



COUNCIL FOR
**WATERSHED
HEALTH**

PROJECT MANAGER

Position is open until filled. Interviews begin July 29, 2024

ABOUT THE COUNCIL FOR WATERSHED

Council for Watershed Health (CWH) is a non-profit organization founded over 25 years ago by Dorothy Green to advance the health of our region's watersheds, rivers, streams and habitats both in natural areas and urban neighborhoods. We do this through research, education, and inclusive engagement.

ABOUT THE POSITION

Council for Watershed Health is hiring an experienced project manager. We are currently seeking a well-rounded, and creative individual with knowledge of local and regional watershed health issues, skills to manage multiple projects simultaneously, and ability to lead multi-disciplinary teams in a fast-paced work environment. The successful candidate will work directly with representatives of municipalities, agencies, community-based organizations, and consultants to ensure delivery of deliverables on schedule and budget. This individual will coordinate with CWH senior staff and delegate junior staff. This position requires flexible schedule availability, including occasional evenings and weekends. If you believe in the Council's mission to advance the health and sustainability of our region's watersheds, rivers, streams, and wildlife habitats – both in natural areas and urban neighborhoods – through applied research, education, and diverse stakeholder engagement, we encourage you to apply.

PRIMARY RESPONSIBILITIES AND DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Work analytically to ensure successful project implementation and completion.
- Ensure high quality project deliverables are completed on time and within budget.
- Coordinate project activities and resources among multi-disciplinary project teams.
- Track progress of project teams, generate and submit reports as required.
- Manage professional service contracts between CWH and clients, funders, and/or consultants.
- Generate and submit invoices to clients and manage project budgets.
- Plan, develop, and, deliver time sensitive reports.
- Supervise staff and interns, complete performance reviews.
- Keep abreast of emerging policies, methods, and best practices.
- Develop outcome-based strategies that resolve project issues and conflicts.
- Contribute knowledge, skills, and expertise to CWH's leadership team strategic planning efforts, including identification and development of strategic partnerships, project opportunities, and funding resources.

KEY SUCCESS FACTORS

- Knowledge and experience working in the urban and natural systems of Southern California watersheds or transferable experience.
- Ability to incorporate the multi-disciplinary nature of watershed issues, including social, political, and economic aspects into CWH's work.
- Self-starter with demonstrated ability to take initiative on project tasks.
- Work well under pressure and is adaptive to a changing work environment.
- Detail-oriented, thoughtful, accurate, and able to prioritize tasks.
- Excellent writing, analytical, and project administration skills.
- Facilitates collaboration and coordination among clients, including representatives of agencies and diverse stakeholders.
- Able to present and speak publicly and professionally to a variety of stakeholders (elected officials, community stakeholders, professionals) and settings (conferences, policy hearings, neighborhood councils).
- Creative, inventive, and willing to tackle new challenges.
- Proficiency using Microsoft Office Suite
- Commitment to the mission, vision, and values of Council for Watershed Health.

PREFERRED QUALIFICATIONS

- 3-5 years' experience managing multi-disciplinary project teams, grants (Federal, State, and/or local government), and consultant contracts.
- Project management experience in the context of climate resiliency, green infrastructure, nature-based solutions, Low Impact Development, biodiversity, stream restoration, urban and natural stream water quality monitoring, urban forestry, community outreach and/or capacity building.
- Bachelor's degree in a relevant field or equivalent work experience.
- Strong organizational and coordination skills and experience.
- Available to work weekends and evenings as needed.
- Ability to lift & carry 25lbs.
- A valid driver's license and a vehicle with CA minimum insurance coverage and the ability to drive to locations outside of the office.
- Community engagement and group facilitation.
- Experience generating grant and private funding proposals and project budgets.
- Fluency in spoken and written Spanish.

POSITION TYPE, EXPECTED HOURS OF WORK, BENEFITS AND COMPENSATION

- Full-time, 40-hour work week; evening and/or weekend work may be required.
- CWH offers a competitive benefits package, including fully covered medical/dental/vision insurance, and retirement plan with employer contribution.
- Salary: \$72,000-\$89,000 per year to commensurate with knowledge, skills, and experience.

PHYSICAL DEMANDS

- Communicates verbally in English with CWH Staff and the public in face-to-face and online settings. Must be able to exchange information in these settings and promote a positive and collaborative image.
- Regularly operates a computer and phone for communication.
- Operates office equipment such as computers, printers, copiers and projectors.
- Valid CA driver's license and/or the ability to travel to locations outside of the office.
- May be required to move/position supplies and materials of up to 50 Lb. Intermittently moves materials, shifts items up to 25 lbs. for brief to moderate durations of up to 5 minutes.
- Must be able to work outdoors occasionally in heat, direct sun, wind, rain, and cold.

WORK LOCATION AND SUPERVISION

Main Office is in Pasadena, CA with access to offices throughout LA County. CWH staff is currently working remote with regular in-person meetings and events; this position requires regular meetings in-person throughout LA County. Reports to Director of Planning; supervises assigned interns.

HOW TO APPLY

Email cover letter, resume, three references, and samples from previous work to: Human Resources - hr@watershedhealth.org - Subject Line: Project Manager

CWH is an equal opportunity employer and committed to fostering an inclusive workplace. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, veteran, disability status, or any other bias prohibited by applicable law.

*CWH strongly encourages people from underrepresented communities to apply.
CWH may modify/update this position announcement.*