



THE SUSTAINABILITY INSTITUTE

PROJECT MANAGER **Charleston, South Carolina, USA**

We are a nonprofit organization with a relentless passion for empowering vulnerable individuals and families, a belief that housing should be affordable, safe, healthy, and responsible for all, and a vision for Lowcountry communities that are sustainable and resilient for generations to come.

Established in 1999, The Sustainability Institute (SI) strives to be a trusted partner to neighborhoods undergoing change, a place where at-risk and disadvantaged people find a voice through service-learning and a supportive environment, and a facilitator and implementer of innovative community projects that teach, demonstrate, and inspire. Our diverse portfolio of work includes sustainability consulting and planning for municipalities and private sector businesses, a broad range of green jobs/workforce training programs focused on building and home performance, a city-wide energy efficiency program, a weatherization service, and an AmeriCorps Program in its 11th year that is hard at work building the next generation of conservation leaders in our community.

2021 brings a new dimension to SI's work with our AmeriCorps Program - Environmental Conservation Corps (ECC) - focusing on critically important land conservation activities and projects to combat and mitigate climate change and other anthropogenic impacts on our national forests, national wildlife refuges, regional parks, urban neighborhoods, and waterways. The ECC is a core SI program, geared toward empowering and transforming the lives of AmeriCorps Members, including economically disadvantaged young adults, through its tested workforce readiness and service-learning framework.

We are currently seeking a full-time Project Manager to coordinate, lead, and execute land conservation projects and service-learning activities with federal, state, and local partners. In this role, he/she/they will train, coach, supervise, transport, and mentor AmeriCorps Members and volunteers. He/She/They will also be responsible for all aspects of successful project delivery, including budget estimating, quality control, and safety planning.

Applicants with experience managing land conservation projects, including training and supervising teams for field-based work, will be given priority review. The ideal candidate is accustomed to working in a dynamic environment, specifically one which serves a diverse population by offering an array of opportunities to foster personal and professional growth. This position reports to the Director of Programs.

Core Duties & Responsibilities:

- Plan, execute, and assess projects, including budgetary and feasibility review
- Serve as the site supervisor and safety officer on all SI projects
- Assess and mitigate job site hazards
- Procure supplies and equipment, as needed
- Maintain the SI's fleet and inventory of supplies and equipment
- Devise and manage equipment calibration schedules
- Serve as the primary coordinator for professional development and other training activities



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- Coordinate and supervise service-learning opportunities for the AmeriCorps Members
- Cultivate and expand relationships with employers and mentors
- Contribute to the expansion of SI's community engagement strategies
- Uphold and enforce SI policies and procedures
- Assist with AmeriCorps Member recruitment efforts
- Serve as an ambassador for our agency as well as the Corps Network (AmeriCorps)
- Help amplify SI's efforts to build equity, diversity, and inclusion in everything we do
- Perform other duties as required

Desired Qualifications & Experience:

- Certified Project Management Professional (cPMP)
- LEED Professional (Green Associate, AP + Specialty, & Fellow) and/or comparable certification
- Experience managing teams in carrying out land conservation projects related to urban forestry, sustainable agriculture, natural resource management, and/or recreational area maintenance
- Construction training and/or direct construction site experience
- Prior experience operating chainsaws and other power equipment
- Experience with project management and/or CRM platforms
- Effective communication, leadership, organizational, and relationship-building skills
- Strong listener, who is attuned to community needs, knows how to build trust, and will help us build authentic relationships with the communities and individuals we serve
- Prior experience serving vulnerable individuals, families, and at-risk populations
- Demonstrated effectiveness in mentoring young people
- Experience tracking and reporting data to assess program outcomes
- Out-of-box thinker with a high degree of adaptability and a propensity for creative problem-solving

Must-Haves:

- 21 years or older
- 2 or 4-year degree in applicable field
- Pass criminal background check
- 5+ years of relevant experience
- Experience working as a project manager in a dynamic and diverse work environment
- Practical knowledge of job safety standards
- Exceptional customer service skills
- Proficiency working with Microsoft Office Suite, including Word, Excel and PowerPoint

Compensation:

- \$50-60k annually, commensurate with relevant experience



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Benefits & Perks:

- Monthly allowance for healthcare coverage
- Dental insurance (after 90 days of employment)
- Opportunity to work with dedicated and solution-oriented team

Other Need-to-Knows:

- Prospective SI Team Members need to demonstrate their ability to lead by example, including embracing a sustainability-oriented lifestyle, during the candidate selection process.
- This position is not eligible for remote work and does not qualify for a relocation package.
- The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.

To Apply:

- Submit a cover letter, resume, and a list of three references as a single PDF file to Dr. Ashley Lavender (she/her), Director of Programs at: Ashley@sustainabilityinstitutesc.org. Please add "Project Manager Application" to the subject line of the email.
- This position is open until filled.