LIVABLE COMMUNITIES OLYMPICS PROJECT MANAGER

We work throughout Washington State to support land use policies that encourage healthy, equitable, and opportunity-rich communities, and protect our valuable farmlands, forests, and water resources.

ABOUT FUTUREWISE

For 30 years, Futurewise has worked to encourage a sustainable and equitable built and natural environment in Washington State.

With the state’s Growth Management Act (GMA) as a lens, we use policy development, advocacy, community engagement, organizing, data analysis and legal tools to protect farms, forests and water resources, and encourage livable cities through affordable housing, access to transit, and green infrastructure.

To achieve these outcomes, our staff of planners, lawyers, and organizers work with every level of government, within every geographic scale, together with hundreds of local organizations and activists to advance community-based solutions to land use and environmental challenges.

ABOUT THE POSITION

We are seeking a project manager to manage and coordinate a watershed planning project currently underway in Port Angeles, Washington.

Position title: Livable Communities Olympics Project Manager  
Reports to: Livable Communities Program Manager.

Position type: Part-time (30 hrs/wk), exempt employee; temporary (fully funded through October 31, 2021), extension and increase to full-time dependent on funding 
Start date: May 31, 2021

Salary: $22.50 - $27.50 / hour  
Location: Anywhere within reasonable commuting distance of Port Angeles, WA

The chosen candidate will be expected to quickly absorb information about the ongoing GreenLink Port Angeles project and then step into the project manager position to lead the project to a successful completion.

While the position will initially be working virtually and remotely, ideally the candidate will be in reasonable commuting distance of Port Angeles and have existing relationships and familiarity on the Olympic Peninsula.
ABOUT THE PROJECT

GreenLink Port Angeles is a two-phase, watershed-scale, green infrastructure project started in 2018. Phase 1 develops an integrated network of implementable green infrastructure recommendations to improve water quality, habitat, and community assets. Phase 2 will support the development and implementation of projects and programs identified in Phase 1. The project will be led by Futurewise together with the City of Port Angeles, Clallam County, Lower Elwha Klallam Tribe, and several community organizations.

See the project website for additional details.

RESPONSIBILITIES

- Managing the GreenLink Port Angeles project and moving it towards successful completion in 2022 and identifying potential follow up projects;

- Creating long- and short-term plans, including setting targets for milestones, adhering to deadlines and allocating resources;

- Preparing quarterly and annual grant contract reports, including summaries of expenditures and progress summaries;

- Building and maintaining relationships with project stakeholders and prospective partners on future projects (funders, local government, local leaders, advisory committee members, project supporters, etc.);

- Planning, coordinating, and facilitating meetings with: local government officials; partner organizations; community and place-based partner organizations; individual activists; and funding partners;

- Engaging and educating the general public about the plan and specific projects as well as Futurewise’s mission and values;

- Hiring and managing project subconsultants (e.g., environmental consulting firms);

- Managing project supporters (e.g., other Futurewise staff, project stakeholders, volunteers, etc.); and,

- Performing research/analysis and drafting reports—or preparing other visual documents like maps, charts, presentations, etc.—that summarize the project’s findings and conclusions.
QUALIFICATIONS

Required Skills & Qualities

> Demonstrated history of success working in an unstructured, dynamic work environment that requires both self-direction and coordination with team members;

> At least two (2) years of experience in a management role on urban or environmental planning, community engagement, community organizing or similar projects—with a demonstrated record of successful (goals met, on-time, under-budget) project delivery;

> Experience writing project proposals, developing scopes of work, and creating project budgets;

> A lived experience and perspective that expands the breadth of the team’s collective experience, knowledge, and understanding;

> Experience working with a team and managing external partners;

> Experience engaging and/or organizing communities using a variety of tactics and approaches;

> Ability to facilitate meetings and strategy sessions with a wide variety of different types of project stakeholders;

> Excellence in oral and written communication skills;

> Openness to constructive feedback;

> Ability to flexibly respond to shifting priorities and new opportunities; and,

> Desire to have fun while working with a highly motivated, high performing team who is committed to encouraging healthy, equitable, and sustainable communities.

Preferred Skills & Qualities

> Experience managing a project funded by the Washington Department of Ecology—preferably one funded by the National Estuary Program (NEP);

> Strong connection to the community of Port Angeles, Washington;

> Access to a personal vehicle for work-related trips; and,

> Bachelor’s degree—or equivalent experience—in a related field (e.g., urban/community planning, environmental science, environmental policy, community engagement, community organizing).
COMPENSATION

This is a full-time position temporary position with a full benefit package. The initial period of employment is 6 months with the possibility of an extension depending on funding.

Compensation is $22.50 - $27.50 / hour depending on experience. Benefits include fully covered health care insurance (medical, dental, and vision), employer match for simple IRA retirement fund, paid vacation, sick leave, and holidays, as well as an employer-subsidized regional transit pass (ORCA Card).

TO APPLY

Interested candidates should send a cover letter, resume, and at least three references in PDF format to jobs@futurewise.org.

Please make the subject of the email “Your Last Name - Livable Communities Olympics Project Manager” and address the cover letter to “Hiring Manager”.

Please label any submitted files—including your cover letter, resume, and list of professional reference contact information—using your last name (e.g., “Your Last Name - Resume for Futurewise Livable Communities Olympics Project Manager.pdf”).

The position is open until filled, but candidates that submit materials prior to Sunday, May 9, 2021 will be given priority by the hiring committee.

No phone calls, please.

COMMITMENT TO RACIAL EQUITY & EQUAL OPPORTUNITY EMPLOYMENT

Futurewise is committed to sharing our power, political access, expertise, and voice with communities of color and marginalized communities to encourage natural and built environment outcomes that reflect and respond to their priorities, and to working alongside those communities to dismantle systems of oppression in Washington State.

Futurewise is an Equal Opportunity Employer that values diversity in all areas of its operations. We are committed to equal opportunity in employment and promotion for all qualified persons without regard to race, color, age, religion, sex, marital status, sexual orientation, gender identity, national origin, citizenship, military or veteran status, the presences of any sensory, mental or physical disability, pregnancy and childbirth, family responsibilities, or any other basis protected by applicable laws, regulations, or guidelines relating to discrimination in employment.