



# **Coastal Bend Bays & Estuaries Program, Inc.**

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## **PROJECT MANAGER**

(July 17, 2019)

**Position Open Until Filled**

### **General Information:**

The Coastal Bend Bays & Estuaries Program ([www.cbbep.org](http://www.cbbep.org)) is seeking an enthusiastic and highly organized person with a strong work ethic for the position of Project Manager. This full-time salaried position is based in Corpus Christi, Texas. The successful candidate will report to the Deputy Executive Director.

CBBEPP is a local non-profit 501(c)(3) organization dedicated to protecting and restoring the bays and estuaries of the Texas Coastal Bend through the implementation of the **Coastal Bend Bays Plan**.

The Project Manager is responsible for overseeing the successful management of projects and programs. Applicants should be aware that job duties occasionally require work outside of normal business hours and on weekends. Although this is primarily an indoor job the Project Manager duties sometimes require field work subject to south Texas weather conditions. Occasional overnight travel to attend meetings and training is required. Applicant must possess a valid Texas Driver License and have reliable transportation.

### **Basic Job Description: (Training provided as needed)**

- Involves the development of project contracts, including a detailed scope of work, specific tasks, project deliverables and project budget.
- Oversees contractor performance by conducting on-site visits, examining invoices and supporting documentation, and determining compliance with terms of the contract to assure that contracts for projects are properly executed and being conducted in a timely fashion.
- Maintains project database on a regular basis.
- Works with the CBBEPP Team to develop annual work plans and budgets.
- Reviews, edits and approves all reports submitted by contractors, including required quarterly performance reports.
- Participates in program planning, development and implementation.
- Identifies new projects and activities to further the implementation of the Coastal Bend Bays Plan.
- Coordinate the development and approval of *Quality Assurance Project Plans* for specific environmental projects.
- Works with advisory committees, community groups and other stakeholders to coordinate, improve and stimulate interest in the Program and to secure funding support for projects.
- Assist with CBBEPP efforts to secure supplemental funding for programs and projects.
- Performs related work as assigned.

**Special Skills and Abilities:**

- Possess general knowledge of regional natural resource and conservation issues.
- Must have positive attitude and enjoy working with people.
- Have strong project management skills with ability to manage multiple ongoing projects
- Be highly motivated and self-directed.
- Possess strong communications skills including use of MS Office (Word, Excel, PowerPoint, Outlook), and other software.
- Feel comfortable occasionally working in rough terrain, south Texas weather and on boats.
- Demonstrate good public speaking skills.

**Education and Experience:**

B.S./B.A. or M.S. in a field of Science including Biology, Geology, Environmental Science, Engineering or other related field. Comparable work experience preferred.

**Compensation:**

CBBEP offers a competitive salary, dependent on experience and education, and offers a benefits package that includes paid vacation and holidays, health, life and dental insurance, and a retirement program. Specific details provided during the hiring process.

**CBBEP is an equal opportunity, drug-free employer committed to diversity in the workplace. EOE/Minorities/Females/Vet/Disability.**

**To Apply:**

To be considered your application must be submitted via email to [info@cbbep.org](mailto:info@cbbep.org). We will not accept faxed, mailed or hand delivered applications.

- In the email subject line put: Project Manager Position
- As a separate attachment include a cover letter.
- Also as a separate attachment include your resume. We will only be looking at your cover letter and resume so do not include any information in the body of the email.