



**STILLWATERS ENVIRONMENTAL CENTER**

26059 Barber Cut Off Road NE  
Kingston WA 98346  
360-297-1226

*Stillwaters' mission is to advance scientific research, education, and restoration on Puget Sound lowland streams and estuaries.*

*We believe that natural communities must be preserved, restored, and connected to protect biological diversity which is essential for the quality of human life.*

*We value and foster diverse perspectives and partnerships, a passion for the natural world, and the shared mutual respect of our supporters, our board, talented staff, and dedicated volunteers.*

**JOB DESCRIPTION – Position Available  
February 1, 2018  
Monitoring Secretary**

**Start Date:** As soon as available

**How to Apply:** Send the following to [naomi@stillwatersenvironmentalcenter.org](mailto:naomi@stillwatersenvironmentalcenter.org)

- Resume
- Cover Letter
- Any other pertinent information you choose

**Deadline for Applications:** February 26

**Location of position:** at Stillwaters in Kingston, WA

**Remuneration:**

- \$15-16/hr depending on experience
- 2 weeks paid vacation

**Position Overview**

This is a 10-15-hour/week position. The weekly schedule can be flexible or fixed, and it will be arranged with the Monitoring Director.

The primary responsibility of the Monitoring Secretary is to assist the Monitoring Director by providing support services for most of our science and monitoring tasks. Besides office duties, this could include aiding in field work.

The Monitoring Secretary must work with or without supervision, be flexible, make independent decisions as needed, be very thorough, and take direction well.

**Qualities Needed:**

- Outstanding work ethic
- Organizational skills

- Strong written and verbal communication skills
- Flexibility
- Creativity and thoughtfulness
- Ability to prioritize tasks and work independently
- Attention to detail
- Initiative – a self-starter
- Ability to accurately meet deadlines
- Passionate love of nature and a desire to improve the environment

**Experience Required:**

- Microsoft Office Suite: especially Excel, Publisher, Word – Intermediate level
- Data entry – usually in Excel
- Organizing data or information
- Following procedures or protocol
- Creating educational field studies for groups

**Experience Preferred:**

- GPS, Arc GIS, Hobo, YSI equipment use
- Science field work or research
- Scientific Equipment Maintenance
- Data and statistics analysis
- Work with technical terminology, or technical writing
- Volunteer supervision and scheduling
- Work with Non-Profit organizations, as volunteer or professionally
- Environmental knowledge

**Customary Physical Demands** (can be negotiated)

- Sit at a desk 3 hours at a time
- Walking in forest and marsh, on uneven surfaces, while carrying field equipment
- Ability to lift and move up to 25 pounds

**Primary Duties and Responsibilities**

- Assist in monitoring program maintenance
- Assist in development of field investigations studies
- Receive requests for school-based field studies; set up field work dates
- Coordination of volunteers on-site and in field
- Data management, store and record in databases or other documents
- Mapping with Arc GIS
- Manage field equipment and supplies
- Transcribe field notes
- General office duties such as: Filing, Printing, Copying, Emails
- Additional duties assigned as needed