



COPPER RIVER WATERSHED PROJECT

≈Upriver and down, salmon are common ground≈

Title: Partnership Administrator

Supervisor: CRWP Program Director

Position type: Regular full-time, salary

Position will be open until filled

Summary of Position

The Copper River watershed is one of the last remaining intact watersheds that support all 5 species of wild salmon and that supports commercial, sport and subsistence salmon fisheries. The cultural, environmental and economic importance of this region is unprecedented. Good stewardship of this critical region for healthy salmon as well as healthy wildlife and communities, are the core foundation and belief at the CRWP. Roughly the size of West Virginia, this vast landscape has complicated land ownership, including federal, state and Tribal management systems spread across small communities over a large area.

Due to the challenges of connecting partners across great distances in the watershed and with our partners outside the region, management of our diverse partnerships is essential to the success of our watershed-wide work. CRWP seeks a Partnership Administrator who is passionate about the long-term health of the Copper River watershed and an interest in supporting our critical partnerships that result in on-the-ground action. Our Partnership Administrator will play an important role in facilitating on-going stewardship conversations across the region, keeping diverse partners working together towards common goals, and assisting with the solicitation of contract services for project-specific tasks.

Partnership administration services for CRWP include:

- **Partner Administration**
 - Coordinate partnership communication and email lists
 - Participate in partnership planning and design meeting coordination: schedule meetings, take meeting minutes and distribute to partnership.
 - Distribute engineered design sets and other related project documents.
 - Maintain and update partner project web pages.
 - Participate in group planning for the Copper River region on topics associated with climate change and land planning to support fish habitat.
 - Support community outreach and education when it supports relationships/partnerships, and in-person project related events.
 - Help support CRWP staff with maintaining partnership and contractual agreements.
 - Coordinate and track partnership metrics and data for grant reporting.
- **Contractual Administration**
 - Assist with developing and circulating contractual documents in accordance with federal guidelines.
 - Lead communications on contract-related deadlines.
 - Maintain contract documents as required by federal procurement policy.

The Partnership Administrator is ideally based in the Copper River watershed, but outside applications are invited. The Partnership Administrator will work on project coordination for our robust watershed stewardship and fish-habitat focused programming that works on improving and maintaining watershed health through removing barriers to fish passage, eradicating invasive plants, and harvesting native seeds, as an example. There will be a focus on partnership building and planning for restoration of fish habitat. This person will work closely with CRWP staff, partners, and landowners to provide communication and coordination of information during long-term watershed planning.

The Partnership Administrator will need to maintain a current partnership management structure and communication flow. Applicants will need strong communication skills, attention to detail, and organizational capabilities.

The Partnership Administrator is a permanent position at the CRWP at 100% time annually spending roughly 80% of their time completing office related tasks and up to 20% of their time completing field related tasks in order to connect with partners and maintain familiarity with programming.

The Partnership Administrator will coordinate with the CRWP Program Director and Watershed Stewardship Program Coordinator for program coordination. Funding has been secured for the first 24 months from the time this position is filled, at which point fundraising planning will be required for continuation of the position. Some additional duties outside those listed above will periodically be required when there is capacity. These duties are eligible to be charged to different grants; e.g. fish passage project work or youth education assistance.

Qualifications

Minimum Requirements

- **Relevant degree in administration or program management, or 3 years of work experience in administration, communications or program/partnership management.** Nonprofit experience is ideal but not required.
- Strong interpersonal communication skills and leadership initiative.
- Data management experience.
- Strong organizational and time management skills, with an ability to meet deadlines and structure effective timelines.
- Professional, positive, enthusiastic, and approachable attitude

Hours: 40 hours/week

Compensation: Starting at \$55,000.00, DOE

***Please submit a Cover Letter, Curriculum Vitae and provide three references to kate@copperriver.org**