



**SOUTH YUBA RIVER CITIZENS LEAGUE**  
**313 Railroad Ave. Suite 101**  
**Nevada City, CA 95959**  
**(530) 265-5961**

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### **Job Announcement**

**TITLE:** River Science Project Manager  
**TYPE:** Full Time, exempt employee  
**EMPLOYER:** South Yuba River Citizens League (SYRCL)  
**LOCATION:** Nevada City, CA  
**REPORTS TO:** River Science Director

**JOB DESCRIPTION:** The River Science Project Manager will be responsible for implementing SYRCL's River Science Projects as part of SYRCL's River Science Team.

SYRCL's Strategic Action Plan identifies the restoration of critical habitat for native species, watershed education, and land conservation projects as key aspects of SYRCL's mission. Building on an outstanding citizen-based river monitoring program, SYRCL now embarks on a sustained program of planning and implementing an increasing number of restoration projects and educational programs across the watershed.

SYRCL works together with multiple partners on watershed wide restoration and monitoring projects. Projects include meadow restoration targeted at improving meadow hydrology, biodiversity and carbon sequestration, floodplain restoration projects targeted at improving salmonid and riparian habitat, mine remediation and monitoring for mercury, invasive species removal targeted at reducing fuel loads and impacts in riparian areas, water quality monitoring to investigate trends and issues across the Yuba watershed, and watershed assessments.

The River Science Project Manager work with the River Science Director to hire and supervise part-time consultants and contractors as needed. This position has growth opportunity depending upon experience and available resources.

SYRCL seeks an experienced manager with a background in the environmental or biological sciences, a passion for the environment, who enjoys a fast-paced work day, takes initiative, and likes working as part of a team.

This position is a one year term position, with continuation dependent upon performance and funding.

## QUALIFICATIONS & REQUIREMENTS:

- Demonstrated work experience managing multiple, complex grant-funded projects (3+ years). Experience managing state and/or federal grants is a plus.
- Experience developing and implementing restoration projects (including design, permitting, etc.).
- An understanding of CEQA and NEPA processes.
- Expertise in riparian and aquatic ecology and/or hydrology.
- Experience with ecological field data collection, GPS/GIS use, and data management is required. Data analysis skills are a plus.
- Proven grants management experience including prospecting for and vetting grant opportunities, preparing applications, and ensuring that awarded grants are tracked to ensure completion of deliverables, reporting, billing and invoicing, etc. in coordination with assigned project managers.
- Expert project management skills including planning, time management, organizational, and attention to detail.
- Effective communication skills necessary to develop and maintain lasting partnerships with government, agency and community representatives, and keep partners informed and engaged.
- Excellent verbal communication and superior writing skills a must.
- Demonstrates initiative, is conscientious, and provides follow-through on areas of responsibility.
- Experience working in a high energy office setting cooperatively with staff and volunteers; non-profit work experience a plus.
- Bachelor's (B.S.) Degree in a related field required, Master's (M.S.) Degree is a plus. Work experience in natural resources is a plus. Computer skills required including proficiency with Word, Excel, and Access. GIS experience is preferred.
- Positive, self-motivated, and quick learning performer highly valued. This position requires confidentiality, and a sense of humor is a must.
- This is a full time, exempt position. Main work hours will be scheduled during normal business hours (Monday-Friday 9 am -5 pm) and evening and weekend work is often required.
- Possession of a properly registered and insured personal vehicle, and a valid California Driver's License.

## RESPONSIBILITIES:

- Manage and provide scientific support for multiple new and existing grant-funded projects directed by the River Science Director and in coordination with science staff:
  - Provide scientific support for the River Science Program including planning and creation of studies that answer scientific questions that are relevant to our restoration and water quality monitoring projects, design and implement restoration monitoring protocols, literature review, data collection, data analysis, data management, and reporting.
  - Develop and maintain project plans, schedules, budgets, accounting, invoicing, manage grantor and partner relationships, supervise contractors, and ensure all reporting and deliverables are completed per agreements for a subset of projects.

- Write various plans and reports, in coordination with the River Science Director, including but not limited to grant and project reports, pamphlets, web copy, e-news posts, etc.
- Participate in the bi-monthly Grants Committee meetings and prepare grant applications for new projects and augmented funding for existing projects.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

This position requires frequent computer and telephone use, and occasional lifting of up to 30 pounds. Field work and site visits are also required and may involve walking over uneven terrain, up/down hills and steep canyons, or other similar physical activity while carrying a heavy load.

COMPENSATION:

\$40,000-\$48,000 commensurate with experience; includes individual health benefits and 14 paid days off, 3 sick days, and 8 paid holidays.

APPLICATION INFORMATION:

This position is open until filled.

Submit your cover letter and resume electronically to Rachel Hutchinson, River Science Director, [rachel@syrcl.org](mailto:rachel@syrcl.org). No phone calls, please.

*SYRCL is an equal opportunity employer.*