



Restoration Coordinator

Job Description
2023

The **Restoration Coordinator** is responsible for the coordination and implementation of PCEI restoration activities. The **Restoration Coordinator** develops and implements strategies that promote, sustain and ensure that quality outreach opportunities are maximized on our projects, creating environmental leaders in our community.

The **Restoration Coordinator** reports directly to the **PCEI Program Manager**. The position works cooperatively with all program staff. This is a full-time, exempt, salaried position. PCEI maintains a flexible work environment – this position will require some weekend and evening commitments; weekly schedules can be modified as appropriate. Must be available for special events and training.

Job Duties and Responsibilities (other duties may be assigned as appropriate)

Project Development, Management & Implementation (60%):

- Coordinate all restoration project efforts
- **Field Work:** Lead team of assistants and volunteers in implementation of deliverables at each project site. Able to work independently and collaboratively.
- Plan and schedule project timelines
- Provide direction and support to project team
- Provide quality assurance and oversight on all project outputs
- Manage the PCEI Learning Nursery, including all plant orders for projects and inventory, community sales, winterization and maintenance
- Track project deliverables using appropriate tools
- Constantly monitor and report on progress of the projects to all stakeholders and funders
- **Invoicing and reporting:** Partner with Program Manager to track all spending and match to effectively invoice and write grants each year
- Write final reports on project milestones and success upon completion of projects
- Maintain GIS database and project summary statistics database
- Advise community members in sustainable practices, attend community board meetings, and help to implement restoration efforts throughout the Palouse

Mailing Address: PO Box 8596, Moscow, ID 83843

Nature Center: 1040 Rodeo Drive, Moscow ID

(208) 882-1444 | pcei.org | info@pcei.org

The Palouse-Clearwater Environmental Institute is a 501(c)(3) nonprofit.

Tax ID #94-3038182. Donations are tax deductible to the fullest extent allowed.



**PALOUSE-CLEARWATER
ENVIRONMENTAL INSTITUTE**

Supervision (25%):

- Work with **Nature Center Coordinator and Volunteer Coordinator** to Manage, organize, and train volunteers to assist in the completion of project goals.
- Supervise and develop work schedules and work plans for technicians and volunteers on field implementation and related activities with Program Manager.
- Supervise project details and timelines
- Assist Environmental Education Team with programs and events as available
- Supervise, train, and guide AmeriCorps members through all projects and programs
- Assist **PCEI Program Manager** in all AmeriCorps related paperwork

Organizational Development (10%):

- Assist Program Manager with research and securing funding for future and ongoing restoration projects.
- Participate in writing, editing and proposing project proposals
- Participate in the organizing and implementation of PCEI special events

Staff Involvement and Planning (5%)

- Attend and participate in staff meetings and facility workdays.
- Collaborate with PCEI staff to accomplish environmental community events and activities

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