POSITION: Project Manager
Full-Time / Non-Exempt

LOCATION: Located in Red Bluff and/or Chico, California, this is a grant-funded, limited term position assigned to work with the Sacramento River Forum (Forum, www.sacmentoriver.org/forum). Work is throughout the northern Sacramento River corridor from Shasta County to northern Yolo County.

ESSENTIAL JOB FUNCTIONS: Under the direction of the Forum Executive Director, support and manage the development of side channel restoration projects on the Sacramento River; work with local, state and federal agencies; biologists; engineers and other specialists to gather data for preparation of environmental permit applications; use existing templates to develop and maintain project planning and implementation timelines; provide support to collaborating agencies during implementation; conduct environmental compliance monitoring; coordinate with landowners; communicate and coordinate with media and perform other related duties as needed and assigned. Overtime may be required.

Under the direction of the Forum Executive Director, also assist with: preparation of public outreach documents and written correspondence; outreach to relevant stakeholders; organizing relevant advisory committees; preparing reports and other written deliverables for a variety of audiences; conducting research; interfacing between agencies, elected officials and landowners.; organizing and conducting public forums and workshops.; and working with the Forum Executive Director in identifying new strategic opportunities for the organization. The Project Manager may provide direct supervision of other staff and interns.

EMPLOYMENT STANDARDS: Bachelor’s degree, with a master’s degree preferred, or equivalent education and experience. The field of study should be related to natural resources, biology, planning or otherwise have prepared the applicant to meet the essential job functions. Required knowledge, skills, abilities and attributes include:

- Ability to navigate permit processes for environmental restoration projects from application through implementation and project closeout;
- Ability to identify and resolve problems during implementation of environmental restoration projects;
- Ability to communicate effectively with multiple stakeholders;
- Ability to facilitate input on restoration projects from multiple stakeholders;
- Ability to communicate with rural landowners about restoration projects on private land;
- Proficient with all Microsoft Office products, particularly Word, Excel, PowerPoint;
- Demonstrated experience in managing work-plans, timelines and budgets;
- Demonstrated experience in preparing and delivering effective written and oral reports;
- Organizational skills and the ability to prioritize tasks;

DISCLOSURE OF CAMPUS CRIME STATISTICS
An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website: http://www.csuchico.edu/up.
• Ability to adapt in a fast paced, constantly changing work environment (and to work within deadlines);
• Ability to work independently under general direction and function cooperatively and productively as a member of a team;
• Ability to work comfortably in the field in a variety of outdoor and sometimes inclement weather conditions and on uneven terrain, including rock-hopping, ditch crossing, lifting up to 25 lbs and working around heavy equipment.

COMPENSATION: $34.00 – 39.00/hr., depending on experience, plus benefits.
Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%). The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is at-will.

APPLICATIONS: Applicants must submit a completed Chico State Enterprises application, cover letter, current resume, writing sample (no more than three pages, excerpts acceptable) and three references. Position will remain open until filled and application review will begin XXXXX. Applications can be submitted:

BY MAIL: Chico State Enterprises
25 Main Street, Suite 206
Chico, CA 95928-5388

IN PERSON: Chico State Enterprises
25 Main Street, 2nd Floor suite 206
Chico, CA

BY EMAIL: csejobs@csuchico.edu

BY PHONE: (530) 898-6811 or VISIT OUR WEBSITE: http://www.csuchico.edu/cse

For questions, please contact Chico State Enterprises Human Resources office:

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