



Job Announcement Watershed Programs Manager

[The Bay Foundation \(TBF\)](#) is a non-profit environmental group founded in 1990 to restore and enhance the Santa Monica Bay and local coastal waters. TBF and the Santa Monica Bay Restoration Commission are partners in the Santa Monica Bay National Estuary Program (SMBNEP), one of 28 entities that comprise the National Estuary Program. TBF raises and expends funds for research, education, planning, cleanup efforts, and other priorities identified in SMBNEP's [Bay Restoration Plan](#). As advocates for the Bay, TBF works collaboratively with a broad group of stakeholders, including members of the public, government agencies, industry, environmental groups, and scientists to implement innovative policies and projects that clean up the waterways and create green spaces and natural habitats in the Los Angeles region.

Position Summary:

The role of the Watershed Programs Manager is to further the science, restore habitats, manage field operations, and conduct analyses and reporting for projects in support of the [Bay Restoration Plan](#). The Manager will implement and lead best management practices for research, monitoring, and habitat restoration with a focus on the Santa Monica Bay area and associated watersheds. The watershed programs team conducts activities ranging from wetland research and dune restoration to water conservation outreach, and this position provides an opportunity to develop a broad range of skills while contributing to a diverse array of environmentally beneficial projects.

Location: Loyola Marymount University with a variety of field locations throughout southern California.

Job Responsibilities:

- Manage or coordinate numerous habitat restoration projects including, but not limited to, the restoration and scientific monitoring of wetlands, dunes, coastal strand, and upland habitats;
- Manage external grants, subcontracts, and budgeting for multiple projects;
- Apply for and receive funding for programmatic development;
- Data entry, QA/QC, and complex data management;
- Conduct data analyses (understanding of statistics and GIS preferred);
- Write technical reports and memoranda;
- Supervise and manage part- or full-time staff and interns;
- Create and maintain relationships with government agency staff, nonprofit partners, scientific researchers, and other environmental stakeholders;

OUR MISSION:

*To restore and enhance the Santa Monica Bay
through actions and partnerships that improve water quality,
conserve and rehabilitate natural resources, and protect the bay's benefits and values.*



- Coordinate students and volunteers;
- Coordinate and represent TBF at public meetings, events, and other outreach activities;
- Additional responsibilities as required by TBF's Director of Watershed Programs or TBF's Executive Director.

Required Qualifications:

- Undergraduate Bachelor's degree in biology, ecology, or a related environmental science field;
- Four years of experience in a related field, including two years of experience in a supervisor-level position (advanced degree may substitute as experience qualification);
- Technical writing proficiency (writing sample required);
- Excellent communication skills;
- Proficient in Microsoft Office suite (e.g. Word, Excel, Powerpoint) and Adobe suite;
- Ability to multitask and work independently and as part of a group;
- Ability to work under pressure and meet deadlines;
- Valid CA driver's license.

Preferred Qualifications:

- Strong passion for TBF's mission and the environment;
- Graduate degree in related field;
- Grant administration, budgeting, tracking, and reporting experience;
- Proven success in applying for and receiving grant funding;
- Plant identification skills and familiarity with southern California ecosystems.

Application Information:

This is a full time salaried position; compensation will be commensurate with experience, expertise, and qualifications. Benefits, leave time, and a casual work atmosphere and creative work environment offered. The Bay Foundation is an equal opportunity employer.

To apply for this position, submit a cover letter, CV or resume, three professional references, and a writing sample electronically via email to the Director of Watershed Programs, Karina Johnston, (kjohnston@santamonicabay.org). **Application packages are due by 5 pm on August 11, 2015.**

OUR MISSION:

*To restore and enhance the Santa Monica Bay
through actions and partnerships that improve water quality,
conserve and rehabilitate natural resources, and protect the bay's benefits and values.*