto:jobs@futurewise.org). Please make the subject of your email "(Last Name) – Water Resource Project Coordinator" and address the cover letter to Hiring Manager. Please label any submitted materials, including the cover letter, resume, and references with your last name. Position is open until filled, but candidates that submit materials prior to November 30, 2018 will be given priority. *NO PHONE CALLS PLEASE.*

*Futurewise is an Equal Opportunity Employer that values diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presence of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.*