Palos Verdes / South Bay Audubon
POSITION AVAILABLE

Project Manager

Position Description:

The Palos Verdes / South Bay Audubon Society is seeking a dedicated Project Manager to steer the development and oversight of ad hoc and multi-year projects. The Project Manager will work directly for the Society's Board to manage on-going projects and develop new projects that will benefit local birds and other wildlife species.

Key Responsibilities:

➢ Establishing clear objectives and milestones for each project;
➢ Partner and collaborate with local organizations and agencies;
➢ Oversee financial aspects of projects;
➢ Prepare progress and final reports to ensure all stakeholders are well informed; and
➢ Engage in grant writing and management to secure necessary funding.

Qualifications:

➢ Degree or equivalent in biological or environmental sciences.
➢ Familiarity with the local fauna and flora, especially the Coastal Sage Scrub habitat found on the Palos Verdes Peninsula; and
➢ Knowledge of the Palos Verdes Peninsula birds is desired,
➢ Proficiency in
   o Independent work management
   o Engaging with the public, volunteers, governmental bodies, and city councils
   o Conducting public outreach activities
➢ Strong communication skills across multiple media types, including verbal, written, and electronic.

Compensation and Additional Details:

➢ Project Manager works under the direction of the Board of Directors.
➢ Pay is competitive and commensurate with experience $25-30/hr.
➢ This part-time (20 hrs/week) role offers flexible working hours.
➢ Opportunity for additional hours contingent upon successful grant acquisitions.

Apply:

➢ Interested candidates from all backgrounds are encouraged to apply. For any inquiries or to request accommodations during the application process, please contact info@pvsb-audubon.org
➢ Position is open until filled. First round of interviews expected April 8th, 2024.
➢ Submit resumé to info@pvsbaudubon.org

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