



JOB DESCRIPTION

NATURAL RESOURCES PROGRAM MANAGER

POSITION SUMMARY:

Reporting to the Executive Director, the Natural Resources Program Manager oversees the environmental preservation and maintenance operations of the Yuma Crossing National Heritage Area (YCNHA) wetland and riparian conservation areas and related infrastructure; supervises field staff; and coordinates volunteer and educational outreach programs. The role also provides support to the grant manager to ensure compliance with related federal, state, and local grant and regulatory requirements, as well as assisting as required with the development of new grant applications.

RESPONSIBILITIES/DUTIES:

- Manages the development of short and long-range operations and maintenance plans, annual work plans, budgets, and programmatic development, for wetland and riparian projects.
- Leads, coordinates, and implements projects and programs to preserve, protect, and restore wetland and riparian habitat and community outdoor recreational areas, including obtaining all necessary approvals and permits.
- Establishes effective working relationships with a wide range of partners and stakeholders including: landowners, state, federal and local agencies, local tribes, conservation groups, subcontractors and other constituents.
- Supervises, guides, motivates, and supports field staff, volunteers and contracted staff; presents safety and awareness training; and identifies issues to be addressed through training programs.
- Plans and schedules conservation area operations and maintenance projects, including repair and maintenance of equipment, trails, irrigation canals & pumps, signage and other organizational infrastructures and assets.
- Identifies and monitors invasive species and determines best management practices for control and eradication.
- Plans, organizes, and schedules daily, weekly, monthly, and annual operational work plans to ensure that project deliverables and overall program goals are met; meets

regularly with field staff to discuss and resolve priorities, workload, resources allocation, equipment, and technical issues.

- Collaborates with grant manager to develop state, federal, and local grant applications to directly support habitat management and restoration.
- Ensures project deliverables and grant goals are met on a weekly, monthly, quarterly, and annual basis.
- Collects, reviews and approves project financial expenses; maintains budgets, records and associated paperwork; and, compiles data to prepare project and grant reports.
- Reviews and prepares requests for proposals, written bids, contracts, permit applications, budgets, reports, schedules, and maps related to project, program and grant management.
- Plans and organizes volunteer events and education and outreach programs in coordination with public, local colleges and school districts.
- Monitors work sites to ensure that safety rules and regulations are adhered to; reports unsafe conditions, accidents, and injuries; and, reports security issues and illegal activities to local authorities.
- Assists with planning and scheduling field staff to perform maintenance and improvement activities at other YCNHA facilities.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in ecology, natural resources, biology, environmental science, wildlife management, or closely related field AND 3 years of progressive management and supervisory experience in a natural resources related field, such as: leading crews and outside contractors to accomplish habitat restoration projects; managing wetland, upland or riparian habitat; managing habitat for endangered and migratory birds; performing administrative duties such as budget, maintenance, and work planning; OR one year of related experience with a Master's degree in natural resources, biology, ecology, environmental science, wildlife management, or closely related field; OR an equivalent combination of education and experience to fulfill the position;
- Experience with treatment of invasive species using integrated pest management methods including mechanical and herbicide treatment;
- Experience managing Section 404 permit with strict adherence to the U.S. Army Corps of Engineers protocol and procedures preferred OR demonstrated knowledge of Section 404 permitting;
- Excellent leadership skills and ability to work with and communicate clearly with staff, team members, peers, volunteers, and constituents;
- Ability to work well independently and with a diverse, multi-disciplinary group in a fast-paced, team-oriented work environment;
- Able to assess and prioritize multiple tasks, projects and demands;
- Computer and software proficiency – Outlook, MS Word, Excel, PowerPoint, Publisher, Google Earth, Adobe Photoshop and Acrobat Pro;

- Bilingual in Spanish;
- Knowledge of federal and state safety rules and regulations, including OSHA requirements;
- Knowledge of techniques for use and storage of chemicals, including OSHA Safety Data Sheets (SDS) for hazardous chemicals used in the workplace;
- Must possess or be able to obtain Arizona Department of Agriculture pesticide licenses/certifications under the Pest Management Division and Environmental Services Division within 6 months of hire;
- Must pass a background check; and,
- Must have and maintain a current and valid Driver's License.

PREFERRED QUALIFICATIONS:

- Experience working with Tribal, local, state and federal agencies;
- Knowledge and experience with federal and state regulations and environmental permitting, such as NEPA, ADEQ, Clean Water Act, and Endangered Species acts;
- Possess both Arizona Department of Agriculture pesticide licenses under the Pest Management Division and Environmental Services Division;
- Possess Arizona Department of Agriculture Train-The-Trainer Certification;
- Understanding of the Lower Colorado River watersheds and eco-systems;
- Knowledge of the Lower Colorado River Multi-Species Conservation Program;
- Local flora identification skills;
- Experience procuring contractual services, equipment and supplies;
- Grant writing or professional writing experience;
- Experience with state and federal grant administration; and,
- Experience working in a nonprofit organization.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment, and at outdoor facilities. May occasionally be required to bend, reach, stop and lift objects; may be exposed to chemicals and dangerous tools and equipment; safety precautions must be followed, including use of safety equipment; may also be exposed to outdoor hazardous conditions, including hot weather and dangerous wildlife.

COMPENSATION/BENEFITS:

We offer a competitive salary, health insurance, retirement benefit with employer match, and paid time off.

TO APPLY:

This position is open until filled with a first review date of August 3, 2020. *Applicants need to apply via Indeed.com and supply a cover letter and resume.* Applications will be reviewed on a rolling basis, so the YCNHAC encourages qualified candidates to apply early. References and transcripts will be furnished upon request.

Click this link to apply.

https://www.indeedjobs.com/yuma-crossing-national-heritage-area-corporation/_hl/en_US?cpref=JXWAtz3XWjLOi4YeVNLsKhmt5T2XHWovJ3rLI0P-c

To obtain more information about the YCNHAC please visit <http://www.yumaheritage.com>.

The Yuma Crossing National Heritage Area Corporation is an EEO/AA employer. All qualified applicants who are eligible for employment will be considered for this job without discrimination based on race, color, religion, sex or national origin.