



Associate Project Manager

Organization Description:

The Golden Gate National Parks Conservancy is the nonprofit partner of the National Park Service overseeing the Golden Gate National Recreation Area — 84,000 acres of national parkland spanning the San Francisco Bay Area, including Muir Woods, Ocean Beach, Crissy Field, and Alcatraz Island. The Parks Conservancy is a membership organization created to preserve the Golden Gate National Parks, enhance the experiences of park visitors, and build a community dedicated to conserving the parks for the future.

With our local and federal partners, the Parks Conservancy is committed to the work of supporting Bay Area national parks as places where we can further racial and social justice for our community and climate resilience for these protected lands.

Department Description:

The staff within the 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 health, and sea level rise adaptation.

Position Overview:

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.

Reports To: Senior Project Manager, Park Projects and Design

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 Suits, 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 policy of the Golden Gate National Parks Conservancy to create and maintain a safe and healthful workplace free from recognized hazards that may cause harm to employees, consistent with and in compliance with applicable state and federal laws.

Employees will play an active role in creating a safe and healthy workplace and will comply with all applicable health and safety rules. The Conservancy is committed to the goal of implementing an effective health and safety program and an injury prevention program.

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

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 (only if this is really necessary)
- 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.

Salary/Benefits: Starting salary \$70,000, negotiable, depending on qualifications and experience. Benefits include a competitive suite of medical, dental, and vision plans, up to 3 weeks paid vacation, one week of personal days, plus holiday and sick days, 403(b) retirement plan, employer-match Commuter Program, Employee Assistance Program, employee discounts and more.

Deadline Application Date: October 7, 2022

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.