



WE ARE LOOKING FOR GREAT LEADERS LIKE YOU.

Vermont Youth Conservation Corps | 1949 East Main St. Richmond, VT 05477 | 802-434-3969 | Info@VYCC.org | VYCC.org

CONSERVATION WATER QUALITY PROJECT MANAGER

Date Posted: November 5, 2021

Team: Conservation Program **Position Status:** Full-time, Year Round

Position Start: Position open until filled **Exemption Status/Reason:** Exempt

Job Summary

The Vermont Youth Conservation Corps (VYCC) is seeking a full-time Water Quality Project Manager (WQPM) who is passionate about engaging young people in hands-on projects that increase resiliency of public infrastructure throughout Vermont. The WQPM is responsible for collaborating with a broad network of watershed partners to secure project revenues, implementing best management practices for watershed projects; providing guidance and leadership for watershed crews, and supporting Vermont’s water quality goals. Working closely within the Conservation Team and across VYCC teams, the Conservation Water Quality Manager is an integral part of a highly motivated group that develops and implements projects focused on water quality and watershed health. The Conservation Water Quality Manager has both supervisory and administrative responsibilities in the field and in the office.

Essential Functions

Partnership Development

- Build relationships with new and existing project partners. Effectively communicate the value and impact of best management practices as well as the VYCC experience
- Oversee project funding and pursue new revenue streams
- Conduct pre-season site visits to determine site prescriptions and scope of work
- In collaboration with VYCC staff, connect VYCC alumni with prospective employers

Project Procurement

- Work with partners to identify, design and implement high priority watershed projects that support Vermont’s Clean Water Act
- Secure fee-for-service projects through solicitation, contracting, and work project completion
- Collaborate with development staff to identify, secure, and implement philanthropic/ grant-specific water quality improvement projects to be completed by VYCC crews

Crew Support and Oversight

- Participate in annual program design, planning, and goalsetting
- Assist with Crew Leader and Crew Member recruitment, hiring, and training
- Assist with program events such as crew start-ups and closures
- Provide logistic support for crews, including tools, equipment, first aid, communications
- Work closely with Crew Leaders and project partners to ensure high standards for safety and project quality
- Support Crew Leaders in management of Crew Members
- Provide project supervision and on-call support
- Model and demonstrate to Crew Leaders teaching and facilitation techniques appropriate for learning in the outdoors

Administrative Support

- Serve as a liaison and contact for project sponsors and partnering agencies
- Participate in strategic meetings with major project sponsors
- Manage project related grants
- Manage project sponsor and work project databases
- Assist with project documentation, data collection, and reporting
- Assist in annual budgeting cycles

Preferred Knowledge, Skills and Abilities

- Knowledge of Vermont ecology, natural history, and current issues around water resources
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Ability to build collaborative partnerships with a wide variety of external partners
- Familiarity with watershed-related organizations and partners in Vermont
- Working knowledge of program planning, organizational structure, budgeting, administrative operations, and fundraising
- Excellent communication skills, both written and verbal, with the ability to represent the organization externally across a wide range of stakeholders and constituencies
- Expertise in Corps programming, education, youth development, and/or workforce development
- Outstanding time management, organizational skills, and attention to detail
- Grant writing, budgeting and reporting experience

Required Qualifications and Skills

- Passion for VYCC's mission and an ability to communicate this purpose to others
- Experience in project management as part of meeting stated program goals
- Experience in conservation and youth development, including leading projects focused on watershed health and water quality
- Demonstrated ability to work independently and on a team
- Valid driver's license and satisfactory driving record
- Ability to work some evenings and weekends when required
- Ability to travel throughout Vermont and, on rare occasions, out of state

About VYCC's Culture, Workplace, and Compensation & Benefits:

About Vermont Youth Conservation Corps

The VYCC is a 501c3 nonprofit focused on engaging young people in service, work, conservation, and agriculture. Since 1985, VYCC staff have provided valuable work and learning opportunities to youth and young adults from across the country and from nearly every town in Vermont. Our model is strong and simple: young people, working together, guided by highly trained leaders, completing priority projects in conservation and agriculture.

Excellence and Equal Opportunity at VYCC

VYCC has a deep commitment to excellence. We believe we are strongest when our team includes members with a broad range of life experiences. We strive to achieve this at all levels of our organization, and actively encourage and recruit, develop, and retain the most talented people from a diverse applicant pool. VYCC is proud to be an equal opportunity employer.

Our Workplace

This position is based out of the Vermont Youth Conservation Corps Headquarters Office at the historic West Monitor Barn, in Richmond, VT. Our office is a collegial, bustling, and fun open office atmosphere, which offers staff opportunities to interact and collaborate. Staff members can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings. Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization. Staff enjoy the perks of the Farm at VYCC and forest campus year-round, as well as the happenings of nearby downtown Richmond.

Compensation & Benefits:

- Salary range for this position is \$40,000 to \$45,000, exempt from overtime
- Medical and dental insurance
- Annual paid time off and sick leave
- On-going professional development
- Member of a mission-driven and dedicated team of professionals
- Member of a dynamic organization that impacts Vermont's communities and environment

How to Apply

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. No calls, please.

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