

From: owner-pabiodiv@webmail.upb.pitt.edu On Behalf Of Kristin Sewak
Sent: Wednesday, March 08, 2006 11:47 AM
To: PABIODIV@webmail.upb.pitt.edu
Subject: PABIODIV: Biodiversity Projects Manager Position Available

Dear PABIODIV Subscribers,

Please see the Position Announcement below and feel free to forward to individuals that you feel may be interested in working with our non-profit program, Natural Biodiversity, as Projects Manager.

Thank you all,
Kristin Sewak

My apologies for any cross-postings that may occur.

Kristin D. Sewak, Director
Natural Biodiversity
430 Main Street, 1st Floor
Johnstown, PA 15901
ksewak@naturalbiodiversity.org
www.naturalbiodiversity.org (soon to be under construction)

Position Announcement: Projects Manager, Natural Biodiversity

Reports to: Director of Natural Biodiversity
Location: Johnstown, Pennsylvania
Date: March 7, 2006

Functions:

The Projects Manager organizes Natural Biodiversity's twenty-five annual demonstration conservation projects, each involving the recruitment, effective utilization, and retention of community volunteers, students, and civic organizations. The Projects Manager also develops new projects, as needed and identified in Natural Biodiversity's planning documents. The Projects Manager serves as the link between Natural Biodiversity's Director and its annual membership of AmeriCorps coordinators and intern assistants, as well as direct supervisor, trainer and mentor to the coordinators and assistants. The Projects Manager also coordinates Natural Biodiversity's research and development projects, along with its education and outreach efforts. The Projects Manager is responsible for developing and updating agendas, parameters, and training materials for staff, as well as for nurturing Natural Biodiversity's volunteer programs. The Projects Manager maintains and enhances Natural Biodiversity's knowledge of and appropriate experimental use of invasive plant control and native species restoration tactics on a continual basis, demonstrating the best management available. The Projects Manager is required to communicate effectively with all of the Natural Biodiversity team, including Director, AmeriCorps members, interns, steering committee, and Natural Biodiversity's extensive and growing partner network. Finally, the Projects Manager assists the Director with tasks as needed, primarily with the creation of current project proposals for inclusion in grant application packages and with management of quarterly and annual project reports.

Required Qualifications:

1. Bachelors degree in Biology or related field OR five years experience in conservation or non-profit management
2. Excellent verbal and written communications skills

3. Ability to work independently without direct supervision, while maintaining frequent team communications
4. Ability to serve as a leader and motivator
5. Excellent organization, time and stress management skills
6. Ability to work under strict deadlines and to delegate appropriately and effectively
7. Creativity and ingenuity
8. Microsoft office suite knowledge and proficient use

Preferred Qualifications:

1. Bachelor's degree in relevant field plus professional experience
2. Experience managing a conservation project or coordinating a group of volunteers

Oversight:

1. Reports frequently to Director of Natural Biodiversity, verbally on a daily basis and through quarterly written progress updates.

Working Conditions:

1. Position is located at the Natural Biodiversity office in Johnstown, Pennsylvania.
2. Requires moderate amount of travel, mostly within Pennsylvania.
3. Attendance at night meetings and weekend events is required.

Compensation:

1. Position currently organized on a contractual basis with Natural Biodiversity, a non-profit program.
2. Annual compensation will range from \$25,000 to \$33,000, depending on services rendered by Projects Manager and on selected candidate's education and experience.
3. All pre-approved out-of-pocket expenses, such as travel, are reimbursed monthly.
4. Benefits package negotiable following initial performance period of three months.

Application Procedure:

To apply, send cover letter and resume by March 24, 2006 to:

Director
Natural Biodiversity
430 Main Street, 1st Floor
Johnstown, PA 15901

OR to: ksewak@naturalbiodiversity.org (Include job title in the subject line of email)

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