



ECOSTUDIES INSTITUTE

A nonprofit scientific organization
900 Jefferson St. SE
P.O. Box 1614, Olympia, WA 98501
em: ecostudies@ecoinst.org: 305-213-8829

SHARED RESOURCES PROJECT MANAGER

Reports to: Restoration Director
Location: Olympia, Washington
Type: Project Manager, Full-time Exempt (Salaried) with benefits
Salary: Salary range starts at \$57,024/year
Period: Permanent

POSITION DESCRIPTION

This Shared Resources Project Manager (Project Manager) will primarily manage projects in the southern Salish Prairies around Olympia and Rochester area. These projects further the conservation and recovery of listed, special status, and other rare species and their habitats. This position may assist and participate with other programs and is expected to contribute to the overall growth and development of the organization. The Project Manager will primarily be responsible for leading a new 4 person restoration crew that will support a network of partners to work towards their ecological restoration goals. This position requires a high-level of responsibility, interpersonal skills, sound work ethic, and positive attitude. Development and maintenance of positive and effective relationships with and partners and volunteers is critical.

This is a cooperative project, requiring coordination with other staff and multiple partners (including, Chehalis Tribe, WA Dept of Natural Resources, WA Dept of Fish and Wildlife, Center for Natural Lands Management Dept of Defense and other non-profit and private stakeholders. It may also include at times working with and managing contractors and volunteers. Responsibilities include crew management and support, project planning, logistics, budgeting implementation, and reporting, data management and coordination of multiple ongoing projects. Primary projects include habitat restoration and invasive weed control in upland, aquatic, woodland, and forested settings, fire management and species/habitat monitoring.

About Ecostudies

Ecostudies Institute is a 501(c)(3) scientific non-profit organization dedicated to the conservation of native species and their ecosystems. We achieve our mission through effective partnerships, sound scientific research, strategic land management and ecological restoration. At the core of our mission is a cooperative conservation model that strives to realize improved conservation outcomes by developing shared goals and vision through partnerships. These partnerships, in turn, encourage information transfer, advances in cutting edge restoration techniques, and the development of integrated range-wide conservation approaches.

HIRING EQUITY AND JUSTICE

It is well-documented that Black, Indigenous and People of Color (BIPOC), queer and transgender folks, women, and other marginalized groups often do not apply for jobs unless they feel they meet every single qualification or requirement listed in the job description. Conversely, it is well documented that people with identities overrepresented in our field (White people, men, etc.) do not hesitate to apply to jobs even if they do not meet all the stated qualifications or requirements in the job description and are

Conserving imperiled species and their habitats

www.ecoinst.org

often still hired into those positions. We are most interested in finding the right candidate for the job and our team, and encourage all passionate and interested candidates to apply and not discount prior experience that could be transferable, even if it is outside what we have described. We are committed to working against the structural biases that continue to keep marginalized people excluded from the conservation, restoration, and wildland fire/prescribed fire fields, and to making sure our hiring practices are not reproducing those biases.

GENERAL RESPONSIBILITIES:

- Develop and maintain spatial databases for planning and documenting management actions
- Adaptively manage competing priorities and timelines meeting diverse objectives across multiple projects and partners.
- Manage scheduling, logistics, crew members and personally conduct management actions.
- Identify gaps in technical knowledge investigating new treatment techniques, gaps in data, sampling techniques, etc to refine knowledge of habitats and their response to management.
- Initiate and administer service contracts, ensuring contract compliance and fulfillment of deliverables
- Develop and manage project operation budgets and prepare progress and final project reports
- Communicate successes and lessons learned to partners, staff and the public through written reports, presentations and other methods. Suitable results should also be communicated to the scientific community through published reports or other appropriate means.
- Monthly, annual and final reporting.
- Hold commercial pesticide applicator license and manage all commercial pesticide operators in the state.
- Provide essential support to the regional ecological fire program, coordinating resources and continuing development as a wildland firefighter.
- Other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- BA/BS/AS/Technical or vocational degree in science-related field and one to two years related experience in custodial and ecological land management or equivalent combination of education and experience
- Desired: experience and training with wildland fire. Willingness to pursue prescribed fire leadership training and skills with goal of reaching level of Single Resource Boss (as recognized by NWCG).
- Experience working with or knowledge of natural systems; ability to recognize plant and animal species as required to complete preserve management activities
- Knowledge of ecological land management principles
- Knowledge of current trends and practices in conservation, land management and natural resource preservation
- Completing tasks independently with respect to timeline(s)
- Managing time and diverse activities under deadlines while delivering quality results
- Working knowledge of common software applications (e.g.; Word, Excel, Web browsers)
- Communicating clearly via written, spoken and graphical means in English and other relevant languages
- Safe use of maintenance tools; including tractors, chainsaws, brushcutters, etc

WORKING CONDITIONS:

- Regularly works indoors in an office setting, as well as outdoors in natural and wildland areas. Frequently visits natural lands and other areas - hikes across uneven ground and conducts work

Conserving imperiled species and their habitats

within native habitats, including those accessed by boat/ferry. Field work is performed in all weather conditions and often in rough terrain.

- Works in conditions involving pesticides or prescribed fires.
- Occasionally lifts, positions, or otherwise moves objects weighing up to 50 pounds.
- Responsible for some evenings and weekends including travel.

OTHER:

- Full vaccination for Covid-19 is required for employment at Ecostudies Institute.

HOW TO APPLY:

See webpage for a full Position Description

Qualified applicants should provide a detailed letter of interest, current résumé or curriculum vitae, and three professional references (names, affiliations, and contact information only). Application package should be combined into one file. All applications will be acknowledged.

Email these materials to: mmckinley@ecoinst.org, with **Shared Resources Project Manager Application** in the subject line.

Ecostudies Institute is an Equal Opportunity employer. Personnel are chosen on the basis of suitability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

The above statements are intended to describe the general nature of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Ecostudies Institute management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

This position description does not constitute an employment agreement between the Ecostudies Institute and the employee and is subject to change by Ecostudies Institute as the needs of the Ecostudies Institute and requirements of the job change.