



Job Description – Restoration Project Manager

Deadline to Apply: January 24th, 2024

To apply: Applicants will need to submit a resume and cover letter via the link below:
<https://app.smartsheet.com/b/form/fa57a7074a8f4ebfb35b31465e2b9158>

Billion Oyster Project's Restoration Project Manager *is an agile project manager, an enthusiastic problem-solver, and a communicative and organized generalist who genuinely enjoys working in a fast-paced environment.*

What You'll Do

Billion Oyster Project's Restoration Project Manager will be responsible for managing oyster restoration projects and supporting the preparation, drafting, and submission of permit applications, amendments, reports, and renewals. This individual will work with a dynamic team of restoration practitioners, scientists, field technicians, and project partners.

The ideal candidate for this role is a critical thinker who can work independently and collaboratively to manage, track, and deliver on project milestones, deadlines, budgets, and permits. This position requires a strong background in project management, preferably in the field of environmental restoration or marine ecology; and excellent communication and leadership skills, as you will work closely with stakeholders, partners, and team members. Additionally, you should have a demonstrated understanding of oyster biology and ecology, restoration techniques, and permitting regulations. The Restoration Project Manager position is a writing-intensive and deliverable-based role and requires excellent communication, organization, and time-management skills. This position requires in-person fieldwork and team coordination and there are opportunities to work from home.

The Restoration Project Manager will report to the Assistant Director of Restoration.

Core Responsibilities

- Perform complex work in planning, coordinating, and overseeing the development and completion of small- to large-scale oyster restoration projects that require cross-program and cross-department coordination.
- Manage projects including contract development and execution, scope and budget development, project and budget management, procurement of supplies and equipment, grant reporting, and all related coordination with internal programmatic teams and external project partners to ensure each project is on track to meet its deliverables.
- Manage phased project components, including pre-construction monitoring, design, environmental permitting, construction, and post-construction monitoring.
- Support the Permitting Project Manager in the development of design drawings and environmental permit applications, liaise with and foster positive working relationships with regulatory agency personnel, and ensure post-construction compliance with regulatory conditions.

The Restoration Project Manager will...

- As needed, provide support on programmatic-related work as it relates to project deliverables:
 - Fabrication Program - supports the planning and implementation of fabrication schedules and provides field support to meet project deliverables.
 - Oyster Production Program - supports the planning and implementation of setting and deployment schedules and provides field support during setting and deployment events to meet project deliverables.
 - Oyster Reefs Program - supports the planning and implementation of annual, seasonal, and monthly monitoring activities, which include pre-construction site investigations and baseline data collection, and post-construction monitoring at different oyster reef restoration sites.



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Minimum Qualifications

Billion Oyster Project encourages potential candidates to apply even if they don't fit every single criteria listed below.

- A Bachelor's Degree in Environmental Science, Environmental Policy, or a similar field
- A minimum of three (3) years of project management,
- Experience managing project teams and leading restoration fieldwork
- Experience coordinating projects involving multiple stakeholders, particularly those involving marine contractors, restoration practitioners, and regulatory agencies
- Excellent organizational skill set including written and verbal communication, time management, and ability to prioritize tasks and elevate concerns
- A Driver's License (or within 3 months of start date)
- Strong familiarity with project management software tools, methodologies, and best practices
- Proficiency in Google Workspace
- Proficiency in ArcGIS

Desired Qualifications

- Master's Degree in Environmental Science, Environmental Policy, or a similar field
- 3-5 years of project management, managing project teams, and restoration fieldwork
- Project Management Professional Certification (PMP® certification or other)
- Strong public speaking and effective communication and interpersonal skills
- Proficiency in Adobe Creative Suite applications and AutoCAD

You'll be a good fit if you...

- Have a positive, get-it-done work style
- Are a team player, self-motivated, adaptable, and willing to learn new things
- Have a strong, proactive work ethic and ability to adapt to changing schedules and tasks
- Have excellent communication and interpersonal skills
- Enjoy working full days outside year-round; sometimes on boats; sometimes in heat or inclement weather

Salary and Benefits

- This is a full-time, year-round position at the Billion Oyster Project, a 501(c)3 nonprofit organization
- The starting salary range for the Restoration Project Manager is \$60,000 - \$75,000
- The benefits include:
 - A generous vacation and PTO policy
 - Health, dental, vision, and life insurance
 - 401K plan
 - FSA plan
 - Pre-tax commuter program
 - CitiBike discount
 - An inspiring working environment on Governors Island in New York Harbor



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Who We Are and the Work We Do

About

The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education, and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision

A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos

Restoration through Education

We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor, and restore their Harbor.

Education through Restoration

We believe that students learn best when applying their studies to large-scale ecosystem restoration projects that challenge them to become active participants and take them out of the classroom, down to the water's edge to experience the ecosystem first-hand.

Our Flagship School

The Urban Assembly New York Harbor School's mission is to provide a college-preparatory education built upon New York City's maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water. New York Harbor School offers career and technical education (CTE) programs in 7 areas of marine science, technology, policy, and engineering.

Additional Information

Employment Authorization

Applicants must be authorized to work for ANY employer in the United States. We are unable to sponsor or take over the sponsorship of an Employment Visa at this time.

Work Location

Employees of Billion Oyster Project must reside within the tri-state area and be able to commute daily to Governors Island unless otherwise noted in the job description.

Equal Employment Opportunity

Billion Oyster Project is working towards a diverse workforce that is representative, at all job levels, of the communities we serve. We want to foster an environment of mutual respect where every race, color, religion, age, sex, national origin, disability, veteran status, sexual orientation, gender identity or expression is not only celebrated, but eligible for equal employment opportunities. From educators to interns to restoration practitioners — working from Soundview Park to Staten Island to Sunset Park — we believe that diversity, equity, and inclusion across our team are critical to the success of Billion Oyster Project. With this mind, we will only begin evaluating applicants once a diverse candidate pool has been achieved*, and we look forward to developing and retaining the most talented full-time individuals in the Greater New York City area.

Fingerprinting

Any person working in the New York City Department of Education (NYC DOE) buildings, working with NYC DOE students, or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo security clearance unless they have been added to the organization or agency's Personnel Eligibility Tracking System roster.



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We are collecting the following optional information to ensure our recruiting efforts are effective. Any information that you choose to provide is not linked to your application and is gathered for recruitment purposes only.

<https://forms.gle/z4PRULCkrRec4TLq8>

Submission of this information is voluntary and declining to provide it will not subject you to any adverse treatment.

The information obtained will be kept confidential within Human Resources and may only be used in accordance with the provisions of applicable laws. If you have questions about this, or how we define any of the following demographics, reach out to our HR department at HR@billionoysterproject.org.