

## Restoration Manager

### Newport Bay



**Organizational Overview:** Newport Bay Conservancy (NBC) has a proud history of environmental advocacy, having been involved in the original efforts to protect Upper Newport Bay from development over 50 years ago. Upper Newport Bay is a 1,000-acre open space containing tidally influenced water and freshwater sources, mudflats, and vegetated marsh surrounded by upland coastal sage scrub and grassland. Our mission is to protect and preserve the Bay through education, restoration, research and advocacy. We are able to do this with a small, dedicated staff and the support of over 200 active volunteers contributing over 11,000 hours of service each year.

**Job Summary:** The Restoration Manager will work in collaboration with the land owners of the Bay (City of Newport Beach, California Department of Fish and Wildlife, Orange County Parks), to coordinate and supervise the design, permitting, funding and construction of habitat restoration projects. NBC staff and volunteers will carry out smaller projects, while subcontractors will carry out larger endeavors.

### Principal Responsibilities:

- 1) Identify and prioritize opportunities for habitat restoration projects in the Bay.
- 2) Compile documentation, historical information and maps related to restoration needs.
- 3) Effectively communicate with restoration experts.
- 4) Public speaking to various constituent groups, giving presentations and hosting project or educational tours.
- 5) Identify appropriate consultants or contractors and administer agreements pertaining to their subcontracted work which could range from biological, cultural, historical and feasibility studies to permit applications, design, and construction for large-scale projects.
- 6) Review documents prepared by subcontractors including permit applications, design drawings, specifications, environmental clearances, and habitat mitigation plans.
- 7) Review and approve project invoices for consistency with scope of work, contract, approved rates, approved expense charges, and grant agreement.
- 8) Partner with landowners and/or consultants to prepare and process grant applications.
- 9) Prepare necessary invoices and monthly progress reports for current funders.
- 10) Provide monthly and annual reports, including income, expenditures, and in-kind contributions to NBC's Board of Directors.
- 11) Supervise Restoration Interns and volunteers for small-scale restoration work.

### Specifications:

- 1) Bachelor's degree in ecology or related field with some type of paid, professional experience dealing with restoration.
- 2) Knowledge of local native and non-native plant species.
- 3) Experience working on habitat restoration programs.

- 4) Experience with qualitative and quantitative monitoring of restoration sites.
- 5) Experience leading field-based volunteer events.
- 6) Experience working with the resource agencies (CCC, CDFW, USFWS, RWQCB, USACOE)
- 7) Knowledge of and experience with permitting under the California Environmental Quality Act (CEQA)
- 8) Experience with professional consulting agreements.
- 9) Good writing and speaking skills.

**Desired Qualifications:**

- 1) Experience with native plant seed collection, native plant propagation and installation, irrigation installation and maintenance.
- 2) Experience with mechanical and chemical weed control.
- 3) Experience with mapping techniques. Knowledge on how to use ArcGIS software and applications is a plus.
- 4) Experience with administering construction contracts.
- 5) Proven interpersonal, communication, and negotiation skills.
- 6) Ability to communicate effectively on technical and non-technical issues to diverse audiences, privately and publicly.

**Location:** The position is based at the Back Bay Science Center (600 Shellmaker Road, Newport Beach, CA 92660) with travel to different restoration sites around the Bay. This job cannot be performed from a remote location.

**Salary Detail and Working Hours:** Full-time, \$55,000-\$65,000 per year with paid time off and health benefits. The ability to work a flexible schedule (depending on projects) with alternative weekend work as needed for public stewardship events.

**How to Apply:** Apply with a cover letter and resume by January 31, 2020 to: Search Committee, [info@newportbay.org](mailto:info@newportbay.org). Please no phone calls at this stage. More information about NBC can be found at [www.newportbay.org](http://www.newportbay.org).