



SOUND SALMON
SOLUTIONS

Hatchery Project Coordinator

POSITION TITLE: Hatchery Project Coordinator

SUPERVISOR: Managing Director

START DATE: October 1, 2021

Position Schedule:

Full-time permanent (32-40) hours per week), typically 8:00 AM-5:00PM. Occasional nights and weekends. Must be able to work flexible hours during salmon rearing season.

Location: Willow Creek Salmon & Watershed Education Center (WCSWEC) in Edmonds; Sound Salmon Solutions office located in Mukilteo, WA

Starting Salary Range: \$20.00 - \$25.00 per hour includes paid holidays, PTO, and benefit options (Medical, Dental, Vision, and Retirement).

POSITION SUMMARY: Responsible for the planning and coordinating of salmon rearing, WCSWEC facility maintenance, WCSWEC classroom rentals, volunteers, and administrative tasks associated with educational salmon micro-hatchery operations. This position works independently, collaboratively, and under the supervision of the Managing Director. This position works closely with the Education Manager to help deliver quality salmon education programs. This position is responsible for fund development and grant writing to support the overall hatchery program. This position is primarily hatchery-based with some office work throughout the year. For more information about Sound Salmon Solutions, visit us at: www.soundsalmonsolutions.org and www.facebook.com/soundsalmonsolutions

QUALIFICATIONS:

- Education and/or experience in fisheries management, fisheries biology, or similar fisheries related work
- Knowledge of salmon life histories, ecology, and biology
- Ability to write grants and contracts for funding of the Hatchery Program as a whole
- Ability to manage grant deliverables and project requirements .
- Ability to maintain records for reporting; prepare and submit required reports.
- Work collaboratively with the Education Manager to ensure quality education program delivery for Salmon in School education programs.
- Experience leading volunteers in an outdoor work setting

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- Experience with supporting environmental education programs
- Demonstrated high level of personal and professional responsibility
- Strong situational awareness, attention to detail, and sense of humor
- Commitment and cooperation to work with team members
- Capacity to delegate, multi-task, and stay organized
- Experience operating and maintaining hand tools & power equipment
- Experience with facility maintenance to provide oversight and coordination of classroom space usage/rentals at the WCSWEC.
- Experience with light construction and/or facilities maintenance
- Knowledge of Microsoft Office programs
- Ability to work in all weather conditions and lift up to 50lbs
- Valid Driver's License, insurance, and acceptable driving record
- Must be able to pass a background check to work with children and volunteers

COVID Protocols:

- Anticipating school district requirements, this position is required to provide documentation of COVID vaccination upon hiring. This position will be required to comply with school district COVID protection protocols.

POSITION TASKS:

- Manage educational micro-hatchery coho rearing and release operations with volunteers, including the transfer of salmon eggs, transfer of salmon alevin, transfer of salmon fry, and release of salmon fry at WDFW permitted locations.
- Establish a volunteer salmon fry feeding schedule, ensure the salmon feeding schedule is properly completed, and coordinate volunteer efforts.
- Plan and coordinate with WDFW to pick up salmon eggs and salmon food.
- Manage hatchery operations facility and equipment maintenance.
- Manage the WCSWEC facility rental schedule and ensure the appropriate use of the facility.
- Maintain hatchery records to ensure compliance with the WDFW permit.
- Plan & lead volunteer work parties at WCSWEC.
- Lead and promote volunteer and outreach events at the WCSWEC, such as open houses, cleaning work parties, the Watershed Fun Fair, and hatchery operations related volunteer opportunities.
- Manage the WCSWEC Facebook page.
- Write grants to fund the WCSWEC facility, the Willow Creek Coho Rearing program, and the *Salmon in Schools* program.
- Plan, organize and lead *Salmon in Schools* field trips to WCSWEC.

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- Provide technical tank maintenance assistance to *Salmon in Schools* programs in local Edmonds and Mukilteo schools, with potential for additional schools within the service area.
- Maintain permits and release records for all *Salmon in Schools* participants.
- Distribute salmon eggs to schools participating in *Salmon in Schools*, and educate caregivers on salmon environment specifications.
- Establish a regular check-in schedule with teachers participating in the *Salmon in Schools* program to ensure healthy fish and teacher satisfaction.
- Recruit new schools to participate in the *Salmon in Schools* program or attend the field trip.
- Promote Sound Salmon Solutions and continue to grow the salmon hatchery and education programs.

TO APPLY:

Applications will remain open until the position is filled, however priority consideration will be given to applications received by September 3, 2021. The desired start date for this position is October 1, 2021.

Send a resume, cover letter, and three professional references to jobs@soundsalmonsolutions.org. In the subject line, please put “your name – position title.”

No phone calls or drop-ins please.

Sound Salmon Solutions is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender identity, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.