



## Position Description – Program Manager – Riverscape Team

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| <b>Employee Name:</b>   | <b>Job Title:</b> Program Manager  |
| <b>Employee Type:</b> Regular   | <b>Typical FTE:</b> 0.75 to 1.0 – 30-40 hours per week                           |
| <b>Hourly Rate Range:</b> Program Manager Wage Scale – Steps 1-10                         | <b>Supervisor:</b> Program Manager   |
| <b>FLSA Status:</b> Exempt  | <b>FLSA Exemption:</b> None  |
| <b>Benefits Eligible:</b><br>Washington PERS, Medical/Vision/Dental, Sick Leave, Vacation | <b>Position Location:</b><br>1350 McKittrick Street Suite B, Wenatchee, WA 98801 |
| <b>Effective Date:</b>  | <b>Date of Last Revision:</b><br>December 31, 2025                               |

### Position Summary:

Cascadia Conservation District’s mission is to encourage wise stewardship and conservation of all natural resources for current and future residents in Chelan County by:

- Being an active advocate for wise land use and water management decisions.
- Promoting a reasonable approach to environmental problems.
- Providing locally-led, voluntary, non-regulatory solutions to local environmental problems.
- Educating both adults and youth about natural resources stewardship.
- Monitoring and responding to future trends that affect the environment.

This position spends significant time overseeing programs that implement technical assistance and cost share activities for Cascadia CD’s Riverscape natural resource program. These activities include riparian restoration, in-stream restoration, culvert replacements, water resources, and adult and youth education activities focused on Riverscape practices. This position will also collaborate with other staff to develop and implement grant activities, and research and write grants to support future technical assistance and outreach for the Riverscape program’s projects.

The Riverscape Program Manager will have at least 5 years’ experience working with the public to implement conservation practices. A successful candidate will have demonstrated experience working with teams supporting project development, implementation, and monitoring.

The ideal candidate will be passionate about conservation and natural resources, willing to learn, adapt, and change based on new information, be transparent and open, and work well in a team and independently. They will have a community-focused mentality with an aptitude for

relationship building. Cascadia CD has a small staff, and each of us is sometimes called upon to do a wide range of job duties - flexibility, prioritization, and excellent communication skills are crucial to the position.

**Position Qualifications:**

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| <p><b>Required Qualifications:</b><br/>The education, experience, and skills necessary to perform adequately in the position.</p> | <ul style="list-style-type: none"><li>• Bachelor's degree involving a major study in environmental or physical science, one of the natural sciences or closely related field and five years of professional level experience. An Associate's Degree in environmental or physical science or technology or other closely related field may be substituted for a Bachelor's Degree if the applicant has seven years or more of applicable experience. <i>Please address this in your cover letter.</i></li><li>• Very strong organizational and written/verbal communication skills with the ability to adapt written and spoken communication to various audiences using formal and informal communications.</li><li>• Advanced desktop computer literacy and computer software skills. Ability to use Microsoft Word, Excel, PowerPoint, Outlook, etc., and learn new technologies to perform the functions of the position.</li><li>• Experience providing technical assistance to the public, including private landowners, farm operators, and managers.</li><li>• Demonstrated ability to independently develop and write competitive grant proposals for Riverscape planning, design, and implementation, including development of project budgets, cost estimation, ongoing budget monitoring, expenditure tracking and reconciliation, financial reporting, and coordination with finance staff to ensure compliance with grant requirements and internal accounting procedures.</li><li>• Experience working independently in remote locations under a variety of weather conditions, carrying field equipment to complete required job tasks.</li><li>• Valid, unrestricted driver's license or able to attain one upon employment.</li></ul> |
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| <p><b>Preferred Qualifications:</b><br/>The education, experience, and skills preferred but not necessary to perform in the position.</p> | <ul style="list-style-type: none"> <li>• Knowledge/experience implementing Natural Resources Conservation Service (NRCS) 9 steps of conservation planning.</li> <li>• Strong skills in multi-tasking and the ability to meet multiple deadlines with an exceptional standard of quality control.</li> <li>• Intermediate to advanced skills in ArcGIS mapping software including ArcPro, ArcGIS Online and Field Maps.</li> <li>• Experience with project management and database software systems such as Smartsheet, and Quickbase.</li> <li>• 3-5 years experience with riparian restoration projects.</li> <li>• Knowledge/experience working within grant deliverables and budgets.</li> <li>• Demonstrated commitment to the practical application of diversity, equity, and inclusion strategies.</li> <li>• Spoken and/or written proficiency in Spanish.</li> </ul> |
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## Primary Job Responsibilities

| Job Function:  | % of Time  | Essential Function: |
|--|------------|---------------------|
| <b>Program Management and Supervision</b>  | <b>65%</b> | <b>Yes</b>          |
| <ul style="list-style-type: none"><li>• Supervise staff and interns for the District in the Riverscape and other programs as needed. Provide direct supervision of their daily activities.<ul style="list-style-type: none"><li>• Assign and delegate tasks and projects, organize workflow, and ensure employees understand their duties.</li><li>• Lead or participate in the hiring and training of staff or interns under the program.</li><li>• Help set performance goals and deadlines following Cascadia CD's strategic plan and mission and communicate them appropriately.</li><li>• Perform annual evaluations of supervisees based on mutually agreed-to elements.</li><li>• Develop training plans, and ensure that employees have opportunities to improve via training.</li><li>• Keeps the Conservation Program Director informed regarding employee performance.</li></ul></li><li>• Actively participate in near and long term project planning and budgeting with District leadership team.</li><li>• Write grants to develop and implement Riverscape projects</li><li>• Ongoing budget monitoring, expenditure tracking and reconciliation, financial reporting, and coordination with finance staff to ensure compliance with grant requirements and internal accounting procedures.</li><li>• Prepare project scopes, schedules, and budgets, and recommend appropriate staffing levels. Evaluate project deliverables, track project progress, conduct regular quality control inspections, and adaptively manage in response to project changes.</li><li>• Prepare reports on activities and progress as directed by the Conservation Program Director</li><li>• Track, evaluate, and report team activities to demonstrate impact</li><li>• In conjunction with leadership team, development of program-associated policies, procedures, systems, and resources to ensure effective and efficient program delivery.</li><li>• Facilitate team meetings, attend and participate in staff meetings, board meetings or other meetings as required.</li><li>• Work cooperatively with partners, including non-profits, local, state, and federal agencies.</li><li>• Support efforts to increase relationships with farmers and the working lands community.</li></ul> |            |                     |

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| <b>Technical and Financial Assistance</b>  | <b>30%</b> | <b>Yes</b> |
| <ul style="list-style-type: none"> <li>• Provide technical assistance to partners and landowners and develop conservation plans using approved NRCS standards and specifications when applicable.</li> <li>• Coordinate various activities including: conducting project development to explore project opportunities, scheduling appointments with landowners and agency staff, attending meetings and events, producing reports and maps, identifying projects, and writing grant applications and reports.</li> <li>• Collect, analyze, and interpret water resources, soil health, fish and wildlife habitat, and water quality data for reporting, conservation plan development, and other purposes.</li> <li>• Develop conservation plans, assist landowners with plan implementation, and conduct follow-up visits.</li> <li>• Assist with the implementation of voluntary conservation practices, including conducting on-site visits, developing cost-share and/or maintenance or cooperative agreements, third-party certifications, and securing appropriate permits.</li> </ul> |            |            |
| <b>Other –</b>   | <b>5%</b>  | <b>Yes</b> |
| <ul style="list-style-type: none"> <li>• Assist in the development of digital and print communications for Riverscape team initiatives, including the District’s website, social media, and printed material.</li> <li>• Assist in developing, coordinating, and implementing District-sponsored events.</li> <li>• Perform other duties as required.</li> </ul>   |            |            |

**Physical Requirements and Working Conditions:**

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| Specify the amount the position will be required to LIFT/CARRY frequently:  | Up to 50 lbs.  |
| Specify the amount the position will be required the PULL/PUSH frequently:  | Up to 50 lbs.  |
| <b>Indicate the rate in which this position will be required to:</b>  |  |
| Bend  | Occasionally   |
| Twist   | Occasionally   |
| Squat   | Occasionally   |
| Climb   | Occasionally   |
| Kneel/Crawl   | Occasionally   |
| Reach/Reach Overhead  | Occasionally   |
| Finger Dexterity/Fine Manipulation  | Frequently   |
| Sit   | Frequently   |
| Drive   | Occasionally   |
| Basic Life Functions  | Hear, See, Speak, Stand, Walk  |
| Unique Vision Requirement:<br>Indicate any unique requirement of the position.<br>(Examples: able to read and detect color coding, read find print, etc.) | N/A  |
| Work Setting:<br>Indicate the work setting where duties are performed.  | Office and Telework Environment (65%); Field work (35%)  |
| <b>Indicate the level of unique work conditions this position will encounter.</b>   |  |
| Extreme Temperatures  | Occasionally   |
| Fumes/Odors/Mists/Dusts   | N/A  |
| Confined Areas/Spaces   | N/A  |
| Extreme Sounds/Noises/Vibrations  | N/A  |
| Potential Hazards Exposure  | N/A  |
| Other Working Conditions  | Occasional weekend or after-hours work may be required. Short overnight travel is occasionally required, 1-3 times per year. |

**Equipment Utilized:**

Desktop computer literacy, to include Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet and various other software applications used within the District for accounting, operations, and administration.

Basic office equipment including mobile smartphone, computer, printer, copier, etc.

Field equipment includes shovels, soil probes, and other hand tools for measuring and inventorying

natural resources. This position may occasionally use mechanized equipment such as brushcutters, hydraulic post pounders, chainsaws and other gas or electric powered equipment.

**Please Note:** The employee must demonstrate the ability to perform the essential functions of the position with or without accommodation.

### **Compensation and Benefits:**

The hourly rate for this position is set by the Cascadia CD Wage Guide approved by the Board of Supervisors at the beginning of each calendar year under the Program Manager wage schedule. Employee benefits are determined annually by the Cascadia CD Board of Supervisors and currently includes 100% of premiums paid for medical/dental/vision for the employee; spouse and dependent coverage is available to the employee at 50% of the cost. Retirement benefits are provided through the Washington State Public Employees' Retirement System (PERS), including access to the Deferred Compensation Program (DCP). This position does not participate in Social Security. Employee benefits include paid sick leave (8 hours per month), annual leave (starting at 8 hours per month and increasing with length of employment), 11 paid holidays per year, and District issued cell phone. All benefits are subject to change based on Board of Supervisor policies.

The position can be either full or part-time, consisting of 30 to 40 hours per week. The work schedule is flexible but is generally Monday – Friday 8:00 am-4:30 pm with a 30-minute lunch break, though some evening and weekend work will be required. Remote work is available with the candidate expected to work out of the Wenatchee office a minimum of 1-3 days per week. Employees must reside in Washington State and be within a reasonable distance to the Cascadia CD office to meet workplace reporting requirements. Funding for this position is subject to the continuing availability of federal, state, and local grants and contracts. Additionally, as employees of a government entity, Cascadia Conservation District employees may qualify for the Public Service Loan Forgiveness Program.