

Job Description – Biological Technician/Office Coordinator

FOCUS: Administrative and field support

LOCATION: CFS Watershed Sciences Lab, Issaquah, WA

DURATION: Permanent

Overview: Cramer Fish Sciences (CFS) is a fisheries consulting firm that conducts research and monitoring throughout the Pacific Northwest and California. Our mission is to rigorously apply the scientific method to afford our clients innovative, scientifically robust solutions to address a variety of fisheries and environmental challenges. The CFS team achieves this through effective and unbiased data collection, insightful analysis and interpretation, and clear communications and publication of results in scientific journals. *This position provides critical support for the organization by assisting science staff with project reporting tasks, literature reviews, data management and summaries, occasional fieldwork, and administrative related tasks such as expense tracking, travel arrangements, equipment procurement, vehicle maintenance, and other office activities to promote an efficient workflow. This position is office based with only occasional fieldwork.*

Essential Duties and Responsibilities:

- Support staff, coordinate travel, coordinate meetings, research/obtaining technical documents, purchase equipment, participate in and coordinate company-wide initiatives
- Prepare and organize the upkeep of all equipment and supplies needed for field work and office work
- Assist Lead Biologists and Principal Scientists on various tasks including: literature reviews, data visualization, data summaries, and problem solving for various projects, studies, and other assignments
- Use GIS and other software to post-process stream habitat data and create project area maps, as well as other GIS related tasks
- Perform hands-on work which may include fish trapping and tagging, visual estimation techniques (e.g., snorkeling, redd surveys), collecting data on the physical environment (e.g., water quality, channel bathymetry), and taking measurements of individual specimens
- Perform habitat assessments including mapping of stream channels with survey grade equipment (e.g., RTK, Total Station) and measurement of fish habitat characteristics such as channel unit classification, large woody debris, substrate size, discharge, and water quality parameters
- Data entry and organization, QA/QC, and basic summaries of fisheries and aquatic habitat related data
- Assist with report writing and document formatting
- Perform other duties as assigned

Personal Attributes:

- Strong attention to detail
- Strong organization and coordination skills; ability to meet deadlines and multi-task
- Ability to work collaboratively with others to resolve problems
- Excellent verbal and written communication skills; ability to express and exchange ideas
- Knowledge of fisheries, forestry or wildlife studies

- Safety conscious in all aspects of field and office work
- Ability to work independently or as part of a team with strong organization and coordination skills
- Approaches work from a high-energy, efficient standpoint
- Ability to handle multiple tasks with overlapping deadlines
- Ability to accurately interpret and follow established guidelines and procedures
- Ability to produce accurate, timely and quality work products and be accountable for meeting objectives
- Strong customer service ethic
- Positive energy as evidenced in an optimistic outlook, a sense of humor and a disposition to encourage

Education/Minimum Qualifications:

- Undergraduate course work in Fisheries Science, Ecology, Environmental Science, or related field
- Basic level proficiency with MS Office Suite

Desired Qualifications:

- General knowledge of Pacific Northwest fish biology, aquatic or plant ecology, fish habitat requirements, fluvial geomorphology and hydrology
- Demonstrated skills in coordinating logistics and administrative functions for field operations
- Experience creating data summaries and visualizations in R or Excel
- Experience managing multiple deadlines and collating/editing large documents
- Basic experience using Arc or Q GIS
- Experience using reference software such as EndNote or Zotero
- Basic writing, editing, and proof-reading skills

Working Conditions and Physical Demands:

- Possible long periods of computerized data management in an office environment
- Ability to lift 50 pounds
- Working irregular hours at times in order to meet project deadlines
- Must be comfortable working in the aquatic environment including working from a boat platform, swimming, and wading in rivers and streams
- Must be able to work effectively in inclement weather in remote locations

Closing Date: April 5, or until filled.

Location: Issaquah, WA

Pay Rate: \$18.00 to \$25/hour DOE

How to apply:

Please send resume to recruitment@fishsciences.net