



June 6, 2018

Job Title: Project Manager

Reports To: Project Director

Classification: Regular, Full-time, 40 hours a week

Position Summary: The primary responsibility of the Project Manager is to assist the Project Director in facilitating restoration of critical watersheds in the Santa Barbara and Ventura area, by performing project management, data management and administrative duties. Successful candidate will assist with grant writing, landowner outreach, tracking income and expenses to specific grant sources and public outreach.

Typical duties include, but are not limited to:

Restoration and Instream Flow Projects:

- Assist with management of on the ground habitat restoration projects in the Santa Barbara and Ventura region,
- Coordinate with various project participants (landowners, agencies, grant funders, consultants, media, volunteers, etc.).
- Assisting with permit coordination for restoration projects,
- Assist with supervising restoration projects (i.e., fish passage projects, bank stabilization, native plantings)
- Identify, gather, analyze and maintain data for instream flow project for use in GIS analysis
- Create maps in GIS for various presentation and grants
- Prepare public outreach and educational materials including newsletters, website design and updates, brochures and fact sheets.
- Assist with organizing of community watershed meetings, community activities (creek cleanups, festivals, etc.) and workshops.
- Assist with supervising interns. Develops work schedule and tasks, monitors results and provides feedback to seasonal Watershed Interns.
- Represent SCHR in the community (tabling at public events, etc.).

Grant Management and Administrative Support:

- Assist with grant identification, writing and administration.
- Assist with fundraising support.
- Assist with financial reports as required.
- Assist with preparation of monthly invoicing for reimbursement to State and Federal grants.

Desired qualifications: Interest in watershed, coastal and ecological issues; ability to work with a wide variety of people and give presentations; able to work independently in a small office environment.

Compensation: The Project Manager position is a full-time, position located in Carpinteria, CA. Salary to be commensurate with experience and qualifications. Benefits include medical, vision and dental insurance, 11 paid holidays per year, paid vacation and sick leave.

Requirements:

- BA/BS degree, MS preferred, in Natural/Environmental Sciences
- 2+years experience in habitat restoration, monitoring, grant writing and public outreach
- Ability to communicate effectively across a broad spectrum of staff
- Ability to think and problem-solve creatively
- Strong project and time management skills; highly organized and detail-oriented
- Effective written and oral communication skills
- Enjoy working independently and as part of a team
- Proficiency with GIS Software, Microsoft Office (Word, Excel, Outlook and PowerPoint)

To Apply:

Submit resume along with cover letter to alyssa@schabitatrestoration.org

South Coast Habitat Restoration is a project of Earth Island Institute. This position will be an employee of EII and will work out of the South Coast Habitat Restoration office based in Carpinteria, CA.

Earth Island Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

For more information please visit:

www.schabitatrestoration.org

www.earthisland.org

Deadline to apply Friday, June 22, 2018