Estuario Project coordinator – COMPREHENSIVE CONSERVATION AND MANAGEMENT PLAN (CCMP) REVISION

CONTRACT ANNOUNCEMENT

The San Juan Bay Estuary Program (ESTUARIO) is seeking interested candidates to support the Executive Director and the San Juan Bay Estuary Program Team as Estuario Project Coordinator in conducting a revision of the Comprehensive Conservation and Management Plan (CCMP) to reflect environmental changes in the watershed and recent atmospheric events that bring about emerging challenges to the restoration and conservation of the San Juan Bay Estuary watershed. The new revision is expected to update, amend and propose new actions, based on current and projected risks.

The past year, Estuario began a two-year review process of conducting a background analysis for the revision of the CCMP, which included collecting information from the SJBEP’s mitigation planning, green infrastructure, and illicit discharges detection initiatives the first year. In the second year, the Estuario Project Coordinator will compile a list of recommendations with data and information from public meetings, meeting with stakeholder committees and present them through the SJBEP’s website and local news publications. Selection of the new actions to include in a revised CCMP will take into account the recommendations made by the SJBEP Management Conference. EPA’s program officer will be substantially involved in the CCMP revision process.

To support the CCMP revision process and ensure our organization’s sustainable growth and its impact, the Estuario will develop a five-year plan to ensure all strategic initiatives serve a common purpose. The plan will lay out how current and programmed projects will work in concert to advance Estuario’s mission, coordinating the NEP evaluation with the development of the Hazard Mitigation Plan and Green Infrastructure Master Plans to ensure the final recommendations and strategies inform the actions included in the CCMP.

Responsibilities

* Conduct analysis of compatibility of the current CCMP actions with the vision and recommendations identified in the final report of the 5-year strategic plan that will identify recommendations related to the CCMP’s implementation approaches including responsible parties, and recommendations of metrics
* Work with state and municipal agencies, community-based organizations, general public, and local publications who will be involved in providing input and recommendations
* Hold public meetings, meetings with stakeholder committees
* Develop report with list of recommendations that will be presented through the Estuario website and local news publications
* Present quarterly reports to CCMP revision steering committee
* Prepare weekly updates about the progress and important findings
* Work closely with the Executive Director, who will oversee and guide the entire CCMP revision process, and the Assistant Project Manager for Strategy

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.
* Adapts easily to dynamic and changing situations.
* Understands how Estuario’s programs and projects relate to one another and how each contributes to the implementation of the CCMP.
* 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
* 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. The email must be directed to reclutamiento@estuario.org, and must specify in the subject the title of the position, "Estuario Project Coordinator".

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.