

## SAN JUAN ISLANDS CONSERVATION DISTRICT



### JOB ANNOUNCEMENT

**POSITION:** Programs Director  
**WAGE:** \$32–\$46/hr DOQ  
**WORK SCHEDULE:** 32-40 hours per week  
**LOCATION:** San Juan Island, Lopez Island, Orcas Island

### OVERVIEW

The Programs Director coordinates the implementation of conservation programs across the District's natural resources and ecosystem service areas, including water resources, forestry, agricultural, and habitat programs. This position ensures conservation projects funded through grants and partner programs are organized, compliant, and delivered effectively.

This position focuses on program administration, coordination, compliance, support, workflow management, and inter-team collaboration while also executing direct technical planning, design, implementation and project management tasks. The position connects technical staff, administration, funders, and partners to keep projects moving from funding through completion.

This position exercises independent judgment in organizing work, prioritizing deliverables, and resolving implementation challenges.

### DUTIES AND RESPONSIBILITIES

#### Team Coordination & Leadership Support

- Manage a team of highly capable natural resource planners and project managers.
- Facilitate regular coordination meetings for conservation program staff.
- Provide functional direction and workflow coordination across teams.
- Support hiring processes and performance evaluations by providing work-performance input.
- Help develop internal policies and procedures to improve consistency and efficiency.
- Coordinate onboarding and training related to program processes.

#### Program & Project Oversight

- Supervise implementation of conservation programs both independently and across multiple technical teams, working in conjunction with District staff.
- Oversee project timelines, deliverables, and milestones across funding sources.
- Identify and addresses scheduling conflicts, workload gaps, and implementation barriers and facilitate solutions.
- Maintain program work plans and assist with long-range project planning as well as prioritization.
- Support prioritization of projects based on funding requirements and resource objectives.

#### Grant Implementation & Compliance

- Coordinate grant applications, deliverables, documentation, and reporting requirements.
- Work with program and administrative staff to ensure program activities meet contract requirements.
- Assist with development of scopes of work, project schedules, and funding proposals across multiple teams.
- Oversee efficacy of Cost Share programs providing funding to landowners for implementation of best management practices.
- Track and report accomplishments and outcomes for funder and partner agreements.
- Support audits and monitoring by maintaining program records and documentation.

### **Partner & Landowner Coordination**

- Serve as a point of contact for program logistics and implementation questions.
- Coordinate communication between staff, contractors, and partner agencies (including NRCS, WSCC, WA DOE, WA DNR, as well as others).

### **Systems & Process Improvement**

- Maintain tracking systems for projects, deliverables, and funding requirements.
- Identify process improvements to increase program efficiency and accountability.
- Assist in the development of standardized workflows and documentation practices.
- Other duties as assigned.

### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in natural resources, environmental science, agriculture, public administration, project management, or related field.
- Five (5) years of experience in program coordination, project management, or natural resource program implementation.
- Experience writing grant applications and managing complex projects to completion.
- Experience with conservation/restoration planning and implementation.
- Strong interpersonal, organizational and communication skills.
- Ability to work collaboratively across technical and administrative teams.

### **DESIRED QUALIFICATIONS**

- Master or higher degree in environmental sciences.
- NRCS Planner Certification.
- Experience working with conservation districts, NRCS programs, or grant-funded environmental programs.

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

- Office and field-based role, with some remote work depending on organizational needs.
- Occasional evening meetings for Board or community events.
- Ability to drive district vehicles to support errands.
- Ability to lift up to 25 lbs., move office materials, and travel within San Juan County.

### **COMPENSATION AND BENEFITS:**

- Competitive salary based on experience.
- Health, dental, and vision insurance.
- Paid vacation, sick leave, and holidays.
- Retirement plan contribution (if applicable).
- Professional development opportunities.

### **REPORTING STRUCTURE**

Reports to Executive Director. Has supervisory role over 4-6 Program Managers, Planners, or Project Managers; does not exercise formal disciplinary supervision unless assigned.

### **BACKGROUND CHECK AND REFERENCES:**

All applicants must be able to pass a criminal background check and possess a valid driver's license. Must have and maintain acceptable motor vehicle record. Must be able to provide three references.

### **TO APPLY**

Email resume and cover letter to Paul Andersson, Executive Director, at [paul@sjicd.org](mailto:paul@sjicd.org) by 5pm on June 18, 2026.