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:** October 2, 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.

Resource Specialist II positions spend significant time implementing technical assistance, cost-share, project development, project management, grant administration, monitoring, and outreach activities for Cascadia CD natural-resource programs. Program assignments may include habitat restoration, forest health and fire resilience, agriculture, water resources, urban conservation, education, and other priorities identified in Cascadia CD's long-range plan.

A Resource Specialist II is expected to independently manage assigned projects and activities, work effectively with private landowners and partners, coordinate grants and contracts, support implementation of voluntary conservation practices, and communicate clearly with technical and non-technical audiences. Cascadia CD has a small staff, and employees may periodically assist with activities outside their primary program area; flexibility, prioritization, collaboration, and clear communication are important to success in the position.

Position-specific program assignments and responsibilities are further described in Attachment A, which is incorporated into this position description.

Position Qualifications:

Suggested Minimum Qualifications: The education, experience, and skills necessary to perform adequately in the position.	• A bachelor's degree involving natural resources, fisheries, ecology, environmental science, habitat restoration, or a related field and three years of relevant professional-level experience. An associate degree may be substituted for a bachelor's degree if the applicant has four years or more of applicable experience. An equivalent combination of education and directly applicable experience may also be considered. • Experience coordinating or managing natural-resource, conservation, habitat-restoration, watershed, or similar projects. • Strong organizational and written/verbal communication skills and demonstrated ability to manage multiple projects, deadlines, and priorities. • Ability to organize and facilitate collaborative meetings involving participants with different roles, interests, and areas of expertise. • Experience working collaboratively with private landowners, contractors, agency staff, partners, or community members. • Experience developing, administering, or managing grants, contracts, project budgets, or similar administrative responsibilities. • Experience with or working knowledge of environmental permitting and regulatory processes associated with conservation or restoration projects. • Experience planning or implementing conservation or restoration practices related to aquatic habitat, riparian areas, agriculture, forestry, water resources, or related natural-resource work. • Ability to work both independently and collaboratively as part of a team. • Ability to work in remote and rugged locations under varying weather conditions, traverse difficult upland and instream terrain, and carry field equipment necessary to complete required job tasks. • Strong knowledge of Microsoft Office applications; Word and Excel are essential. • • Valid driver's license

Preferred Qualifications: The education, experience, and skills preferred but not necessary to perform in the position.	• Experience with aquatic, riparian, floodplain, salmonid habitat, agricultural, forestry, or other natural-resource conservation practices relevant to the assigned program. • Experience with watershed planning, collaborative natural-resource planning, or facilitation of multi-agency, stakeholder, technical, or community meetings. • Experience writing and managing state, federal, or other public grants. • Experience with environmental permitting, construction contracting, procurement, or contractor coordination. • Competency with GIS software and spatial analysis. • Knowledge of Washington native and non-native plants. • Experience with natural-resource monitoring and data collection. • Experience working with conservation districts, tribes, NRCS, natural-resource agencies, salmon recovery organizations, or similar partners. • 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**

• Provide technical assistance to partners and landowners and develop conservation plans or project recommendations using applicable standards, specifications, and best available information.
• Coordinate project development, landowner and partner meetings, site visits, reports, maps, grant applications, agreements, permitting, implementation, monitoring, and reporting.
• Collect, analyze, interpret, and manage natural-resource data for project development, conservation planning, monitoring, and reporting.
• Lead or support implementation of voluntary conservation practices, including on-site coordination, cost-share or cooperative agreements, and required permits or approvals.
• Work cooperatively with nonprofit organizations and local, tribal, state, and federal partners.
• Track project elements, schedules, budgets, deliverables, and grant requirements.

Project Development and Public Outreach	**15%**	**Yes**

• Conduct project-development and outreach activities to generate interest in Cascadia CD conservation programs.
• Coordinate and facilitate meetings, workshops, field tours, information sessions, and other partner or community activities as assigned.
• Collaborate with Cascadia CD staff to develop educational and outreach materials and relationship-building strategies.

Grant Development, District Coordination and Other Duties	**10%**	**Yes**

• Lead or assist development and submission of grants supporting technical assistance, conservation planning, project implementation, monitoring, and education/outreach programming.
• Collaborate across Cascadia CD programs when project needs and priorities overlap.
• Perform other duties consistent with the Resource Specialist II classification as required.

*Approximate allocation for the general classification. Position-specific allocation may vary by assignment, season, funding, and project phase.

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.

ATTACHMENT A

Position-Specific Duties – Habitat Restoration Resource Specialist II

This attachment identifies the primary program assignments and position-specific responsibilities associated with this Resource Specialist II position. These responsibilities supplement and further define the duties described in the Cascadia Conservation District Resource Specialist II Position Description.

Habitat Restoration Project Management

This position serves as a lead staff member for the development and implementation of aquatic and riparian habitat restoration projects throughout Chelan County.

Responsibilities may include:

• Develop and manage habitat restoration projects from initial concept through planning and design, permitting, implementation, monitoring, maintenance, and closeout.

• Manage grants, project budgets, contracts, schedules, reimbursement documentation, reporting requirements, and other project deliverables.

• Identify funding opportunities and develop grant applications for habitat restoration projects.

• Coordinate with private landowners, engineers, contractors, tribes, local, state and federal agencies, nonprofit organizations, and other project partners.

• Coordinate environmental permitting, cultural-resource review, procurement, contracting, and other requirements associated with project implementation.

• Conduct site visits and support field assessment, construction/implementation, maintenance, and monitoring.

• Develop and administer landowner, cost-share, cooperative, maintenance, or other project agreements as applicable.

• Collect, manage, and interpret habitat, vegetation, water-resource, water-quality, and other project data as needed for project development, monitoring, and reporting.

Projects may include riparian restoration, large woody material installation, low-tech process-based restoration such as beaver dam analogs (BDAs) and post-assisted log structures (PALS), culvert and fish-passage projects, and other aquatic and floodplain restoration activities.

Entiat Watershed Coordination

This position serves as a primary Cascadia CD staff contact for collaborative watershed planning and habitat restoration activities in the Entiat watershed. Responsibilities include:

• Coordinate and facilitate the Entiat Planning Unit and Entiat Habitat Subcommittee.

• Develop meeting agendas and materials; coordinate with participants and presenters; facilitate meetings; document decisions, action items, and next steps; and coordinate follow-up between meetings.

• Maintain communication and productive working relationships with agencies, tribes, nonprofit organizations, landowners, community members, and other watershed partners.

• Support collaborative identification and prioritization of watershed and habitat restoration needs.

• Help connect watershed planning and habitat priorities with project development, funding opportunities, and implementation.
• Participate in other regional habitat restoration, water-resource, and salmon-recovery committees and partnerships as assigned.
• Represent Cascadia CD professionally in collaborative watershed planning processes and partner meetings.

District Coordination and Outreach
• Collaborate with Cascadia CD agriculture, forestry, education, and other conservation programs when projects and priorities overlap.
• Support habitat restoration and watershed-related outreach, workshops, field tours, educational activities, and community events as appropriate.
• Communicate project activities and results to landowners, partners, funders, and the public.
• Perform other related duties consistent with the Resource Specialist II classification as assigned.

Position-Specific Work Characteristics
• The position includes a combination of project management, partner coordination and facilitation, office work, meetings, travel, and field-based restoration work. The balance will vary seasonally and by project phase.
• The employee is expected to independently manage assigned projects and grants while seeking technical or supervisory input when appropriate.
• The position requires regular coordination with diverse partners and the ability to move between detailed project administration, collaborative planning, and field implementation.

Acknowledgment
This Attachment A is incorporated into the Resource Specialist II Position Description and describes the current program assignment for this position. Program assignments and specific duties may be adjusted over time consistent with the Resource Specialist II classification, District priorities, funding, and operational needs.