



POSITION ANNOUNCEMENT: Program Director

DATE: July 9, 2020

Position Status: Full Time

Hourly Wage: \$31.19/hour or Higher, Depending on Qualifications and Experience

Closing Date: 5:00 p.m. on Friday, August 7, 2020

Background:

The basic function of this position is to communicate with and carry out the mission and policies of the Cascadia Conservation District Board of Supervisors. The Program Director will provide leadership and program coordination to staff, keep abreast of natural resource issues, and promote cooperation and coordination with various partners and entities to advance the District's work. The Program Director will be under the direction and guidance of the District Administrator and serve as supervisor to designated staff. ***The successful candidate will train for eventual promotion to a new Executive Director position to be developed by the Board of Supervisors.***

Minimum Qualifications:

A Bachelor's degree involving environmental, physical, or natural science, planning, or other closely related field and three years of professional level experience in program management and grant administration is required. Other requirements include demonstrated ability in successfully supervising personnel, coordinating multiple programs/projects, and working with diverse individuals and groups. Must possess very strong organizational and written/verbal communication skills, and experience with MS Office applications (Word, Excel are essential). Experience working with conservation districts is also beneficial. Must be bondable and have a valid driver's license.

Skills and Abilities: A dynamic communicator with excellent facilitation skills is preferred. The ability to share the workload as a part of a small, closely coordinated team is also important. The ideal candidate will have experience in natural resources project development, grant writing, budgeting, planning and public policy. As the representative of the District in a variety of forums, this individual will engage both private and public stakeholders in meaningful policy discussions, project planning and implementation. ***As the eventual primary leader under the succession plan, the successful candidate will be trained in all aspects of District operations and will work cooperatively with key Board members and financial staff.*** A creative, positive approach is essential.

See the attached job description for a full understanding of the required initial qualifications and the work to be accomplished. Future additional responsibilities will be discussed in the interview process.

Payroll Deductions and Benefits:

Federal Income Tax Withheld
Medicare
State Retirement (PERS)
Medical & Dental Insurance

Unemployment Insurance
Industrial Insurance
Annual Leave, Sick Leave, Holidays
Optional Aflac policies

Application Procedure:

Submit cover letter and resume with at least three (3) references to Peggy Entzel, Cascadia Conservation District, 14 N. Mission, Wenatchee, Washington 98801, prior to 5:00 p.m. on August 7, 2020. (509) 436-1601. Email submittals are allowed; send to peggye@cascadiacd.org. Equal Opportunity Employer.