



Position Description: Coastal Project Manager

Location: This position is based in Alpena, Michigan, with work taking place across the entire region of the Northeast Lower Peninsula and some state-wide travel.

Reports To: Associate Director

About Huron Pines: Huron Pines is a nonprofit organization established in 1973 to conserve and restore Northern Michigan’s natural resources to ensure healthy water, protected places and vibrant communities. Our work across 4.5 million acres of forests, lakes, streams and coastlines improves environmental, educational, recreational and economic opportunities in communities throughout our region. Our goal is to protect land, water and wildlife while instilling a conservation ethic in the people and places we serve.

Through active leadership, project management and strategic partnerships at the federal, state and local level, Huron Pines influences strategy and vision for the future of conservation in Michigan while also executing on-the-ground projects with an immediate impact on environmental quality.

Position Summary: Huron Pines is seeking a self-motivated, open-minded and creative individual that brings a diverse perspective and strong problem-solving skills. The ideal candidate will have a proven track record of project coordination across multiple stakeholders and the ability to integrate science into conservation planning while helping to develop and implement meaningful habitat restoration programs. This is a leadership position that will also supervise at least two seasonal staff and be responsible for the implementation of the Huron Pines Coastal Invasive Species Network. The role of the Coastal Project Manager is to provide leadership in native ecosystem protection and restoration by identifying and prioritizing projects, coordinating programs and finding the resources necessary to conserve natural ecosystems. Partner collaboration, community engagement and furthering Huron Pines knowledge and impact in natural resource management is a fundamental component of this position. It requires attention to detail, intuitive thinking, strong written communication and computer skills, and the ability to proactively work with staff and community members to achieve goals.

POSITION DUTIES AND RESPONSIBILITIES:

<p>Restoration Programs Coordinate the Coastal Invasive Species Network in 5 counties of Northeast Michigan, including administering data management and landowner cost-share, providing crew supervision and training, and conducting outreach and volunteer events.</p> <p>Partner with staff, AmeriCorps members, agencies and landowners to locate and control invasive species through chemical and physical removal techniques, implement wildlife habitat improvement projects, develop recreational trails and oversee streambank restoration.</p> <p>Develop and lead the daily activities of seasonal field crew (typically from May-October).</p>	<p>70%</p>
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<p>Maintain accurate and complete written and electronic records, distributing them to the proper project manager and agency partners upon completion.</p> <p>Ensure all necessary permits and permissions are obtained for invasive treatment and restoration work led from the Alpena office and that compliance is being met.</p> <p>Conduct site visits to collect information that will help guide our work, develop landowner cost estimates and maintain current and accurate landowner files/database.</p> <p>Conduct a variety of habitat inventories, identify resource concerns and work with Huron Pines staff and partners to develop and implement solutions.</p> <p>Assist and coordinate stewardship activities on Huron Pines preserves.</p> <p>Ensure that the Huron Pines Alpena office has necessary stewardship equipment, safety gear and that gear and work areas are properly maintained and organized.</p>	
<p>Community Liaison Represent Huron Pines within the community, at partner meetings and at conferences in Michigan.</p> <p>Participate in community conversations to better understand community needs and meet one-on-one with community members as local first point of contact for Huron Pines/programs.</p> <p>Provide direction/guidance to community members and leaders on available resources, Huron Pines support and local partner programs.</p> <p>Lead research into local natural resources/community issues to provide guidance to Huron Pines on organizational direction/strategy.</p> <p>Aid assessment of organizational capacity to engage in local projects/priority issues.</p>	<p>20%</p>
<p>Project Management Maintain a high level of communication with Huron Pines staff and partners, including participation in monthly staff meetings, project management meetings and other team meetings as necessary.</p> <p>Manage project budgets and apply for funding to further program goals. Manage all related project expenses.</p> <p>Coordinate effectively with the Conservation Stewardship Director and Stewardship Team Lead on managing the regional Huron Pines Invasive Species Network.</p> <p>Develop and maintain a Professional Development Plan, which highlights career goals, training needs and growth opportunities.</p>	<p>10%</p>

Qualifications:

- A minimum of five years successfully managing land and/or water protection projects

- Bachelor's degree (master's preferred) in ecology, watershed management, land use planning or a related field
- Capacity to understand complex concepts and translate scientific information into practical guidance including planning documents and outreach materials
- Experience in building and maintaining collaborative relationships with co-workers, partner organizations, government officials, public agencies, community groups and the general public
- Ability to work effectively with project management in a team setting
- Excellent verbal and written skills
- Evidence of strong relationship skills, including assertiveness, tact and the ability to manage contractors and work with a wide variety of stakeholders
- Demonstrated ability to handle multiple tasks and prioritize workload
- Commitment to the mission and goals of Huron Pines with thorough understanding of the organization's ability to apply skills for the development and implementation of projects
- Be able to perform field work duties (walking, lifting 30 pounds, map reading, etc.) in a variety of weather conditions and environments

This position will be located in a new office Huron Pines is establishing in Alpena and will have full access to the organization's administrative, programmatic and management resources. Communication and resource sharing will require the use of technology such as video conferencing and collaboration via online documents. This position will be expected to become proficient in the use of these tools and resources.

On occasion this position requires work to be conducted off site, on weekends/evenings, and may involve all weather activity. A valid driver's license is needed and use of a personal vehicle may be required to perform duties. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Huron Pines is an at-will employer and this is a full-time, exempt position with benefits provided and a competitive salary based on experience. Detailed conditions of employment and employee benefits are discussed in the Huron Pines Employee Handbook.

Applications are due by November 8, 2019. Interviews with top candidates will be conducted in November 2019. Huron Pines anticipates this position to start in January 2020.

To apply, please send an email indicating the position you are applying for, along with a cover letter, resume and three references in PDF format to Jennie Zoll, Director of Finance and Administration at jennie@huronpines.org.