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Watershed Project Manager

Job Summary:

The Conservation Foundation is seeking a Watershed Project Manager to oversee the establishment and ongoing activities of a new Chicago Area Waterways (CAWs) watershed group. The primary focus of this new group will be to meet the goals and objectives of the Chloride Time-Limited Water Quality Standard, more commonly known as the Chloride Variance. We are looking for a well-organized individual that has excellent written and verbal communication skills and is comfortable working with elected officials, municipal leadership and public works staff to implement and track the legal requirements of the chloride variance.

Reports to: Jennifer Hammer, Director of Watershed Programs

Schedule + Job Location: Full time, exempt position based out of the McDonald Farm in Naperville, with the flexibility to work from home.

Duties + Responsibilities:

- Establish a new watershed group focused on implementing BMPs related to reducing the use of chloride for the Chicago Area Waterways, including recruiting board members, establishing by-laws and incorporating.
- Manage ongoing organizational tasks including budgets, membership and meetings.
- Develop communications framework for the workgroup (website, email, social media etc.).
- Translate requirements in Chloride Variance to action items for the workgroup to provide for consistent implementation of tasks and reporting across petitioners.
- Develop and coordinate annual reporting activities to meet variance requirements.
- Develop related outreach materials as identified by the workgroup.
- Work with the Director of Watershed Programs to develop Parking Lots & Sidewalks Training and Certification Program via secured Section 319 Grant.

Education + Experience: Minimum of bachelor's degree in environmental science, project management, or other relevant field, and has at least five to eight years of relevant work experience in public works, public administration and/or experience in surface water quality policy and/or regulation.



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Preferred Qualifications:

- Demonstrated project management experience
- Team player with the ability to provide strong leadership
- Ability to coordinate with 20+ agencies, all with varying levels of BMP and reporting capabilities
- Familiarity with website editing (WordPress) and social media
- Experience working with policy, ordinances, grants and budgets
- Working knowledge of relevant stakeholders and institutions in the Chicago region
- Strong written and verbal communication skills
- GIS experience is a plus
- Genuine passion for our mission

Timeline: Application deadline - by **April 16, 2021**
Estimated start date - June 1, 2021

Benefits:

- Competitive Salary
- Health insurance
- Dental insurance
- Life insurance
- 401k retirement plan
- Flexible work schedule
- Paid time off
- Parental leave
- Cell phone reimbursement

The Conservation Foundation is committed to creating a diverse, equitable and inclusive environment where everyone is valued and belongs. We seek to be an organization where each individual thrives and where unique views, beliefs and perspectives are respected and celebrated.

The Conservation Foundation is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Please direct questions and resume to
Jennifer Hammer, Director of Watershed Programs
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