ASSISTANT PROJECT MANAGER FOR STRATEGY

JOB ANNOUNCEMENT

The San Juan Bay Estuary Program (ESTUARIO) is seeking interested candidates to support the Executive Director and the San Juan Bay Estuary Team as Assistant Project Manager to refine the organization’s strategy, identify opportunities to advance initiatives and coordinate the implementation of strategic projects.

This position ensures the implementation of the CCMP by ensuring a clearly defined strategy to internal and external stakeholders, aligning with current standard operating procedures and enabling the team to take advantage of synergies in an orderly manner as they present themselves. This will include supporting the implementation of processes and procedures, KPI's, and technology that facilitate collaboration and strategy implementation.

The Assistant Project Manager for Strategy will be involved with a broad range of projects focused on:

1. Refining the organization’s strategy and collaboration infrastructure to ensure it as agile as possible, being solid enough to provide clear direction and stability yet flexible enough to allow the team to easily pivot and adapt to new circumstances as necessary with as little conflict as possible

2. Ensuring cohesion between the various initiatives undertaken and their connection to the CCMP

3. Defining clear, viable paths towards the implementation of strategy

Reporting to the Executive Director, the Assistant Project Manager for Strategy will be a self-motivated, proactive team member who has excellent communication and stakeholder management skills. The Assistant Project Manager for Strategy will need to work closely with subject matter experts, stakeholders and staff across the program and organization to be successful in their role.

Responsibilities

* Serves as point of contact for the revision of the CCMP to ensure a coordinated and concerted effort between the various stakeholders, including but not limited to:
  + Conducting a background analysis for the revision of the CCMP, including information from the Public Health, Hazard Mitigation and Green Infrastructure plans.
  + Support the Executive Director in compiling a list of recommendations from the public, stakeholder committees and the Management Conference as part of the selection of new actions to include in the revised CCMP.
* Coordinates the development of Estuario’s Five-Year Strategic Plan with internal and external stakeholders.
* Participates in the development of yearly work plans for all grants to ensure cohesion, coordination and alignment with the CCMP
* Continuously identifies, documents and makes recommendations on improvements to the organization’s strategy that enhance the effectiveness and efficiency of CCMP delivery and implementation.
* Supports the Executive Director in ensuring the organization’s strategy is replicable in other watersheds across the island as part of Estuario’s role as a National Estuary Program
* Continuously research, vet and recommend opportunities to advance strategy implementation, including but not limited to Projects, Collaborations, Funding, Speakerships, other opportunities as relevant
* Maintains excellent collaborative relationships and communication with subject matter experts and internal and external stakeholders across the watershed to inform and enable improvement in CCMP delivery and implementation
* Works closely with staff and contractors across the program and organization to maximize resources and opportunities,
* Identifies challenges in strategy implementation with staff and contractors, recommends solutions to the Executive Director and oversees the implementation of selected solutions.
* As necessary, support the Executive Director in her work with Estuario’s leadership.
* As necessary, enable effective communication between the Estuario team members and federal and state agencies and local governments

REQUIRED QUALIFICATIONS:

* Bachelor degree in urban planning and/or development, public administration, or related programs
* Works well independently and as part of a team, on the field, and behind a computer.
* Ability to effectively organize work, determine priorities, establish and monitor timelines, manage multiple projects simultaneously, and complete assigned tasks with minimal supervision
* Ability to effectively access and utilize computerized systems and equipment to complete assigned tasks, including; Microsoft Word, Excel, Outlook and PowerPoint; Adobe Acrobat; and other systems/programs as needed
* Ability to develop and maintain effective working relationships with co-workers, professional peers, the general public, and the ability to effectively work as a team and on individual assignments
* Ability to multitask efficiently, as well as adapts easily to dynamic and changing situations.
* Excellent communication and interpersonal skills, including speaking in public to diverse audiences and one-on-one conversations with various level of leaders and/or individuals
* Highly proficient in spoken and written English
* Excellent ability to synthesize information, analyze data

How to Apply:

Interested candidates should submit a cover letter and resume/CV by email no later than September 13, 2021 to: [reclutamiento@estuario.org](mailto:reclutamiento@estuario.org). The email must be directed to reclutamiento@estuario.org, and must specify in the subject the title of the position, "Assistant Project Manager for Strategy”.

THE SAN JUAN BAY ESTUARY PROGRAM

The San Juan Bay Estuary Program (SJBEP) is part of the National Estuary Program (NEP), created under Section 320 of the Clean Water Act (CWA), and managed nationally by the United States Environmental Protection Agency (USEPA). Its mission is to improve the water quality of the San Juan Bay Estuary. Per Section 320 of the CWA, each of the 28 entities affiliated to the NEP must submit to EPA Administrator a Comprehensive Conservation and Management Plan (CCMP) to guide the restoration efforts of the most important coastal ecosystems for the economy of the Nation. The main responsibility of each organization under the NEP is to coordinate and measure the implementation of the plan in partnership with the community, state, local, and federal governments and the Academia.

The Corporation for the Conservation of the SJBE provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or genetics.