

PROJECT MANAGER JOB DESCRIPTION

Association of State Wetland Managers

The Association of State Wetland Managers (ASWM), located in Portland, Maine, is a national 501(c)(3) membership organization whose mission is to build capacity for state and tribal members and foster collaboration among the wetland community of practice by encouraging the application of sound science to wetland management and policy, promoting the protection and restoration of wetlands and related aquatic resources, and providing training and education for members and the general public. ASWM is a fast-paced, growing non-profit organization with a mission- and employee-focused work environment. ASWM is an equal opportunity employer.

Overview: The Project Manager provides professional support to senior staff and the Executive Director by managing and implementing individual projects, coordinating overall project schedules, tracking all project deadlines and outputs, facilitating committees, and delivering workshops and trainings. The Project Manager works under the supervision of the Executive Director and as a team member with other staff. This is a new position at ASWM that includes project management, project implementation and some policy analysis.

Primary Responsibilities:

Project Implementation (50% of time):

- Lead individual projects as needed, including developing and implementing regional and national trainings, workshops, and initiatives.
- Perform research and write reports, articles, federal policy comment letters, and white papers.
- Facilitate various workgroups and ad hoc committees.
- Develop, coordinate, and host webinars.
- Assist with the logistics and operation of ASWM's annual State/Tribal/Federal Coordination Meeting and other internal projects such as the biannual Board of Directors Retreat.
- Travel to and participate in regional and national meetings and conferences.

Project Management (30% of time):

- Maintain and evolve project management, project communication, and documentation systems and processes to support timely delivery of work, a collaborative work experience, and flexibility for growth and learning for the team.
- Coordinate across staff function teams (i.e., program, communication, admin) for continuity and efficiency. Maintain communication with staff across functions to ensure proper operations of the organization's projects and grants.
- Coordinate with project managers/leads to create and track project goals and a project plan to deliver desired output/outcomes within budget and schedule. Provide regular reports to Executive Director on status/progress and any challenges or deviations.
- Develop, implement, and maintain operational systems/procedures. Grow the efficiency of existing organizational processes and procedures to enhance and sustain the organization's internal capacity.

- Advance the strategies and processes of the organization for growth, collaboration, and communication.

Secondary Responsibilities (20% of time):

- Review and evaluate federal and state policies and legislation to determine the benefits and impact of any changes.
- Assist with identifying and writing grant proposals.
- Develop outreach materials for ASWM and state/tribal wetland programs.
- Develop and foster relationships with other organizations that share similar goals.
- Participate in outreach, communications, and fundraising activities.
- Stay abreast of current news, policy changes, etc. affecting wetlands and wetland programs.
- Contribute to the collaborative, results-oriented, continuous improvement, and learning culture in all actions and communications.

Skills and Qualifications:

Required:

- Master's degree in environmental science, environmental policy, public policy, planning, environmental management or similar field, or a commensurate amount of professional experience.
- Strong project planning, organizational, and management skills with a fine eye for detail.
- Experience with developing and implementing in-person and online trainings.
- Knowledge of wetland and/or aquatic science.
- Knowledge of natural resource management issues.
- Excellent writing and communication skills.
- Experience coordinating and facilitating groups.
- Ability to develop and conduct presentations.
- Research and/or policy analysis skills and demonstrated experience.
- Computer proficiency, particularly with Microsoft Office.
- Ability to work independently and as a team.

Desired:

- Experience working with tribes and/or on issues important to tribes.
- Knowledge of federal wetland policy, e.g., Clean Water Act.
- Basic GIS skills.
- Grant writing and/or fundraising experience.
- Land-use planning experience.
- Experience using webinar delivery, programs, and systems.
- Website, social media, and graphic design skills.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Compensation:

This is a full-time, year-round position to be held at ASWM's office, currently located in Portland, Maine. Starting salary is \$50k/year. Employee will be eligible for benefits offered by ASWM, such as a Flexible Spending Account (FSA), health insurance and competitive paid time off allowances after a 3-month probationary period.

How to Apply:

Interested applicants should send a cover letter, a resumé describing experience consistent with job requirements, a 1-2 page writing sample, and three references to marla@aswm.org. Please, no phone calls, hard copies, or drop-ins. Applications will be reviewed on a rolling basis until the position is filled. For additional information, please contact Laura Burchill at (207) 892-3399.