



**Pacific Coast Shellfish Growers Association**  
**120 State Ave. NE #142**  
**Olympia, WA 98501**

<b>Job Title:</b>	Stewardship Officer	<b>Position Type:</b>	Full-time
<b>Location:</b>	Olympia WA	<b>Travel Required:</b>	Yes, occasional travel in WA and OR, including a few overnights
<b>Salary:</b>	Starting at \$65,000/year DOQ	<b>1st Review</b>	January 24, 2022
<b>Benefits:</b>	Paid holidays and personal time off, Association-sponsored IRA, health benefits		

**Email cover letter, resume and names of three professional references to:**

Connie Smith, Assistant Director • [conniesmith@pcsga.org](mailto:conniesmith@pcsga.org) • 360-754-2744

*\*Include in the Subject Line: Stewardship Officer Job Application*

**Job Description**

**ORGANIZATION MISSION** To ensure a healthy social environment, regulatory environment and natural environment for shellfish farming in Washington, Oregon, Alaska, California, and Hawaii.

**PRIMARY RESPONSIBILITIES** The Stewardship Officer will represent the mission and the interests of the Pacific Coast Shellfish Growers Association to the public. Specifically, this position develops and implements PCSGA programs, tools, and relationships to assist the shellfish industry and community. The Stewardship Officer will seek to improve and strengthen environmental, regulatory and business practices for shellfish farmers including Association members and nonmembers. The Stewardship Officer will work collaboratively with PCSGA leadership and other experts, amplifying each other’s work and impact to the highest degree. Focus of this position is in Oregon and Washington, but outcomes will have wider applicability to all Pacific Coast states.

**ROLES AND RESPONSIBILITIES** This position will lead the completion of the following elements of PCSGA’s Strategic and Communications Plans:

Strengthen investments in responsible farming into shellfish growers’ practices, both current and newly identified practices:

- Assist shellfish growers in developing and incorporating Best Management Practices into their farming practices.
- Produce and update materials and opportunities to assist new and existing farmers.

Strengthen public messaging about the benefits of shellfish aquaculture to healthy ecosystems and communities:

- Identify, engage, and inform external stakeholders and advocates for sustainable shellfish aquaculture to help increase public perception of the positive benefits of shellfish farming.
- Increase public support for shellfish aquaculture through expanded engagement and presence in WA and OR.

Develop a positive presence for shellfish aquaculture at the local, state and national level. This includes engagement with community leaders, regulatory agencies, and other key stakeholders:

- Educate policy leads about the positive benefits and understanding the balance between shellfish regulations, healthy ecosystems, and communities.

- Strengthen PCSGA’s relationship with researchers by broadly sharing annual research priorities, the linkages to healthy ecosystems and communities, and expectations of working within the shellfish community.

Additional duties include:

- Supporting a variety of PCSGA programs and efforts, including staffing committees, interacting with shellfish growers, and representing the Association’s mission and members’ perspectives.

**EDUCATION AND QUALIFICATION REQUIREMENTS**

A Bachelor’s degree or equivalent in Planning, Political Science, Public Policy, Law, Natural Resource Policy, or a closely related field. Preferred five years experience in permitting projects, supporting policy/program implementation, stakeholder/member/legislative relations, and agency interactions.

**DESIRED SKILLS AND EXPERIENCE**

Exceptional written and oral communication skills:

- Skills to effectively design and present written and oral material to a wide range of audiences including PCSGA Board, government officials, and stakeholders; preparation of a wide variety of letters, positions papers, messages, training materials, and presentations.
- Willingness to meet with a variety of audiences and within different settings.

Leadership and teamwork experience:

- Serve as a resource and a motivator, guiding others to work together to solve problems and achieve desired outcomes.
- Actively participate as a member of a high-functioning, fast-paced team.
- Work cooperatively and collaboratively in complex and sometimes politically sensitive arenas.

Policy experience:

- Demonstrated knowledge and skill in program policy development, issues, and management. Preferred experience in natural resource policy, fisheries/aquaculture, or related fields.
- Knowledge and experience with the shellfish permitting process, with consideration for natural resources and applicable related laws.
- Understanding how local, state and federal policies relate to the ability to grow shellfish in WA and OR.
- Knowledge and experience in research in the areas relevant to this position.

**ADDITIONAL SKILLS**

- Proficiency with Microsoft Office Suite; comfortable with virtual communication platforms, such as Zoom; experience working with databases; learns new software quickly.
- Works independently, prioritizes tasks, and is a self-starter. Understands what needs to be done and how best to accomplish tasks.
- Appreciation for farming and or working waterfronts.
- Exhibits discretion, confidentiality and professionalism when working with sensitive, private or adverse information.
- Demonstrates attention to detail.
- Demonstrates flexibility, willingness to try new approaches for the sake of experimentation. Adopts a positive attitude when under pressure to meet deadlines, or confronted with unexpected challenges.
- Demonstrates resiliency, persistence, and tenacity when working with difficult, challenging situations.
- Demonstrates humility and a sense of humor. Learns from mistakes and is able to bounce back.
- Reliable transportation and valid driver’s license.
- Ability to lift and carry at least 50 pounds.