



State of Washington
Washington Invasive Species Council (WISC) Executive
Coordinator / WMS2

SALARY	\$5,917.00 - \$8,333.33 Monthly \$71,004.00 - \$100,000.00 Annually	LOCATION	Thurston County – Olympia, WA
JOB TYPE	Full Time - Permanent	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	2025-RCO-011	DEPARTMENT	Recreation and Conservation Office
OPENING DATE	08/07/2025	CLOSING DATE	9/2/2025 11:59 PM Pacific

Description



Schedule: The Recreation and Conservation Office is in Olympia, WA. Flexible/Hybrid schedules are available.

Who we are:

The [Recreation and Conservation Office](#) is a small state agency located in Olympia, Washington that plans for and provides funding to: create and maintain opportunities for recreation; protect the best of the state's wild lands, farms, and forests; and recover salmon.

RCO strives to maintain a workplace that is respectful, inclusive and family-friendly where all team members feel safe to bring their true selves to work. We believe in a culture where everyone continually improves and has the opportunity to lead. At RCO we envision a state that has abundant outdoor recreation spaces, healthy habitats, and working farms and forests that support people, fish, and wildlife. RCO is an exemplary partner that provides statewide leadership and funding to protect and improve the best of Washington's natural and outdoor recreation resources, now and for future generations.

What you will be doing:

This is a senior-level professional position reporting to the policy and legislative director and coordinating with the chair and executive committee of the council. In this position you will coordinate, support, and help implement the work of the Washington Invasive Species Council by fostering cooperation, communication, and coordinated approaches to support

local, state, and regional initiatives for the prevention and control of non-native invasive species. This includes implementation of a statewide strategic plan developed in 2025.

Who You Are

You're an energetic and ambitious individual who has extensive outreach and education experience. You are passionate about protecting the environment and economy of Washington by preventing and stopping invasive species. You have excellent customer service and communication skills and enjoy working in a fast-paced agency with tight deadlines. You must be an accountable individual who understands and supports our agency's values of trust, respect, diversity, equity, and inclusion.

Who we are looking for:

We are looking for a motivated individual to take on the role of the Executive Coordinator of the Washington Invasive Species Council. This individual will lead a council of agencies and organizations tasked with developing and implementing strategies for statewide invasive species protection.

Duties

Some of what you'll enjoy doing includes:

- Provide leadership in assisting the council implement its strategic plan and work plan.
- Secure agreement of the council on the project scope of work, deliverables, schedule, and budget. Work with the council chair and executive committee on meeting planning and preparation. Make presentations to the council, as necessary.
- Develop project recommendations for council consideration and oversee production of interim and final project reports.
- As necessary, recruit and recommend hiring any necessary project staff, form workgroups, and develop and oversee consultant contracts.
- Oversee and lead staff to carry out the work of the council.
- Perform technical and administrative support related to project implementation.
- Communicate with, and provide meaningful involvement for, stakeholders including but not limited to: federal, state, and local government agencies, tribal governments, land management interests (forestry, agriculture, land trusts, small landowners, and transportation), and the general public.

Performance expectations of the coordinator:

- Assist the council in being organized and being a cohesive work unit.
- Provide leadership in the development of the council's work plan to address the tasks in Engrossed Substitute Senate Bill 5385 and future state and federal legislation.
- Assist the council in carrying out its vision, strategic plan, and work plan.
- Procure funding, including agency contributions, dedicated funds, and external grants, for council budget.
- Secure agreement of the council on work plans, deliverables, schedules, and budgets. Work with the council chair on meeting planning and preparation and make presentations to the council, as necessary.
- Develop project recommendations for council consideration and oversee production of interim and final project reports.
- As necessary, recruit and form workgroups, and develop and oversee consultant contracts. Perform technical and administrative support related to project implementation.
- Represent the council in meetings, in conference and workshop presentations, and during Legislative testimony.
- Maintain and update the council website.
- Respond to public requests for educational materials or general information on invasive species and to reports to the invasive species hotline.

Perform or procure independent research or analysis to implement the Council's work, including:

- Develop pilot projects intended to apply and evaluate methods and incentives for inclusion in plan.
- Identify establish, and coordinate inventories and monitoring for invasive species.
- Develop recommendations for presentation to the Legislature and policymakers.
- Develop a long-range public education strategy and curriculum focuses on the important of invasive species control.

Qualifications

REQUIRED:

A Bachelor's degree with major study in the sciences, environmental studies, wildlife biology, natural resources, agriculture, agriculture, botany, political science, economics, public administration, recreation, or closely allied field
AND

Five years of experience in a policy or management position

AND

A valid driver's license, free from serious traffic violations

***Additional experience may substitute year for year for the degree.*

Competencies:

- **Strategic Leadership and Implementation** - Proven ability to implement multi-year strategic and work plans. Experience building consensus on deliverables, schedules, and scopes of work among diverse stakeholders.
- **Project and Program Management** - Demonstrated experience managing complex, multi-agency projects. Budget development, contract oversight, and staff/consultant coordination.
- **Stakeholder Engagement and Coordination** - Experience collaborating with tribal governments, federal/state/local agencies, and private sector partners. Skilled in facilitating inclusive dialogue and representing multi-interest groups.
- **Communication and Public Engagement** - Strong oral and written communication skills. Comfortable giving presentations, leading public meetings, and responding to public inquiries.
- **Invasive Species or Natural Resource Knowledge** - Working knowledge of invasive species management, prevention, and ecological impacts. Understanding of inventory, monitoring, and control strategies relevant to natural resource sectors.
- **Policy Awareness and Legislative Communication** - Familiarity with state and federal legislative processes. Experience preparing reports or recommendations for policymakers and legislative bodies.
- **Equity and Inclusion** - Demonstrated commitment to inclusive engagement and equity-focused program implementation. Experience working respectfully with diverse communities and tribal nations.
- **Technology and Digital Tools** - Proficiency with standard office software, web content management (e.g., for website updates), and virtual meeting tools.

PREFERRED:

Competencies:

- **Fundraising and Resource Development** - Experience identifying, applying for, and managing external grants or public funding. Ability to cultivate financial support through partnerships or agency contributions.
- **Advanced Knowledge of Invasive Species Policy and Science** - Deeper expertise in invasive species issues in the Pacific Northwest. Familiarity with national invasive species strategies and regional coordination mechanisms.
- **Independent Research and Analysis** - Ability to conduct or commission research on emerging threats, policy issues, or best practices. Experience developing pilot programs, evaluations, or strategic public education

campaigns.

- **Education and Outreach Strategy** - Experience developing long-range public education programs or curricula. Ability to translate scientific or technical content for general audiences.
- **Workgroup and Consultant Oversight** - Prior experience forming and managing interagency or cross-sector workgroups. Competence in drafting scopes of work and overseeing consultant deliverables.

Supplemental Information

READ THE FOLLOWING INSTRUCTIONS COMPLETELY:

Please attach the following documents in order to be considered, failure to do so may result in you not being considered for the position:

- A **letter of interest** that shows your personality and voice to describe why you are the successful candidate and how you meet the specific qualifications for this position;
- **Current resume**, detailing experience, and education.
- You will want to ensure you have a current list of at least **three (3) professional references** with current contact information attached or available to provide at the time of interview.

NOTE:

By submitting these materials, you are indicating that all information is true and correct. The state may verify information. Any untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed.

The initial screening will be solely based on the contents and completeness of the "duties summary" section of your application in Careers.wa.gov, completeness of the application material submitted, and the supplemental questionnaire. A resume will not substitute for completing the "duties summary" section of the application. Responses to the supplemental questionnaire regarding work experience must be reflected in the "duties summary" section of the application.

Opportunity for All:

The Recreation and Conservation Office celebrates our differences and we are committed to a workplace that supports equal opportunity employment and inclusion regardless of race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity diversity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. We will also consider qualified applicants with criminal histories, consistent with applicable federal, state and local laws.

You are welcome to include the name and pronoun you would like to be referred to in your materials and we will honor this as you interact with our organization.

Contact Information:

Persons with a disability who need assistance with their application or need this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960. TTY users should first call 711 to access the [Washington Relay Service](#).

Should you have any questions regarding this position or the online application, contact Angie Anderson at (360) 407-8446 or jobs@des.wa.gov

Benefits

More than Just a Paycheck!

Employee benefits are not just about the kind of services you get, they are also about how much you may have to pay out of pocket. Washington State offers one of the most competitive benefits packages in the nation.

We understand that your life revolves around more than just your career. Like everyone, your first priority is ensuring

that you and your family will maintain health and financial security. That's why choice is a key component of our benefits package. We have a selection of health and retirement plans, paid leave, staff training and other compensation benefits that you can mix and match to meet your current and future needs.

Read about our benefits:

The following information describes typical benefits available for full-time employees who are expected to work more than six months. Actual benefits may vary by appointment type or be prorated for other than full-time work (e.g. part-time); view the job posting for benefits details for job types other than full-time.

Note: If the position offers benefits which differ from the following, the job posting should include the specific benefits.

Insurance Benefits

Employees and their families are covered by medical (including vision), dental and basic life insurance. There are multiple medical plans with affordable monthly premiums that offer coverage throughout the state.

Staff are eligible to enroll each year in a medical flexible spending account which enables them to use tax-deferred dollars toward their health care expenses. Employees are also covered by basic life and long-term disability insurance, with the option to purchase additional coverage amounts.

To view premium rates, coverage choice in your area and how to enroll, please visit the [Public Employees Benefits Board \(PEBB\) website](#). The [Washington Wellness](#) program from the Health Care Authority works with PEBB to support our workplace [wellness programs](#).

[Dependent care assistance](#) allows the employee to save pre-tax dollars for a child or elder care expenses.

Other insurance coverage for auto, boat, home, and renter insurance is available through payroll deduction.

The [Washington State Employee Assistance Program](#) promotes the health and well-being of employees.

Retirement and Deferred Compensation

State Employees are members of the Washington Public Employees' Retirement System (PERS). New employees have the option of two employer contributed retirement programs. For additional information, check out the [Department of Retirement Systems'](#) web site.

Employees also have the ability to participate in the [Deferred Compensation Program](#) (DCP). This is a supplemental retirement savings program (similar to an IRA) that allows you control over the amount of pre-tax salary dollars you defer as well as the flexibility to choose between multiple investment options.

Social Security

All state employees are covered by the federal [Social Security](#) and Medicare systems. The state and the employee pay an equal amount into the system.

Public Service Loan Forgiveness

If you are employed by a government or not-for-profit organization, and meet the qualifying criteria, you may be eligible to receive student loan forgiveness under the [Public Service Loan Forgiveness Program](#).

Holidays

Full-time and part-time employees are entitled to paid holidays and one paid personal holiday per calendar year.

Note: Employees who are members of certain Unions may be entitled to additional personal leave day(s), please refer to position specific [Collective Bargaining Agreements](#) for more information.

Full-time employees who work full monthly schedules qualify for holiday compensation if they are employed before

the holiday and are in pay status for at least 80 nonovertime hours during the month of the holiday; or for the entire work shift preceding the holiday.

Part-time employees who are in pay status during the month of the holiday qualify for the holiday on a pro-rata basis. Compensation for holidays (including personal holiday) will be proportionate to the number of hours in pay status in the month to that required for full-time employment, excluding all holiday hours. Pay status includes hours worked and time on paid leave.

Sick Leave

Full-time employees earn eight hours of sick leave per month. Overtime eligible employees who are in pay status for less than 80 hours per month, earn a monthly proportionate to the number of hours in pay status, in the month to that required for full-time employment. Overtime exempt employees who are in pay status for less than 80 hours per month do not earn a monthly accrual of sick leave.

Sick leave accruals for part-time employees will be proportionate to the number of hours in pay status, in the month to that required for full-time employment. Pay status includes hours worked, time on paid leave and paid holiday.

Vacation (Annual Leave)

Full-time employees accrue vacation leave at the rates specified in [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA). Full-time employees who are in pay status for less than 80 nonovertime hours in a month do not earn a monthly accrual of vacation leave.

Part-time employees accrue vacation leave hours in accordance with [WAC 357-31-165\(1\)](#) or the applicable collective bargaining agreement (CBA) on a pro rata basis. Vacation leave accrual will be proportionate to the number of hours in pay status, in the month to that required for full-time employment.

Pay status includes hours worked, time on paid leave and paid holiday.

As provided in [WAC 357-58-175](#), an employer may authorize a lump-sum accrual of vacation leave or accelerate the vacation leave accrual rate to support the recruitment and/or retention of a candidate or employee for a Washington Management Service position. Vacation leave accrual rates may only be accelerated using the rates established WAC 357-31-165.

Note: Most agencies follow the civil service rules covering leave and holidays for **exempt** employees even though there is no requirement for them to do so. However, agencies are required to adhere to the applicable RCWs pertaining holidays and leave.

Military Leave

Washington State supports members of the armed forces with 21 days paid military leave per year.

Bereavement Leave

Most employees whose family member or household member dies, or for loss of pregnancy, are entitled to five (5) days of paid bereavement leave. In addition, the employer may approve other available leave types for the purpose of bereavement leave.

Additional Leave

[Leave Sharing](#)

[Parental Leave](#)

[Family and Medical Leave Act \(FMLA\)](#)

[Leave Without Pay](#)

Please visit the [State HR Website](#) for more detailed information regarding benefits.

Updated 07-21-2025

Employer

State of Washington

Address

View Job Posting for Agency Information

View Job Posting for Location, Washington, 98504

Website<http://www.careers.wa.gov>**Washington Invasive Species Council (WISC) Executive Coordinator / WMS2 Supplemental Questionnaire*****QUESTION 1****Are you currently employed by the Recreation and Conservation Office?**

- ☐ Yes
- ☐ No

QUESTION 2*Do you have a valid drivers' license, free from serious traffic violations?**

- ☐ Yes
- ☐ No

QUESTION 3*What is your level of education?**

- ☐ Some or no college
- ☐ 1 year of college (30 semester or 45 quarter credits)
- ☐ Associate's degree OR 2 years of college (60 semester or 90 quarter credits)
- ☐ 3 years of college (90 semester or 135 quarter credits)
- ☐ A Bachelor's degree with major study in the sciences, environmental studies, wildlife biology, natural resources, agriculture, agriculture, botany, political science, economics, public administration, recreation, or closely allied field.
- ☐ A Bachelor's degree in an unrelated field
- ☐ A Master's degree or higher with major study in the sciences, environmental studies, wildlife biology, natural resources, agriculture, agriculture, botany, political science, economics, public administration, recreation, or closely allied field
- ☐ A Master's degree or higher in an unrelated field

QUESTION 4*How many months of experience do you have in a policy or management position?**

- ☐ 0-11 months
- ☐ 12-23 months
- ☐ 24-35 months
- ☐ 36-47 months
- ☐ 48-59 months

- ☐ 60-71 months
- ☐ 72-83 months
- ☐ 84-95 months
- ☐ 96-107 months
- ☐ 108 or more months

***QUESTION 5**

From the question above, state the type of work (policy or management), briefly state what was performed, AND state what job(s) this will clearly be found on your application. If this does not apply to you, indicate "n/a" in this space.

***QUESTION 6**

Select ALL you have knowledge or experience with:

- ☐ Proven ability to implement multi-year strategic and work plans.
- ☐ Experience building consensus on deliverables, schedules, and scopes of work among diverse stakeholders.
- ☐ Demonstrated experience managing complex, multi-agency projects.
- ☐ Budget development, contract oversight, and staff/consultant coordination.
- ☐ Experience collaborating with federal/state/local agencies and private sector partners.
- ☐ Comfortable giving presentations, leading public meetings, and responding to public inquiries.
- ☐ Working knowledge of invasive species management, prevention, and ecological impacts.
- ☐ Understanding of inventory, monitoring, and control strategies relevant to natural resource sectors.
- ☐ Familiarity with state and federal legislative processes.
- ☐ Experience preparing reports or recommendations for policymakers and legislative bodies.
- ☐ Demonstrated commitment to inclusive engagement and equity-focused program implementation.
- ☐ Experience working respectfully with diverse communities and Tribal nations.
- ☐ Proficiency with standard office software, web content management (e.g., for website updates), and virtual meeting tools.
- ☐ None of these apply

***QUESTION 7**

From the question above, state the knowledge/experience (i.e. "Experience preparing reports" and state how long performed and what job(s) this will be found in your application. **You do not need to explain this experience. **If this does not apply to you, indicate "n/a" in this space

***QUESTION 8**

Select ALL you have experience with:

- ☐ Experience identifying, applying for, and managing external grants or public funding.
- ☐ Ability to cultivate financial support through partnerships or agency contributions.
- ☐ Deeper expertise in invasive species issues in the Pacific Northwest.
- ☐ Familiarity with national invasive species strategies and regional coordination mechanisms.
- ☐ Ability to conduct or commission research on emerging threats, policy issues, or best practices.
- ☐ Experience developing pilot programs, evaluations, or strategic public education campaigns.

- ☐ Ability to translate scientific or technical content for general audiences.
- ☐ Prior experience forming and managing interagency or cross-sector workgroups.
- ☐ Competence in drafting scopes of work and overseeing consultant deliverables.
- ☐ None of these apply

***QUESTION 9**

How did you hear about this job posting?

- ☐ Careers.wa.gov / governmentjobs.com
- ☐ Friend
- ☐ Indeed
- ☐ Job Fair
- ☐ Job Board
- ☐ LinkedIn
- ☐ Other

***QUESTION 10**

We would like to know where you heard about this position. If you selected College Job Board, Job Fair, Job Board, or Other, please let us know the specific name of the college, job board, or place you heard about this position. If you selected a specifically named job board or webpage (listed above), please enter "n/a".

* Required Question