



ecological instincts

Environmental Consulting & Ecodesign

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PROJECT MANAGER

The Ecological Instincts **Project Manager** will help manage a variety of multi-year watershed planning and restoration projects across the State of Maine.

TIME & DURATION OF POSITION

The Project Manager position is a full-time permanent position beginning April 1, 2024. An employee review will be conducted after a 60-day probationary period.

QUALIFICATIONS

- Bachelor's degree + 3 years' experience with at least 2 years of project management experience; or master's degree or PhD+ 2 years' experience with at least 1 year of project management experience.
- An independent worker with excellent written and verbal communications skills, willing to work remotely and on multiple projects simultaneously.
- Experience managing a variety of environmental projects and project budgets and working directly with clients on a daily-basis.
- Experience with business development, grant writing, and contracting.
- Experience preparing and presenting technical information in a public setting.
- Experience collecting and managing field data.

WORK DUTIES

- Administrative duties may include attending weekly phone/Zoom calls with project staff, and grant reporting.
- Office work such as technical writing, preparing public presentations, project-specific budget tracking and project scheduling, and completing research assignments.
- Field work such as leading watershed surveys, conducting lake monitoring or stream assessments, attending landowner meetings, construction oversight, or other environmental assessments as assigned.
- Business development tasks may include grant and proposal writing, preparation of RFP/RFQ materials, and presenting at regional meetings and conferences.
- Work environment- The Project Manager is expected to work independently with frequent check-ins with other staff via email and phone/video conference. Weekly staff meetings will be required with in-person meetings as needed. Close communication with a supervisor and clients is an important component of this position.

- Travel- Some overnight travel may be required on a limited basis as well as attendance at weekend or weeknight meetings.

COMPENSATION

The Project Manager position is a full-time (32-40 hours/week), hourly position. Compensation is \$25 to \$30/hour commensurate with experience. Project expenses including mileage to project sites/meetings will be reimbursed. A generous benefits package is available for all full-time EcoInstincts employees. This includes paid holidays, paid time off, health insurance, and retirement following a 60-day probationary period.

APPLICATION PROCESS

Please send a cover letter and resume with a list of three references by February 29, 2024 to Jen Jespersen by email at: jen@ecoinstincts.com. Ecological Instincts will schedule follow-up interviews with qualified candidates.