



Copper River Watershed Project

Upriver and down, salmon are common ground

Position Description

Title: Project Manager
Supervisor: CRWP Executive Director
Position type: Regular part-time

Summary of position:

The Project Manager reports to the CRWP Executive Director, and will assist CRWP staff with managing projects by contributing to CRWP partnerships in the Copper Basin. Project management will include representing the CRWP at regional meetings with our partners, assisting with community, membership, and watershed education events, assisting with invasive plant management, and project management (including coordinating meetings and field work, managing project budgets and timelines, grant reporting).

Duties:

- ❖ In coordination with CRWP staff, assist with projects in: watershed education, fish passage, tourism resource development, invasive plant management, event preparation for annual CRWP membership event in the Copper Basin and seasonal community events.
- ❖ Attend partner meetings in Copper Basin.
- ❖ Draft and track project work plans and schedules, coordinating with project partners.
- ❖ Coordinate and participate in public outreach efforts, including preparing and making public presentations.
- ❖ Assist with fish passage and invasive plant management field work and watershed education field trips with elementary school students.

Job qualifications:

- ❖ Excellent familiarity with word processing, spreadsheets, general keyboard typing skills
- ❖ Ability to work independently
- ❖ Analytical, research and writing skills
- ❖ Strong inter-personal, phone and written communication skills
- ❖ Ability to do invasive plant field work
- ❖ College degree preferred

Hours: 20 hours per week, year-round

Compensation: \$18.00 - 20/hour depending on experience.

Please submit letter of interest and resume by May 24, 2019 to:

Kristin Carpenter, Director
Copper River Watershed Project
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