



Position Description – Resource Specialist II

Employee Name:	Job Title: Resource Specialist II
Employee Type: Regular	Typical FTE: 0.75 to 1.0 – 30-40 hours per week
Hourly Rate Range: Resource Specialist 2 Wage Scale – Steps 1-10	Supervisor: Riverscape Program Manager
FLSA Status: Non-Exempt	FLSA Exemption: None
Benefits Eligible: Washington PERS, Medical/Vision/Dental, Sick Leave, Vacation	Position Location: 1350 McKittrick Street Suite B, Wenatchee, WA 98801
Effective Date:	Date of Last Revision: April 20, 2026

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 implementing technical assistance and cost-share activities for Cascadia CD natural resource programs. These include forest health and fire resilience, habitat restoration, urban conservation and small-scale agriculture, water resources, youth education and agricultural viability. This position is focused on development and implementation of conservation projects that align with Cascadia’s long-range plan. Activities may include: Grant writing, project development, project management, reporting, data collection, public outreach, and other duties related to conservation practice implementation.

The Resource Specialist 2 will have some experience providing technical assistance, project management, working with the public, conducting outreach programming and/or assisting with implementation of conservation practices. They demonstrate the ability to work independently, completing technical assistance, planning, project implementation, and outreach activities.

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:

<p>Suggested Minimum Qualifications: The education, experience, and skills necessary to perform adequately in the position.</p>	<ul style="list-style-type: none"> • A Bachelor’s Degree involving natural resources and/or habitat restoration related sciences and three years of professional level experience. An Associate’s Degree may be substituted for a Bachelor’s Degree if the applicant has four years or more of applicable experience. • Very strong organizational and written/verbal communication skills. Experience working with private landowners Demonstrated the ability to handle multiple projects • Capability of working with diverse individuals and small groups. • Ability to develop and manage contracts between agencies, landowners, partners and contractors. • Experience writing and managing grants • Experience applying for and receiving permits such as HPA, USACE Section 404, building permits, etc. • Experience planning and implementing conservation practices typical for habitat restoration, agriculture and/or forestry. • Able to work in remote and rugged locations under a variety of weather conditions, traverse difficult upland and instream terrain, and carry field equipment necessary to complete required job tasks. • Strong knowledge of MS Office applications (Word, Excel are essential). • Valid driver’s license.
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Preferred Qualifications:

The education, experience, and skills preferred but not necessary to perform in the position.

- Experience designing and editing print and digital education and outreach materials.
- Demonstrated commitment to the practical application of diversity, equity, and inclusion strategies.
- Competency with GIS software and GIS analysis
- Knowledge of WA native and non-native plants
- Experience working with conservation districts, and NRCS,
- Experience participating/facilitating public meetings.
- Spoken and/or written proficiency in Spanish.

Primary Job Responsibilities

Job Function:	% of Time	Essential Function:
Conservation Planning, Technical Assistance and Project Implementation	75%	Yes
<ul style="list-style-type: none"> • Provide technical assistance to partners and landowners and develop conservation plans using approved NRCS standards and specifications when applicable. • 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. • Collect, analyze, and interpret water resources, soil health, fish and wildlife habitat, and water quality data for reporting, conservation plan development, and other purposes. • Develop conservation plans, assist landowners with plan implementation, and conduct follow-up visits. • Lead implementation of voluntary conservation practices, including conducting on-site visits, developing cost-share and/or maintenance or cooperative agreements, and securing appropriate permits. • Work cooperatively with partners, including non-profits, local, state, and federal agencies. • Perform project element tracking and assist development of grant reports. 		
Project Development and Public Outreach	15%	Yes
<ul style="list-style-type: none"> • Conduct project development outreach activities such as: door knocking, public meetings, tabling at Cascadia sponsored or partner events, and other activities to generate interest in Cascadia’s conservation programs. • Collaborating with the Outreach Team to develop educational materials. • Assist with logistics and participation in adult education activities such as field tours, workshops, and information sessions, including partner organized events. • Assist in the development and implementation of community outreach and relationship-building strategies. 		
Other	10%	Yes
<ul style="list-style-type: none"> • Lead development and submission of grants to support technical assistance, conservation planning, project implementation, monitoring, and education and outreach programming at the District. • Perform other duties as required. 		

Physical Requirements and Working Conditions:

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.
Indicate the rate in which this position will be required to:	
Bend	Regularly
Twist	Regularly
Squat	Occasionally
Climb	Occasionally
Kneel/Crawl	Occasionally
Reach/Reach Overhead	Regularly
Finger Dexterity/Fine Manipulation	Frequently
Sit	Frequently
Drive	Occasionally
Basic Life Functions	Hear, See, Speak, Stand, Walk
Unique Vision Requirement: Indicate any unique requirement of the position. (Examples: able to read and detect color coding, read find print, etc.)	N/A
Work Setting: Indicate the work setting where duties are performed.	Office and Telework Environment (50%); Field work (50%)
Indicate the level of unique work conditions this position will encounter.	
Extreme Temperatures	Occasionally
Fumes/Odors/Mists/Dusts	Occasionally
Confined Areas/Spaces	N/A
Extreme Sounds/Noises/Vibrations	Occasionally
Potential Hazards Exposure	Wildfire Smoke
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 Resource Specialist II 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 is with the Washington State Public Employees Retirement system, including the Deferred Compensation Program. Cascadia CD 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.