

Washington Sea Grant Student Assistant—Port Susan Marine Stewardship Area Conservation Action Planning

Department: Washington Sea Grant

Date Available: March 1, 2012

Application Deadline: February 24, 2012

Project Overview:

Washington Sea Grant is seeking a graduate student interested in marine conservation planning to serve as coordinator for Phase II of the Port Susan Marine Stewardship Area Conservation Action Planning Project.

Port Susan is a biologically productive estuary bounded by Camano Island on the west and by Snohomish County, to the east. It transitions from the estuarine waters of the Stillaguamish River at the north end to marine waters in Port Gardner and Saratoga Passage to the south. It lies within the jurisdiction of both the Snohomish County Marine Resources Committee (MRC) and the Island County MRC. It has been identified as a priority conservation area of high biodiversity importance within the greater Pacific Northwest by The Nature Conservancy.

Beginning in 2007, a diverse planning group consisting of partners from Island and Snohomish County Marine Resource Committees (MRCs), Tulalip Tribes, Stillaguamish Tribe, Northwest Straits Initiative, The Nature Conservancy (TNC), Washington Sea Grant, and Washington State University Extension has worked to create a Port Susan Marine Stewardship Area (MSA) to promote a healthy marine and estuarine ecosystem with thriving biodiversity and strong recreational and resource based industries. The Port Susan MSA Conservation Action Plan was finalized in December 2011 and includes more than 30 prioritized strategies.

The next phase of the TNC Conservation Action Planning process includes the development of project measures to monitor progress and a work plan to identify how strategies will be implemented. The Snohomish and Island County MRCs and Washington Sea Grant have funding from the Northwest Straits Commission to complete this next phase. Project measures and a Port Susan MSA work plan outlining which agencies will lead the effort on specific strategy implementation will be developed through meetings and workshops with project partners and additional stakeholders.

Primary duties of the PSMSA Coordinator will include:

Attend Core Team and Advisory Team meetings at least once a month

- Assist with preparation of materials for meetings, including agendas
- Participate in project core team working meetings
- Lead group work tasks
- Compile materials from core and advisory team meetings
- Distribute meeting minutes

Workshop planning and implementation

- Lead the logistical planning for workshops including facility, A/V, and food arrangements
- Send invitations and manage RSVPs
- Assemble and distribute workshop materials
- Help facilitate break-out groups during workshops
- Compile notes from workshops
- Follow-up with workshop attendees to fill in data gaps as needed

CAP process preparation and product development

- Develop familiarity with CAP process and specifically the project measures and work plan development steps

- Co-write work plan and final report on project measures

Qualifications:

The ideal candidate for this position is a student from the School of Marine and Environmental Affairs, Evans School of Public Affairs, or other similar department with an interest in conservation planning, some prior environmental or marine planning experience, and the ability to see the project through to completion. We are seeking an independent worker who is an articulate, self-motivated leader, who is people and team-oriented. Candidates must have their own transportation to attend meetings in Everett, WA and various Snohomish and Island County locations for meeting and workshops. (The ST510 serves an express bus between the U District and Snohomish County Administration Building.) Office space can be provided in Everett, WA or the student will be able to work out an agreeable schedule with the manager to limit commute times from UW. Should the student decide to work remotely, they will need to furnish their own laptop computer. Travel costs for meetings and workshops are reimbursable.

Desired expertise & skills:

Excellent communication skills, ability to work in teams, event planning and coordination, general environmental planning experience, and scientific research skills.

Timeframe:

Position to begin March 1, 2012 with anticipated end date of December 2012. Funding is available for approximately 10 hours per week.

Salary:

Salary is competitive and commensurate with academic standing, qualifications, and experience.

How to Apply:

Email cover letter, resume and 2 references to Kate Litle (kalitle@uw.edu).

For more information, contact:

Kate Litle, Washington Sea Grant at 206.616.0151 or kalitle@uw.edu

The University of Washington is an equal opportunity, affirmative action employer. To request disability accommodation in the application process, contact the Disability Services Office at 206.543.6450 / 206.543.6452 (tty) or dso@u.washington.edu.