



North Carolina
Coastal Federation
Working Together for a Healthy Coast

March 17, 2023

Job Announcement

The North Carolina Coastal Federation seeks a project manager with coastal scientific training and experience in our Headquarters office located in Ocean, NC or in our field office in Wrightsville Beach, NC. The project manager will primarily implement grant-funded projects, including living shoreline, water quality and wetland restoration projects. The Federation is a non-profit organization that has worked since 1982 to protect and restore the coast.

Title: Project Manager

Status: Full-time, Exempt

Salary Range: \$65,000 to 99,000

Recruitment Range: \$65,000 to \$72,000

Work Location: Ocean, NC or Wrightsville Beach, NC (specify preference)

Closing: April 3, 2023

SUMMARY: This is a grant-funded and grant-dependent position. The project manager is part of the program teams that implement living shoreline, water quality and wetland restoration projects. The position will be supervised by the Chief Program Director. The position is supported by a three-year long initial grant, and could be extended past that time period based upon job performance.

PRINCIPAL RESPONSIBILITIES:

- Help establish annual organizational goals with an emphasis on setting measurable protection and restoration benchmarks.
- Implement annual goals and benchmarks related to restoring and protecting living shorelines, water quality and wetland habitats.
- Conduct assigned projects within budget and complete all required reports, monitoring, and evaluations on time.
- Oversee safe, productive, and efficient field activities related to assigned projects.
- Share equal responsibility with grant-writing staff to research, identify, develop, and maintain adequate and consistent funding for restoration projects and programs within the assigned region.
- Work with other program staff to ensure that volunteers, interns, and diverse communities are engaged in program and project activities this position conducts.
- Work with Education and Communications Teams to disseminate current and updated information on all restoration projects on a consistent basis through social media platforms, print communications and the Federation's website.
- Complete other tasks as assigned by the Chief Program Director and approved by the Executive Director.

COMPETENCIES:

- Solid understanding of coastal science and policy issues affecting coastal North Carolina
- Excellent project management, leadership, organizational and budgeting skills
- Ability to do field work and use field equipment safely



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- Proficient in GIS
- Proficient computer skills
- Ability to work as part of an integrated team and independently
- Excellent public speaking, writing and presentation skills
- Solid problem-solving skills
- Provide professional representation of the Federation
- Strong personal environmental ethic
- Ability to assist in cultivation of Federation supporters

EDUCATION and EXPERIENCE:

- Minimum education level of bachelor's degree in related natural resource field and three years of experience in restoration or related work.
- East coast estuarine and coastal systems knowledge preferred.
- Grant writing experience preferred.
- Experience in operational planning and project management.
- Experienced in using Microsoft programs (Word, Excel, PowerPoint), online researching tools, GIS software, etc.

To Apply:

If you are interested in joining our dedicated team, please review our website to learn more about our ongoing work and programs and then email a cover letter, resume and three references to nccf@nccoast.org (**no phone calls please**). In the cover letter, please outline your skills, abilities, and interest in the project manager position.

Deadline to apply: April 3, 2023

Send Cover Letter and Resume by Email to: nccf@nccoast.org

Include "Project Manager" in email subject line

Equal Employment Opportunity

The North Carolina Coastal Federation is committed to equal opportunity in employment and values a diverse workforce and organization. The Federation actively seeks and employs qualified persons, and administers all personnel policies and practices affecting its employees, without discrimination on the basis of race, color, religion, creed, national origin, sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry or other status protected by law.