



601 Embarcadero, Suite 11
Morro Bay, CA 93442
www.mbnep.org

RESTORATION PROJECTS MANAGER

Job Description. The Restoration Projects Manager develops and oversees habitat restoration projects in the Morro Bay Watershed with an emphasis on restoration efforts that support improvement of water quality, enhancement of important habitats, and protection of the estuarine environment. He/she oversees project implementation, including budgets, grant management, subcontracting, permitting, construction oversight, reporting, and monitoring. He/she reports to the Executive Director and is an ambassador for the Estuary Program on estuarine and watershed conservation efforts.

The Organization. The Morro Bay National Estuary Program brings citizens, local governments, non-profits, government agencies, and landowners together to protect and restore Morro Bay. The Estuary Program is a non-regulatory, not-for-profit organization that conducts monitoring and research, restores natural habitats, and educates residents and visitors on how to keep Morro Bay clean and healthy. The Morro Bay National Estuary Program is one of 28 national estuary programs around the country that are working to safeguard and improve the health of some of our nation's most important coastal waters. The Estuary Program achieves results by closely collaborating with many partners to accomplish our shared goals of protecting and restoring the estuary and the watershed. The program's restoration and conservation work is dictated by its Comprehensive Conservation and Management Plan. For more information about the program and its management plan, visit www.mbnep.org.

Duties and Responsibilities.

Restoration Project Planning

- Assist Executive Director in defining short- and long-term Estuary Program goals and objectives for watershed and estuarine restoration and conservation.
- Work with MBNEP staff and partners to develop, prioritize, and implement water quality and habitat improvement projects identified through a conservation planning effort (including riparian restoration, stream, fish passage improvement, stormwater management efforts, water conservation efforts, erosion control etc.).

Restoration Project Implementation

- Work cooperatively with private and public landowners, project partners, funding agencies, and permitting agencies to develop and implement projects.
- Ensure conservation projects are technically sound, environmentally sustainable, and legally viable.
- Secure necessary permits and other environmental documents for restoration work.
- Oversee project implementation, including budgets, subcontracting, permitting, invoicing, construction oversight, reporting, and monitoring.
- Conduct on-site management of restoration projects.

Project Monitoring

- Utilize Geographic Information System (GIS) technology to map and track restoration work of the Estuary Program and its partners.
- Monitor environmental improvements from Estuary Program conservation and restoration projects in conjunction with other Estuary Program staff.
- Manage GIS and other Estuary Program habitat, ecosystem, and project data.

Grant Management and Miscellaneous Duties

- Identify and secure funding for projects from public and private entities.
- Manage grants awarded to Estuary Program for restoration work in collaboration with Estuary Program administrative staff.
- Ensure all grant requirements and reporting are completed and filed by deadlines.
- Coordinate and manage the Estuary Program Restoration Technical Working Group.
- Represent Estuary Program at meetings pertaining to watershed restoration and habitat protection.
- Manages Estuary Program technical resources for conservation and restoration work.
- Manage Estuary Program GIS data archive.
- Assist with Estuary Program -wide projects.
- Assist Executive Director with reports to grantors and other program supporters.
- Coordinate and share data with Estuary Program partner organizations.

Minimum Qualifications.

- BA/BS in watershed science, watershed management, water resources management, natural resource management, coastal environmental management, wetland ecology or relevant field.
- Minimum three years full-time experience in watershed conservation or related field, with demonstrated success.
- Excellent communication (verbal and written) skills. Experience in public speaking and presentations. Experience writing technical reports. Ability to write and speak persuasively to multiple audiences.
- Strong project management and problem-solving skills. Ability to independently manage a wide variety of projects.
- Ability to manage numerous projects simultaneously, set priorities, balance short-term and long-term objectives, meet deadlines, and work with staff from various program areas to accomplish goals.
- Ability to take initiative and work individually or as a member of a team. Impeccable follow-through. Ability to adapt to changing needs.
- Ability to establish and maintain effective relationships with a wide variety of partner organizations, volunteers, and the public.
- Experience managing large restoration projects and contracts.
- Passion for Estuary Program mission.
- Full computer proficiency with Microsoft Office Suite.
- GIS software proficiency.
- Ability to hike and work outside under multiple weather conditions when necessary.

Preferred Qualifications.

- Master's degree in relevant field.
- Experience working with non-profit organizations.
- Experience writing grant proposals and managing grants.
- A strong understanding of the physical processes governing stream form and function and their interaction with the upland, riparian, and in-stream biological communities.
- A strong understanding of watershed, estuarine and wetland ecosystem function.
- Knowledge of plant and animal species of Coastal California.
- Knowledge of and field experience with riparian, in-stream, and anadromous fisheries restoration methods and erosion control projects.
- Knowledge of regulatory and permitting requirements for environmental work in California.
- Expertise conveying technical and politically sensitive topics in a clear, concise, and discrete manner.

Pay, Benefits, & Work Environment. This is an exempt, full-time position with a salary range \$45,000 – \$52,000 depending on experience. Benefit package includes paid vacation, sick leave, and holidays. Group health insurance and simple IRA retirement savings plan provided with employer contribution. Casual office environment. This position has a strong field component. It will include work outside in all types of weather occasionally on steep and rough terrain and could including hiking, wading, and other strenuous activity. Frequent travel to project sites within the watershed is required. Occasional evening and weekend work for various meetings and events within the county indoors and outside. Possible travel in-state or nationally. Estuary Program staff are employees of The Bay Foundation of Morro Bay, a non-profit corporation that provides the administrative framework for the Estuary Program.

How to Apply. Submit a resume, cover letter, and a relevant writing sample to the Morro Bay National Estuary Program. Email submissions preferred. Please send to staff@mbnep.org, subject line – *Restoration Projects Manager Application*. **Applications are due by August 14.** Submissions will be reviewed on a continual basis until the deadline. Proof of valid driver's license, insurance, clean driving record and reliable transportation required for employment. The Bay Foundation is an equal opportunity employer.