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450 W Business Park Road • Shelton, WA 98584

Phone: (360) 427-9436

[www.masoncd.org](http://www.masoncd.org)

**Position: Shore Friendly Program Coordinator**

**Type:** Regular, benefits, FLSA non-exempt  
Full-time, 1.0 FTE (40 hours per week)

**Pay Range:** \$69,010 - \$78,079

**Opening Date:**

January 8, 2026

**Closing Date:** Open until filled. Screening begins January 16, 2026

**Position Duration:** This position is supported by and contingent on available grant funding. This position is funded on a biennial basis by the Estuary and Salmon Restoration Program. Existing funding for this position expires June 30, 2027. The Shore Friendly Program has a strong track record of stable funding and continues to grow since its inception in 2014.

**Employment Application:** Send a cover letter, resume , and references electronically to: [accounting@masoncd.org](mailto:accounting@masoncd.org)

**Benefits:** The District provides a comprehensive benefits package with medical, dental and vision coverage for regular employees, and medical coverage for eligible dependents. Vacation accrual begins at eight (8) hours per month and increases with years of service. The District's holiday schedule recognizes eleven (11) days per year (two of which are personal holidays). Sick leave is accrued at eight (8) hours per month. The District also contributes the Washington State Public Employees Retirement System (PERS).

**Mason Conservation District is an Equal Opportunity Employer.**

*Please let us know if you need any accommodation to participate in the application process.*

**PROGRAM DESCRIPTION:**

The Shore Friendly program is a voluntary initiative for private marine shoreline landowners in Puget Sound, originally developed and federally funded in 2014. The program's goals are to reduce shoreline armoring and restore shoreline habitat throughout the Sound to benefit fish, wildlife, and coastal communities. Shore Friendly provides technical assistance and practical solutions to help landowners address land management challenges and environmental restoration needs.

**JOB DESCRIPTION:**

The **Shore Friendly Program Coordinator** will implement Mason Conservation District's (District) Shore Friendly Program. This is a full-time position that reports to the Habitat Program Manager.

The Program Coordinator will coordinate marine shoreline community engagement efforts in watersheds throughout Mason County, provide technical assistance to shoreline landowners, promote and increase local citizen involvement with marine shoreline restoration/stewardship, develop shoreline restoration projects, and manage all aspects of the Shore Friendly Program, including budgets, contracts, public workshops, and reporting. This position also serves as part of the "South Sound Shore Friendly Collaborative," an allied group including Mason, Pierce and Thurston Conservation Districts. Together, the three Conservation Districts collaborate on Shore Friendly initiatives to achieve the shared goal of protecting and restoring marine shoreline habitat in South Puget Sound. The Collaborative engages in mentoring, resource sharing, and project development.

#### **MINIMUM QUALIFICATIONS:**

The ideal candidate for this position will have a working knowledge of marine shoreline processes, Shore Friendly practices, and regional shoreline planning resources, as well as strong skills in public outreach and project management. The candidate must have excellent communication skills and the ability to work with diverse landowners and interface with the public in workshops. We are looking for someone who is self-starting and able to work independently and in collaboration with key partners.

- Bachelor's degree in natural sciences, environmental policy, communications, public policy, planning or related field
- Ability to coordinate and execute program's scope, schedule and budget
- Strong public presentation skills and demonstrated experience working with the public
- Ability to effectively communicate with a variety of entities including, state, federal, county and city agencies, tribes, private groups and landowners
- General knowledge of data collection, data synthesis, monitoring and evaluation.
- Ability to work under tight timelines with multiple and overlapping tasks
- Demonstrated ability to work independently and be self-directed
- Strong oral and written communication skills
- Familiarity with standard office software applications such as MS Word, PowerPoint, and Excel

#### **ADDITIONAL PREFERRED QUALIFICATIONS:**

- Knowledge of current state, federal and regional planning efforts pertaining to shoreline management
- Project management skills
- Grant management experience including developing grant proposals and managing budgets
- Familiarity with Washington's Growth Management Act, Shoreline Master Program and Critical Areas Ordinance policies, and environmental permitting processes
- Technical understanding of shoreline processes and ecosystem functions
- Ability to communicate scientifically complex concepts to the public
- Experience with ESRI ArcGIS
- Experience conducting public workshops and presenting to the public
- Experience contracting and coordinating teams of scientific professionals including: engineers, wetland biologists, archaeologists and geologists.
- Ability to read and understand scientific assessments and be able to explain results to landowners

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:**

- Manage the District's Shore Friendly program: Develop and track programmatic budgets and deliverables, collaborate with Pierce and Thurston CDs to achieve grant deliverables, coordinate billing and reporting of Shore Friendly deliverables to ensure timely reimbursement and project success.
- Coordinate with existing Shore Friendly programs and local shoreline restoration networks, including participation in monthly regional Shore Friendly program meetings and Shore Friendly South Sound team meetings.
- Create and implement targeted outreach and education opportunities for marine shoreline landowners and other relevant audiences including workshops, tours, etc.
- Conduct site visits, generate technical assistance recommendations and reports as appropriate; provide or arrange for technical assistance to advance Shore Friendly practices.
- Develop list of willing landowners and effective projects to improve shoreline habitats.
- Manage shoreline restoration projects through all phases, including initial site assessment, landowner relationship building, identifying and securing design and construction funding, and management of project design, permitting, and construction
- Mason Conservation District at regional partnership meetings to advance the work of marine shoreline conservation and salmon recovery efforts.
- Follow relevant procedures for procuring consultant and contractor services to support the Shore Friendly program and development of shoreline armor removal projects, as well as execute and manage contracts.
- Apply for grants and manage grant awards.
- Accurately track program progress and budgets.

*The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.*

#### **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 discrimination. 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 work at a desk in an office setting, and conduct field site visits in challenging terrain.

**WORKING CONDITIONS:** The majority of work is performed in a normal office environment, with occasional field trips to project areas in the field that may include difficult terrain.