



Position Announcement

Assistant project manager for habitat restoration and enhancement in the Suisun Marsh and Bay/Delta region

California Waterfowl is looking for a new member to join our team. We are seeking a hard-working self-motivated Assistant Project Manager to assist with project and program implementation. The Assistant Project Manager will interact with multiple departments and a diversity of staff providing an opportunity to see firsthand the passion that California Waterfowl's members, volunteers and employees have for our mission. The diversity of job duties will create a stimulating environment and provide the flexibility for the chosen applicant to develop a wide range of skills. If you are passionate about waterfowl, wetlands, hunting, and the outdoors, California Waterfowl is the place for you.

The Assistant Project Manager will assist the Suisun Marsh & Bay Delta Regional Manager with implementing wildlife habitat enhancement and restoration efforts as well as property and facility management. Typical tasks will include, but are not limited to, pre-project surveys, project coordination, project supervision, grant writing, contracting and billing, cost tracking, reporting, permitting, habitat management and equipment operation. This position will require both field and office work and will require regular travel to remote locations, occasional overnight travel and occasional weekend and overtime work. The specific tasks assigned to the Assistant Project Manager will be based on the individual's skills and experience.

To succeed as an Assistant Project Manager, the applicant must have excellent communication skills, be self-motivated with strong work ethic and have strong personal organization skills. The applicant must have well developed skills using Microsoft Office Suite (Word, Excel, Outlook), ability to multi-task efficiently and ability to work independently while completing assigned tasks.

Additional desired qualifications include the following:

- Basic project management skills including - budgeting, cost estimation, scheduling, bid procurement, record keeping, data tracking, reporting
- Conservation planning and design
- Equipment operation and maintenance (tractor, ATV, boat)
- General engineering
- GPS operation and GIS software
- Grant writing
- Public/volunteer coordination
- Knowledge of wetland and waterfowl management practices
- Herbicide application
- Orienteering



- Hunter education certification

Position Title: Assistant Project Manager

Education Requirement: 4-year college degree, or equivalent education plus experience, in wildlife biology, wildlife management, construction management, civil engineering or related field preferred, but not required.

Salary: \$20-\$30/hr commensurate with experience
Full-time (with occasional overtime as necessary).

Start Date: February 2021

Term: This is a permanent position.

Benefits: Health benefits and matching 401K available after probationary period.

Office Location: Regional Office is located in Suisun City, CA 94585
Potential for Satellite/Telecommute

Application Deadline: Open Until Filled

Send Cover Letter and Resume To: Robert Eddings at reddings@calwaterfowl.org

California Waterfowl is an award-winning 501(C)(3) nonprofit, conservation organization with a mission to conserve the state's waterfowl, wetlands, and hunting heritage. We believe that waterfowl hunters are critically important to sustaining California's remaining managed wetlands. In the last 20+ years, we have completed over 1,500 individual projects to protect, restore, and enhance over 500,000 acres, providing habitat for millions of birds and animals. To learn more visit our website at www.calwaterfowl.org.