



Protecting our bays and estuaries

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Project Manager

Posting Date: September 15, 2023
Application Deadline: Open Until Filled

DOL Status: Full-Time

FLSA Status: Exempt

Reports To: Executive Director

Location: Corpus Christi, Texas (with some remote work possible)

Compensation: Salary of \$4,583.33 per month with a benefits package that includes paid vacation and holidays, health, life and dental/vision insurance, and a retirement program. Specific details provided during the hiring process.

Start Date: TBD

JOB DESCRIPTION:

The Coastal Bend Bays & Estuaries Program (CBBEP) seeks a Project Manager to further the organization's mission of protecting and restoring the bays and estuaries of the Texas Coastal Bend. The Project Manager will oversee the successful management of CBBEP projects and programs, including but not limited to projects relating to habitat restoration, water quality, education and outreach, and public access. The position is also responsible for identifying new projects and partnerships to further the implementation of the Coastal Bend Bays Plan. This position works under moderate supervision and with limited latitude for the use of initiative and independent judgment. The position reports to Project Management Team Leader with some oversight also provided by the Executive Director.

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.

DUTIES & RESPONSIBILITIES:

- Develop project contracts, including a detailed scope of work, specific tasks, project deliverables and project budget.
- Oversee contractor performance by conducting on-site visits, examining invoices, 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.
- Maintain project management database on a regular basis.
- Work with the CBBEP Team to develop annual work plans and budgets.

- Review, edit and approve all reports submitted by contractors, including required quarterly performance reports.
- Participate in planning, development and implementation of projects and programs.
- Coordinates 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.
- Assists with CBBEP efforts to secure supplemental funding for programs and projects.
- Performs related work as assigned.

EXPERIENCE & EDUCATION:

REQUIRED:

- Graduation from an accredited four-year college or university with degree in a field of science including biology, geology, environmental science, engineering, or another related. Experience and education may be substituted for one another.
- Possesses general knowledge of regional natural resource and conservation issues.
- Highly motivated and self-directed.
- Strong written and oral communication skills, including public speaking skills.
- Excellent organizational skills.
- Flexible and a self-starter; able to manage multiple concurrent projects while also being highly detail-oriented with an attention to quality.
- Computer literacy in Microsoft Office required.

PREFERRED:

- Advanced degree in a field of science including biology, geology, environmental science, engineering, or another related.
- Previous experience in a similar role preferred.
- Environmental experience and general knowledge of regional natural resource conservation issues.

ABOUT CBBEP:

CBBEP is a local non-profit 501(c)(3) organization dedicated to protecting and restoring the bays and estuaries of the Texas Coastal Bend. Since 1999, CBBEP has been working to create a Texas Coastal Bend with cleaner water and sediment, healthier habitats, greater public access, and a more aware and engaged public. With the help of federal, state, and local partners, the CBBEP has restored thousands of acres of marsh habitat, funded dozens of projects designed to improve water quality, and installed infrastructure to enhance public access opportunities. In addition to implementing projects that address priority issues like water quality, habitat restoration, and nature tourism, CBBEP has created organizational programs to conserve coastal birds and their habitats, conduct environmental education programs, and acquire coastal habitats for the purposes of conservation. To learn more visit www.cbbep.org.

CBBEP supports a healthy work-life balance and recognizes that there are tangible benefits from supporting flexible working practices and assisting employees to achieve a balance in their work commitments and their life outside of work. Employees work a standard workweek but are occasionally required to work overtime, including some evenings and weekends.

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

TO APPLY:

Position is open to all qualified applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, marital status, or status as a covered veteran.

To be considered for this position, please send cover letter, resume, and any relevant work samples to info@cbbep.org with "Project Manager" in the subject line. We will not accept faxed, mailed or hand delivered applications. Position is open until filled.