



Project Manager Save Our Bosque Task Force

Background

Our Mission

The Save Our Bosque Task Force is a non-profit 501(c)(3) organization that works to preserve, protect, and enhance the Rio Grande and its adjoining riparian ecosystem (bosque, wetlands, grasslands) while respecting the customs and cultures of the residents of Socorro County. We work to provide public recreation, environmental education and a sustainable Rio Grande while allowing for historical resource uses. We plan and implement riparian enhancement projects that provide for public safety, ecosystem health, and landowner goals.

Our Vision

We envision a riparian ecosystem that functions as naturally as possible for the benefit of wildlife and the people who live along the river. We strive to create partnerships with others to preserve, protect, and enhance the Rio Grande and its adjoining riparian ecosystem.

Location

Socorro, New Mexico is a small community of approximately 10,000 people in central New Mexico. Situated on the west side of the Rio Grande, it has a rich history in Native American and Hispanic cultures, mining, ranching, farming, and exploration. New Mexico Tech University is located in Socorro with strong science and engineering fields and associations with the NM Mineral and Gem Museum, NM Bureau of Geology, and the National Radio Astronomy Observatory. Socorro is probably best loved for its wide-open spaces and outdoor recreation opportunities. There are two National Wildlife Refuges several State refuges, Bureau of Land Management scenic byways, US Forest Service mountain trails, National Wilderness Areas, and State Parks in close proximity.

Position

The Project Manager will be employed by the Save Our Bosque Task Force (SOBTF) and will be working for the SOBTF Board of Directors with direct supervision from the Board Chairperson. The Save Our Bosque Task Force Project Manager is a full-time, salaried staff position. The Board of Directors will offer this position paid holiday time based on federal holidays, accrued paid annual and sick leave at 4 hours per pay period each and will negotiate a stipend for health insurance at time of hire.

Major Tasks

- Facilitate and manage plans and projects as part of the implementation of the SOBTF Long-Term Plan. Assist contractors with conducting targeted and strategic outreach to SOBTF participants, local elected officials from state, county and city governments, federal and state agencies, the soil and water conservation districts, irrigation districts and public utilities, NGOs, businesses, landowners and other residents. With the SOBTF Board, the SOBTF Project Manager will serve as a spokesperson for the partnership and will need to be able to understand and communicate potentially complex scientific information to a wide variety of audiences.
- Assist Board members and partners in developing project budgets and scopes of work for grant applications that include the SOBTF as a partner. The Project Manager will also provide required information to the accountant for grant and budget reporting.
- Supervise and lead interns in the SOBTF monitoring program. This includes working with stakeholders to develop a monitoring plan and program to assess the success of riparian restoration projects. The SOBTF Project Manager will supervise the field work of interns which will require field visits and monitoring, GPS & GIS training. Project Manager will be responsible for planning interns' work activities. Develop and maintain a working relationship with partners and agencies to insure quality work and successfully accomplish objectives and outcomes.
- With assistance from SOBTF partners, encourage the use of science and research studies to answer questions or provide direction for SOBTF activities by working with universities, state and federal agency science staff, and other organizations and individuals that have local knowledge and expertise in strategies related to watershed management and restoration of resources.
- Manage contracts and projects under grants and cooperative agreements. This will include planning and restoration work with a variety of public and private landowners. The Project Manager will develop contract scopes of work, reports and budget accounting for these contracts and work with contractors to assure quality work is completed.
- Develop outreach programs and new ideas for reaching out to citizens of Socorro County.
- Manage the SOBTF's GIS database

Job Requirements

- ❖ A Bachelor's degree in Ecology, Biology or Natural Resource field such as Forestry, Watershed, Wildlife or Range Science or Management.

- ❖ Experience with contract management and National Environmental Policy Act (NEPA) requirements.
- ❖ Experience with and strong knowledge of riparian restoration project planning and implementation and natural resources management
- ❖ Effective oral and written communications to engage project partners, promote conservation programs and services, disseminate information, produce technical reports, and educate stakeholders through personal contacts and public meetings.
- ❖ Proficient in technical writing, processing communications, active listener, discussing controversial subjects and learning local circumstances quickly.
- ❖ Proficient in the use of computers for report preparation with Microsoft applications such as, Word, Excel and PowerPoint. Proficient in Adobe or similar production software. Be skilled in global positioning systems to gather information, and ArcGIS to produce mapping products and maintain a geodatabase.
- ❖ Strong organizational, time and financial management skills.
- ❖ Supervision, Leadership, Outreach, and Negotiation ability.
- ❖ Be available to attend all required meetings as determined by annual work plan.
- ❖ Have a working knowledge of public due process related to federal, state, and local government and private property authority, plans, procurement, and decisions.
- ❖ Possess a valid state driver's license. The Project Manager will provide their own transportation, which will require travel on unpaved and unimproved roads but will be eligible to be reimbursed for mileage to field meetings and field work sites.
- ❖ During the field season, some work will take place outdoors. Precautions to avoid heat-related injury, snake and insect bites must be taken. The Project Manager is responsible for appropriate work clothes and other personal safety needs.

Terms

This full-time staff position will be employed by the SOBTF. The position is a year-round appointment. The Project Manager will be offered workspace, if available, in a cooperator's office during regular office hours. The Project Manager will work approximately 40 hours per week, usually Monday through Friday, with some field days being longer than other routine days. The Project Manager will keep track of and report hours to complete the work required and stay within the budget of the grants and cooperative agreements. If assistance is needed from other agencies, the Project Manager will make sure requests to the appropriate entities are made in a timely fashion. The Project Manager needs to live within the Middle Rio Grande valley, preferably in the Socorro, NM area and will be paid on a two-week schedule.

The SOBTF has sufficient funds for this position for the first two years. During the course of the two-year period, the Project Manager will be responsible for assisting in raising funds to continue in this position for following years and with fundraising efforts that meet the Long-Term Plan.

Supervision

As explained in the Background Section, the Project Manager will be employed by the Save Our Bosque Task Force and will be working for the SOBTF Board of Directors. The formal supervisor for this position is the Chairperson of the Board of Directors, Save Our Bosque Task Force. The SOBTF Board will approve the incumbent's annual work plan, review accomplishments and provide input into his/her performance. SOBTF Board performance reviews will be held on a semi-annual basis. A monthly progress report at SOBTF Board meetings will provide additional communication. The supervisor or assigned contact within the organization will be available to assist with initial training and the more complex or controversial operational aspects of the job as needed.

Please email letters of interest and resumes by C.O.B. August 1, 2019 to Matt Mitchell, Acting SOBTF Chair, at riobirdsmitch@gmail.com

Please include contact information so we can schedule an interview with qualified applicants.