



Position Open: Operations and Grants Coordinator

[Mid-Columbia Fisheries](#) seeks to a new team member with strong administrative skills to improve management of more than 50 active grants and contracts. The position is open until filled. We will begin reviewing applications on **February 6, 2023**.

Hours: For the right candidate, this position could be half, three-quarters, or full time. Mid-Columbia Fisheries envisions the position as half to three-quarter time for administrative work. Candidates seeking full-time work are encouraged to apply. We will tailor the final job description to the interest, skills, and available time of the successful applicant.

Schedule: Mid-Columbia Fisheries (MCF) staff work typical business hours. The “Operations & Grants Coordinator” will have flexibility in setting hours within the normal business work week. The organization has a virtual staff meeting at 7 am most Thursdays and the “Operations & Grants Coordinator” is expected to attend most of those meetings. The “Operations & Grants Coordinator” may be asked to be on-call as a safety check-in person for one or two Saturdays in the summer of 2023. This will be scheduled in advance and around the employee’s availability.

Pay: \$24 - \$31 / hr. depending on experience, plus benefits. See below.

Location

The “Operations & Grants Coordinator” will ideally be located in the upper or mid Yakima Basin (Ellensburg to Zillah, WA). The employee could be located elsewhere in or near the Mid-Columbia Fisheries [region](#) but will need to occasionally travel to Ellensburg.

The position would be best as a “work from home” job with occasional in-person meetings with key staff. Office space may be available in Mid-Columbia Fisheries’ Yakima or Ellensburg offices for those whom home-based work is not a viable option. Key administrative staff are currently located in the Columbia River Gorge and Ellensburg, but the organization is looking to shift administration to Ellensburg or Yakima in the coming years.

Required skills:

- Excellent organization skills
- Skilled with Microsoft Excel spreadsheets including large and complex multi-page spreadsheets
- Experience with QuickBooks strongly preferred. (MCF will provide training for the right candidate.) Candidates without QuickBooks experience are encouraged to apply but must be willing to become proficient with the program.
- Good verbal and written communication skills
- Ability to work independently
- Ability to balance multiple priorities and deadlines, and adaptability to changing priorities

- Minimum of three years of professional administrative experience required with increasing responsibilities that include tracking complex budgets.
- Associates degree required, bachelor's degree preferred. (Experience can substitute for education.)
- Interest in conservation of natural resources and supportive of the organizational mission.

Duties

Support Budgeting

- Become knowledgeable regarding all grant agreements, including allowable expenditures by agreement and funding source.
- Create and maintain a system for forecasting future grant expenditures and funds available for project costs and staffing. This includes rolling up budgets from multiple grants to inform a budget for the organization.
- May prepare and/or review budgets included with new grant applications.
- Additional tasks may be identified to support grant and organizational budgeting and budget tracking, including development and maintenance of budget tracking reports.

Grant Tracking & Reporting

- Create and maintain a system for tracking grant deliverables, report dates, and grant end dates.
- Support Project Managers to track progress on completing contract deliverables.
- Support Project Managers in grant reporting, or lead grant reporting with input from Project Managers.
- Ensure that MCF provides grant funders with required financial and management forms.

Liaison and Support for Bookkeeping

- Become knowledgeable about Mid-Columbia Fisheries' bookkeeping system and fill in if the bookkeeper is out
- Support bookkeeper with general bookkeeping duties during busiest months: January and July.
- Review new contracts and make sure the bookkeeper understands all relevant information for QuickBooks and grant tracking.
- Assist bookkeeper with preparation for audits and other special tasks.
- Assist bookkeeper and MCF staff with identifying and documenting required match for grants or with tracking complex intersecting funding and match issues among grants.
- May periodically assist with troubleshooting and solving issues with invoices, payments, and cash flow.
- Support MCF staff in following purchasing policies and maintaining documentation.
- Review purchasing policies and periodically suggest updates or improvements to management.

Coordinate Technology and IT

- Maintain Mid-Columbia Fisheries' computer inventory
- Schedule quarterly IT maintenance with staff and coordinate any needed follow-ups.

- Serve as a first point of contact for MCF's staff with tech support needs and liaison with contracted IT support as needed.
- Periodically review IT needs, obtain quotes for IT, and update IT agreement as needed
- Purchase new computers when needed and assist staff with minor questions
- Serve as a point of contact for software licenses

Administrative Support

- Misc. administrative or clerical duties to support the organization
- May lead or assist with various requests for quotes or solicitations from vendors and contractors
- Lead or support efforts to ensure adequate and functional office space for the organization. The main office is located in Ellensburg and a smaller office is located in Yakima
- Support Executive Director in reviewing insurance needs and providing information to insurance company
- Assist or lead scheduling of periodic organizational events and assist with event planning
- Update annual registration with sam.gov
- May support executive director with coordination and support of contractor work for a major update to website. Additional tasks may be identified after the website is updated.
- Maintain employee contact list
- Maintain board contact list
- Maintain master email contact list for constant contact

Other Duties

- For candidates seeking full time work, depending on the location, interest, and abilities of the candidate, this position could occasionally assist with other tasks including representing the organization at meetings, helping with special projects, participating in site visits and group field work activities. Field tasks are not essential and all interested candidates are encouraged to apply.

How to apply:

Interested candidates should submit a resume, cover letter, and list of references. Applications should be emailed to fish@midcolumbiafisheries.org with the subject line of "job application."

Additional information on benefits

All employees receive sick leave. Employees working an average of 25 hrs. per week are eligible for the following benefits: vacation leave (one day per month to start {pro rated for part time}), holidays, medical, dental, and vision insurance (employer pays 85% of the cost for the employee. Employees pay for coverage of dependents.) Medical insurance typically starts a month after employment begins. After one year, employees may contribute to an individual retirement account and Mid-Columbia Fisheries will match up to 3% of their wages.

Interested candidates may request additional information on available benefits or a copy of the personnel policies.