



Friends of Santa Cruz State Parks (Friends)

Title: Project Manager
Reports to: Operations Director

About the position: The Project Manager works closely with the Operations Director, other Friends' staff, State Park staff and volunteers in developing and implementing Friends' projects and programs supporting excellent state parks and beaches in the Santa Cruz District.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Work closely with Friends Operations Director to implement Friends programs and projects throughout the District;
- Manage Friends' Kimbro and McClune properties adjacent to the Castro Adobe State Historic Park, including arranging for repairs and maintenance, along with booking and managing special events;
- Work closely with the Historic Preservation Project Manager, and the Friends Castro Committee on projects related to the Castro Adobe State Historic Park;
- Work with the Santa Cruz Mission State Historic Park Committee to plan and implement projects and programs at the Mission; Book and manage rentals and special events at the Mission;
- Help to build and strengthen community partnerships;
- Attend committee meetings to report on progress of projects and programs.

Other Responsibilities

- Establish and maintain effective channels of communication with partners, co-workers, contractors, clients, affiliates, vendors and all other business contacts;
- Use equipment and materials in a safe and acceptable manner, follow established safety procedures, use appropriate safeguards and observe common sense rules of safety in all on-the-job activities;
- Conduct self in a manner reflecting credit on the organization and encourage others to do the same.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required, but are not an exhaustive list. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Commitment to the mission of ensuring that our local state parks and beaches are thriving and available to all;
- Commitment to the values of Friends, which include: innovation, equity, inclusion, sustainable stewardship, collaboration, kindness, voice/advocacy, and accountability.
- Bachelor's Degree or equivalent education and experience and a minimum of two years' similar work experience in a comparable role;
- Strong written and oral communication skills;
- Ability to work and thrive in a collaborative team environment and with organizational staff, volunteers, board members, community members, consultants and vendors;
- Ability to work independently and accurately with minimal supervision and the ability to make sound, independent decisions;
- Ability to handle multiple priorities and manage multiple projects within deadlines;
- Ability to work well under pressure;
- Demonstrated leadership capabilities and strong interpersonal skills;
- Ability to interpret rules, regulations and policies;
- Excellent analytical, abstract reasoning and organizational skills;
- Must have a valid driver's license with a good driving record and a reliable vehicle in good working condition; Mileage reimbursement provided upon submission.

Equal Opportunity Employer:

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Friends of Santa Cruz State Parks (Friends) will be based on merit, qualifications, and abilities. Friends does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including breastfeeding and conditions related to breastfeeding), gender (including gender identity and gender expression), national origin, ancestry, age, mental or physical disability, medical condition, genetic characteristics and information, marital status, registered domestic partner status, military and veteran status, sexual orientation or any other characteristic protected by law. In addition, in accordance with California law, Friends does not discriminate on the basis of the following categories: possessing a California driver's license issued to an undocumented person; a lawful change of name, Social Security Number or federal employment authorization document; or receipt of public assistance in the form of Medi-Cal coverage.

Compensation

Exempt; \$45,000 annual salary; health insurance; 403(B) retirement savings plan with employer match; Flexible Spending Account for healthcare expenses; group dental, vision, acupuncture and chiropractic insurance available; vacation & sick pay; 17 paid holidays.

Deadline to apply

Open until filled.

How to apply

Send cover letter and resume to: jobs@thatmypark.org or
Friends of Santa Cruz State Parks
Attention: Paul Martinez, Field Operations Director
1543 Pacific Avenue, Suite 206

Santa Cruz, CA 95060

Please apply online at:

<http://www.thatsmypark.org/jobs/employment-application/>

We will respond to all applications under active consideration.