

Jordan River Commission Employment Opportunity

November 2019



- Employer :** The Jordan River Commission
An interlocal government cooperation entity
More information at JordanRiverCommission.org
- Position :** Project & Program Manager
Full-time (40 hours per week), at will employment opportunity
- Closing Date :** December 5, 2019, 11:59 PM (may remain open until filled)
- Physical Address :** 195 North 1950 West, Third Floor
Salt Lake City, Utah
- Compensation :** \$32,000 to \$40,000 annual salary, depending on qualifications
Overtime exempt
- Current Benefits :** Medical and dental insurance through Public Employees Health Program
Retirement contributions through Utah Retirement Systems
Paid vacation and personal leave
Paid federal and state holidays
Flexible schedule
- Contact :** Soren Simonsen, Executive Director
sorensimonsen@utah.gov
801-706-1055

Job Description :

General Responsibilities

Assist with long range planning and coordination for implementation of the Blueprint Jordan River vision through projects, programs and partnerships (see http://jordanrivercommission.com/wp-content/uploads/BlueprintJordanRiver_LowRes3.pdf).

Work under the direction of the Executive Director to primarily manage restoration, conservation and recreation programs and projects identified and directed by the Jordan River Commission Governing Board, which may include but is not limited to the following areas.

Specific Responsibilities

Develop, manage, coordinate and implement restoration and conservation projects, and recreation programs and assets, at various locations throughout the Jordan River Parkway.

Develop and promote best practices, and coordinate implementation among interlocal member agencies and stakeholders of the Jordan River Commission.

Develop and execute professional technical training workshops to educate and promote best practices for restoration, conservation and riverfront community development.

Develop, manage and promote the Commission's mobile site and digital field guide MyJordanRiver.org, and develop, maintain and coordinate communications through a database of local authorities for crowd-sourced reporting functionality.

Support and utilize the Commission's volunteer maintenance and conservation programs to implement volunteer conservation and restoration projects.

Research, write, coordinate, administer and provide oversight of grants, partnerships, and similar funding mechanisms to support the Jordan River Commission's projects, programs, and events.

Plan, develop and execute the Commission's community science (or citizen science) programs related to identification, monitoring and maintenance.

Identify and participate in general field work at various restoration sites.

Assist with the planning, development and support of annual events such as the Get To The River Festival, City Nature Challenge, Golden Spoke, etc.

Assist with general marketing and outreach, social media engagement, education activities, event tabling, newsletters, and tours.

Coordinate efforts with other public and private land managers along the Jordan River Parkway corridor.

Additional Work Requirements & Conditions

This position will require a valid Utah Driver's License to operate Commission utility vehicles and trailers.

This position will require some work during evenings and weekends, especially related to volunteer coordination.

This position will require moderate physical strength and dexterity for lifting, loading and unloading, and carrying materials, tools and equipment, up to 50 pounds, for extended periods of time.

This position will require the use and demonstration of safety precautions, equipment, tools and/or gear to address risks of working around and operating machines, tools and equipment; working with moderately hazardous agricultural supplies and chemicals such as herbicides and fertilizers; handling waste and litter; working in moderately polluted land and water environments; and working in moderately hazardous conditions in and around water, rough terrain, and natural open space.

This position will require safe operation of tools and light duty equipment, and demonstrated use of these for volunteers working in conservation, restoration, outdoor recreation and event activities.

This position will require frequent outdoor activity in varying weather conditions, including but not limited to planting and seeding, litter and weed removal, walking, bicycling, paddling of small water craft (canoes and/or kayaks), and other related outdoor recreation, education and conservation programs.

Specific assistance and training for use of vehicles, tools, equipment, gear and procedures will be provided as needed or requested.

Qualifications :

Minimum Qualifications

A candidate for this position should possess:

- A degree in a field of study related to the job responsibilities
- A minimum of 2 years of progressive experience working in related areas of responsibility
- An ability to manage multiple projects and tasks concurrently, accomplishing long term goals by achieving short term strategies and objectives
- An ability to work with adults and youth through outreach, education, recreation and volunteer activities
- An ability to communicate effectively, both written and orally
- An ability to work responsibly, both independently and in a team environment
- An ability to work ethically with regard to environmental stewardship and conservation
- An ability to write accurately and effectively for informational and promotional purposes
- Technical competence with computers, operating systems, and software including word processing, desktop publishing (print and web), simple spreadsheet/database management, and communications.

Additional Desired Qualifications

An ideal candidate for this position may also possess any or all of the following:

- Open space conservation and restoration experience
- Environmental education experience
- Specific training and/or certification in First Aid and CPR
- Web development experience

Additional Information :

The Jordan River Commission is an equal opportunity employer. Hiring is done without regard to race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations will be provided to individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Executive Director using the contact information provided above.

Application Procedure :

Prepare a single PDF formatted file to include a cover letter addressing qualifications and date of availability for employment, current resume with contact information that includes email and phone number, and a one page summary of two to three projects or programs related to the job description for which you provided substantial management or leadership. Email application materials as an attachment to the Executive Director with the subject line "Project & Program Manager Application" before the deadline. Applications will be reviewed and screened as received, and interviews for qualified candidates will be scheduled immediately follow the initial closing date. Please advise in the body of the email if you have any limitations regarding scheduling of an interview (i.e. day of week or time of day), and if you are out of the local area and prefer an interview by phone or video conference.