



## **ASSISTANT PROJECT COORDINATOR**

The Pensacola and Perdido Bays Estuary Program's (PPBEP) mission is to serve as a trusted source for residents, businesses, industry, and the community on issues relating to preserving, restoring, improving and maintaining the natural habitat and ecosystem of the bays, estuaries and watersheds of Pensacola and Perdido Bays.

The Assistant Project Coordinator will assist the Project Coordinator with all aspects of project coordination for assigned environmental restoration projects. The Assistant Project Coordinator will primarily be responsible for coordinating implementation of the Living Shoreline Cost Share Program. Duties include administering program rollout, property owner enrollment, design development, permit coordination, construction oversight, and program reporting. The Assistant Project Coordinator will also be responsible for coordinating implementation of the Compound Flood Modeling Project and Adaptation Plan. Duties include coordinating with Florida State University to ensure flood model deliverables align with grant requirements and Program's vision, facilitating the Project Steering Committee, and serving as the staff lead on production of the Adaptation Plan, which will identify coastal and inland adaptation actions needed to adapt to the effects of current and projected compound flooding effects, among other duties.

The Assistant Project Coordinator should possess project management skills and have entry level project management experience. The Assistant Project Coordinator should possess knowledge of coastal restoration principles, including design and implementation of living shorelines and adaptation planning.

The Assistant Project Coordinator works under the supervision of the Project Coordinator and collaborates with all program staff. This is a full-time position that will have regular work hours from Monday-Friday with a potential for work outside of those hours, as needed. The position is based in Pensacola with frequent travel throughout the area watersheds.

**This is a grant-funded position funded through August 2027.** The position has the potential to be extended contingent on funding availability.

### **EXAMPLE OF DUTIES**

Assists with managing natural resource and environmental improvement projects in assigned area of responsibility; coordinates the activities of consultants, contractors, and/or other applicable parties; provides guidance related to project creation, construction, scheduling, manpower, and/or other related issues

Ensures project goals, objectives, and vision are successfully implemented

Reviews and evaluates design and engineering plans, specifications, GIS maps and reports; prepares reports and/or comments regarding findings; provides input, assistance, and recommendations; ensures compliance with applicable standards and specifications

Research design and construction issues, real estate, surveys and environmental issues, records, maps, documents, and/or other supporting documentation in support of project activities

Responds to requests for information from the general public, other governmental agency, and/or other interested parties and, when necessary, communicates issues to other appropriate personnel

Assists with administration of contracts and grant agreements for applicable environmental projects and/or maintenance activities in assigned area of responsibility

Performs project inspections to ensure compliance with applicable standards and specifications

Prepares for and participates in regular and routine meetings related to assigned projects

Coordinates with local, state, and federal regulatory agencies to ensure regulatory compliance is achieved

Coordinates closely with all Program staff to ensure project updates, milestones, reviews and feedback, and engagements are communicated effectively

Performs other duties as assigned

### **TYPICAL QUALIFICATION**

#### **Minimum Qualifications**

#### **Training and Experience:**

Bachelor's Degree in Environmental Engineering, Environmental Science, Natural Resources Management, Urban Planning, or related field, and a minimum of one year of experience in environmental restoration or, a combination of education and experience equivalent to these requirements.

#### **Licenses and Certifications:**

Must possess a valid driver's license from state of residence

#### **Knowledge, Skills, Abilities and Other Characteristics (KSAO's):**

strong verbal communication skills

strong written communication skills in a variety of writing formats for diverse audiences, including email correspondence, written reports, public presentations, etc.

interpersonal skills to successfully establish and maintain effective working relationships with Program staff, partners, and the general public

administrative experience

organize and coordinate work within schedule constraints and handle emergent requirements in a timely manner

work independently, manage multiple projects concurrently, resolve conflicting issues, and adhere to deadlines, while working on multiple, diverse projects

translate communication needs into products that are thoughtful, highly organized, logical, and easy to digest

operate a vehicle

environmental restoration principles and practices

project management principles

grant management and reporting

managing complex projects

preparing a variety of reports and documents, including GIS maps

analyzing processes and making recommendations for improvement

ability to interpret and apply applicable laws, rules, and regulations

review plans, specifications, technical studies, and reports for completeness and accuracy

Professional KSAO's include, communicating diplomatically, having a positive and adaptable mindset, being self-motivated and goal-oriented, working independently and exercising independent judgement, and remaining calm and effectively communicating during stressful situations

### **COMPENSATION**

Salary Range: \$18/hour – \$22/hour plus benefits

### **BENEFITS**

Health Insurance: PPBEP covers 100% of monthly employee premiums, up to 50% coverage for spouse/family coverage, and contributes \$1,000 annually to the employee's HSA account.

Dental: PPBEP covers 75% of monthly employee dental premiums. Spouse/family coverage is also available and is 100% covered by the employee.

Vision: Voluntary vision insurance is available and is 100% covered by the employee.

Retirement: PPBEP offers a competitive retirement plan.

Paid Time Off: Paid time off will accrue beginning date of hire.

### **SUPPLEMENTAL INFORMATION**

#### **Physical Requirements:**

Positions in this class typically require: talking, hearing, seeing, finger and hand dexterity, and repetitive motions.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to fumes, dusts, extreme temperatures, intense noises and travel.

### **APPLY**

To apply, please submit a resume, cover letter, contact information for three professional references, and supplemental questions to [info@ppbep.org](mailto:info@ppbep.org) by 11:59PM CT on December 15, 2023. Please include "Assistant Project Coordinator Position Application" in the subject line.