

JOB DESCRIPTION

POSITION: Ecological Restoration Projects Manager
REPORTS TO: Senior Director of Conservation
CLASSIFICATION: Exempt | Full-time
LOCATION: Long Beach | Hybrid
UPDATED: January 2025

POSITION SUMMARY

The Ecological Restoration Project Manager will manage the identification, development, and execution of ecological restoration projects in support of Conservancy programs, resource management plans, and strategic priorities. Key responsibilities include project management, collaboration with various stakeholders, consultants, and contractors, and efficient utilization of GIS resources. The Ecological Restoration Project Manager will ensure that all plans, objectives, and activities on ecological restoration projects are properly documented and will assist the Senior Director of Conservation in moving active projects forward.

LOCATION

Hybrid role based in our Long Beach office, CA office, with remote work and frequent ferry travel to and from Catalina Island, as needed.

KEY RESPONSIBILITIES

- Coordinate with the Senior Director of Conservation to develop projects, involving stakeholders, consultants, contractors, and partner organizations as necessary.
- Assist the Senior Director of Conservation in the development and execution of strategic plans related to the organization's conservation initiatives.
- Manage project files and schedules meticulously, documenting all relevant plans, objectives, surveys, applications and reports.
- Serve as a representative of the organization in public and professional forums, including industry conferences and community meetings.
- Prepare and submit detailed permit applications, including all necessary documentation and supporting materials, and liaise with legal counsel to address any permitting issues or concerns.
- Collaborate with marketing and communication teams to create compelling narratives about the Conservancy's ecological restoration projects for various audiences.

- Coordinate with contracted field workers on project planning and implementation, leveraging their skills and expertise as needed, and oversee the quality of work produced.
- Collaborate with other programs and departments to ensure awareness of project timelines and support requirements.
- Develop project reports and presentations.
- Leverage ArcGIS spatial mapping software to evaluate potential project areas' conservation values and their alignment with the strategic plan.
- Provide GIS support and analysis to Conservancy staff.
- Maintain and utilize the ArcGIS database to support Conservation Program goals.
- Coordinate with conservation staff to complete ecological monitoring and reports and help conduct site visits on proposed project areas.
- Support other Conservancy staff and program areas as requested by Senior Director of Conservation.
- Seek professional development opportunities to stay informed of conservation practices and partnership opportunities.
- Develop KPIs and project plans associated with landscape level restoration. Coordinate meetings, keep track of notes, and manage systems in project management software
- Participate in ground and aerial field operations, perform field mapping and ground truthing.

PHYSICAL REQUIREMENTS

- Must be able occasionally lift and/or move up to 50 pounds.
- Must be able to hike over rugged terrain and through dense shrub, including step and unstable rocky substrate and cactus.
- Ability to work in various weather dependent field conditions, including hot, cold, dusty, or muddy conditions.
- Comfortable with encountering wild animals, including bison and rattlesnakes.

QUALIFICATIONS

Skills & Abilities

- Experience developing and managing ecological restoration projects, including coordination of materials and human resources.
- Effectively collaborate and partner with varying stakeholders to develop successful ecological restoration projects.
- Experience in conservation, project management, natural resource management, planning, and other related fields.

- Demonstrated ability to summarize, analyze, and develop written reports and presentation on results of project activities.
- Exceptional writing, organizational skills, and keen attention to detail.
- Proficient in using MS Office Suite programs and ArcGIS.
- Capable of creating high-quality maps, conducting spatial analysis, and managing data.
- Experience in field mapping ecological, cultural or built resources.
- Strong understanding of data management and statistical analysis skills.
- Ability to think critically and creatively to develop solutions to complex conservation and land use problems.
- Ability to adapt and respond to unexpected and unplanned ecological (e.g., fire, drought, new invasions) or programmatic e.g., changes in organizational priorities or funding) circumstances while still progressing towards core program objectives.
- Ability to work effectively on interdisciplinary team balancing conservation, recreation, and education organizational goals.
- Strong customer services skills required (internal and external).
- Ability to function and thrive in a role of advocate for ecological restoration projects within complex, multi-goal (conservation, education, recreation) organization with diverse professional staff (scientists, operations professionals, visitor experience managers, marketing, and public relations).
- Supervisor experience in managing professional employees, interns, and volunteers with varying skills, with preference for experience in a non-profit environment.

Education & Experience

- Bachelor's degree in environmental science, natural resources, geography, ecology, or related degree in natural sciences required. Master's degree preferred.
- Minimum of 2 years experience in conservation, project management, natural resource managing, planning or other related fields.
- Experience presenting project results and spatial data in oral, graphic, or written formats.

Secondary Qualifications

- Familiarity with local, state, and federal land conservation laws, regulations, and permit application processes is highly desirable.
- Demonstrated experience in community outreach, cultivating partnerships, and fostering trusting relationships with community members and other partner contacts.
- Knowledge of California climate, geology, land use history flora and fauna.
- Willingness and ability to learn new software, technologies, or methodologies to improve the effectiveness of ecological restoration projects.
- Knowledge of GIS software and prior programming language experience, such as R, is desired.

COMPENSATION & BENEFITS

ESTIMATED STARTING SALARY RANGE:

\$78,000 - \$86,000 annually, based on skills and experience.

We're proud to support the health and wellbeing of the people we employ. We offer a competitive, comprehensive benefits package that includes healthcare coverage, flexible spending accounts, 403(b) plan with a 3% employer contribution and a 5% match — fully vested after 2 years, accrued paid time off, life insurance, disability coverage, an employee assistance program, professional development, and other benefits that support work-life balance.

EQUAL OPPORTUNITY COMMITMENT

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

HOW TO APPLY

Please send your resume and cover letter directly to jobs@catalinaconservancy.org, listing the job title in the subject line.

OUR STORY

The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island.

Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action. The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.