



Associate Project Manager

Organization Description:

Since 1981, the Golden Gate National Parks Conservancy (Parks Conservancy) has served as the nonprofit partner of the National Park Service, collaborating with the Presidio Trust, partners, donors, and the community to support the Golden Gate National Recreation Area (GGNRA). The GGNRA stretches across three Bay Area counties north and south of the Golden Gate Bridge and includes iconic places such as Muir Woods National Monument, Fort Point National Historic Site, Alcatraz Island, Crissy Field, Mori Point, Lands End, and the Presidio of San Francisco.

The Parks Conservancy engages at the intersection of national park sites, local communities, social justice, and climate resilience. Collaborating with partners, our staff are dedicated to enhancing public awareness and providing volunteer and educational opportunities in the parks. We are park builders, caretakers, ambassadors, and educators, all working to connect people to parks in support of our vision ***Parks for All Forever***. Join us.

Branch/Unit Description:

The staff within the Park Projects and Design department provide planning, project management, and project implementation expertise across a rich suite of projects. A few of our past accomplishments include projects at Lands End and the Presidio Coastal Trail. We are excited to progress our current projects, including projects at Rancho Corral di Tierra, Marin Regional Forest Health Strategy, and Bothin Marsh that have an increased focus on community design, forest resilience, and sea level rise adaptation.

Position Overview:

This is an exempt, regular position of 40 hours/week.

The Associate Project Manager will work with project managers and senior project managers on the Park Projects and Design team, as well as other staff across the Parks Conservancy and partner organizations, to deliver high quality park improvements. The Associate Project Manager will assist with all phases of complex project implementation, including project initiation, community and stakeholder engagement, design, compliance, bid, construction, and stewardship, and manage small projects or components of projects independently.

This position is located at Fort Mason. Work is performed in an office setting, including a mix of telework and on-site. The Conservancy currently requires a minimum of 4 full days per month onsite; however, in many instances it would require more onsite days either in the office or visiting park sites to meet the essential requirements of the position. The Park Projects and Design team is currently working a “hybrid” schedule, which means we are required to be in the Fort Mason office or on a project site a minimum of 1 day a week, but it can be as much as 5 days a week when needed.

Reports To: Senior Project Manager

Essential Functions and Responsibilities:

Assist with Complex Project Management Tasks, Lead Small Projects

- Assist with managing all phases of complex park improvement projects. Lead small projects or components of complex projects, with guidance from senior project manager or project manager, as appropriate.
- Assist in hiring and managing consultants needed to deliver complex projects. Lead on small projects, or components of large projects.
- Assist in developing and managing project schedules, budgets, and contracts. Lead on small projects, or components of large projects.
- Assist in tracking project progress and deliverables. Lead on small projects, or components of large projects.
- Assist in organizing meetings, agendas, meeting notes. Lead on small projects, or components of large projects.
- Assist in scoping potential funding and developing grant applications.
- Assist in developing graphics and messaging needed for projects including presentation boards, flyers, etc.
- Assist in working with Parks Conservancy staff and partners to plan for and execute community design work related to projects.
- Work with partner organizations, public agencies, and communities to advance project goals.

Field Work Advancement

- Work with project managers and senior project managers to advance field work. May include coordinating with land managing partners to supervise field contractors, evaluating construction progress, working with on-the-ground volunteers or stewardship crews, etc.
- Work independently, with preparation and guidance from project managers and senior project managers, to ensure contractors, field staff, and/or volunteers follow best management practices related to project compliance, such as

protection of biological and cultural resources, stormwater and/or erosion controls, etc.

- Participate in developing and maintaining a culture of safety. Exercise situational awareness and self-care, sometimes in remote and/or back country settings. Ensure contractors and staff follow safety procedures designed to keep workers and visitors safe during project activities.
- Participate in field/site visits related to community engagement, project scoping and design, pre-project surveys related to biological and/or cultural resources, and agency partner coordination.

Team Advancement and General Department Support

- Provide general department support.
- Work with project managers to develop project-specific and long-term partnerships.
- Coordinate with team members to strategize on team development and organizational goals.
- Work with Director to advance team priorities, relationships, and partnerships.

Knowledge, Skills, and Abilities:

- A passion for Golden Gate National Park Conservancy's mission and a passion for social justice and climate resiliency issues are essential.
- Demonstrated ability to take initiative, work independently, be accountable, and ask questions to supervisor when they arise.
- Demonstrated understanding of environmental justice issues.
- Familiarity with or willingness to learn about San Francisco Bay Area ecology and natural processes, such as forest health and ecosystem function.
- Ability to work as part of a team and support Parks Conservancy and partner staff.
- Ability to multi-task, meet schedules, and achieve long term goals
- Ability to be well-organized and detail oriented.
- High degree of creativity, flexibility and resourcefulness
- Excellent oral, written and graphic communication skills
- Proficiency in Spanish or Chinese a plus.
- Basic graphic design skills a plus: Adobe Creative Suite, PowerPoint. Familiarly with collection, management, and application of GIS data also a plus.
- Black, Indigenous, and People of Color, immigrants, and LGBTQIA candidates, Bay Area native/local are strongly encouraged to apply.

Education and/or Experience:

- Demonstrated experience in related field, such as project coordination, community science, community engagement, stewardship, environmental education, environmental design, natural resource management, etc.
- Demonstrated ability to assist with project management and field work advancement tasks on complex projects and lead these tasks on small projects or components of complex projects.

Health and Safety:

It is the goal of the Parks Conservancy to create and maintain a safe and healthy workplace. We work to mitigate hazards and risks that may cause harm to employees, consistent with state and federal laws. Employees play an active role in creating a safe and healthy workplace and are expected to comply with all applicable health and safety rules.

Based on the current state of the COVID-19 pandemic, the Parks Conservancy requires all employees to be vaccinated and to provide proof of such vaccination as a condition of employment.

Physical Requirements and Work Environments:

- Work is performed in an office setting, with frequent site visits to projects.
- Work is primarily performed sitting, standing, and/or walking.
- Regularly sits at a desk 6-8 hours per day and walks during site visits.
- Must be able to lift 20 pounds.
- A DMV record check to be cleared to drive company vehicles is required. Company vehicle will be provided to access work sites.
- This position requires working “off hours” including some weekend and evening meetings and events.
- Projects team is currently working a “hybrid” schedule, which means we are required to be in the Fort Mason office or on a project site a minimum of 1 day a week, but it can be as much as 5 days a week when needed.

Compensation: Salary - \$75,000/year (grade 15). Parks Conservancy will hire at the salary posted for the position and will not make an offer above this level. Benefits include a competitive suite of medical, dental, and vision plans, up to 3 weeks of paid vacation; paid holiday, personal, and sick days; a 403(b) retirement plan, Employee Assistance Program, Commuter Program, employee discounts, and more.

Application Deadline Date: July 1st, 2024

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so

classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Golden Gate National Parks Conservancy is an Equal Opportunity Employer. Recruitment, placement, and promotions are conducted without regard to an individual's race, color, religion, sex, national origin, age, physical handicap, veteran status or sexual orientation, or any other classification protected by Federal, State, and local laws & ordinances. We will consider qualified candidates with criminal history in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance. All qualified applicants are encouraged to apply.