



BAYOU PRESERVATION
ASSOCIATION
celebrate. protect. restore.

POSITION GUIDE

ORGANIZATION: Bayou Preservation Association, Inc.

POSITION: Program Manager / Full-Time

REPORTS TO: President and Chief Executive Officer

LOCATION: Hybrid/ Houston, Texas

ABOUT BAYOU PRESERVATION ASSOCIATION

Our mission is to celebrate, protect and restore the natural richness of all our bayous and streams. Our vision is a network of healthy bayous, streams and watersheds. The Bayou Preservation Association focuses on four key programs to accomplish its mission: bayou appreciation, bayou citizen science, trash-free bayous, and stream corridor restoration. Cross-cutting projects and initiatives – those that address the goals of more than one program – also continue, such as the annual Symposium, public policy review and response, and communications tools. It works to increase understanding of area bayous and creeks and their watersheds by providing educational programs and opportunities, activities and events to engage all the region’s demographics. Bayou Preservation Association also strives to expand stewardship and stewardship opportunities to improve the health of our watersheds, creeks, and bayous. The Bayou Preservation Association’s values include science-based policies and actions, collaboration, community, professional communications, diversity, equity, and inclusion.

THE OPPORTUNITY

This is an opportunity to be part of a team shaping a long-standing environmental organization as it moves into an exciting new phase. This position is full-time and will serve as the primary point of contact for managing contracts and contractors of the Bayou Preservation Association’s programs. Projects will span all organizational program areas, focusing primarily on bayou citizen science and stream corridor restoration. This position is ideal for an energetic team player who loves Houston’s waterways and wants to participate in an organization for all bayou-city residents. Candidates should be self-starters with a proven track record of grant management and/or administration; have an interest in water quality and riparian restoration; and be familiar with emerging trends in nature based solutions and relevant community dynamics.

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Our Vision is a network of healthy bayous, streams and watersheds.

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www.bayoupreservation.org

POSITION SUMMARY

The program manager is a dynamic, hands-on position responsible for supporting all aspects of Bayou Preservation Association programs. Essential job functions include assisting in the oversight and management of grants, contractors, and reporting as they relate to ongoing and new projects in our four main program areas: bayou citizen science; stream corridor restoration; bayou appreciation; and trash free bayous. Provide quality assurance for data projects.

The ideal candidate is passionate about science, bayous, and environmental justice, has over three years of supervision experience in an outdoor science-based field, and is familiar with Harris County and its Bayou system.

RESPONSIBILITIES

Essential:

- Coordination of all projects; partnership management; tracking program budgets and deliverables, and other duties as assigned.
- Serve as a senior management team member implementing organizational priorities.
- Experience managing single or multiple grants and contracts with award values of \$25K or more.
- Assist in the oversight and management of grants, contracts, and reporting as they relate to ongoing and new projects in our four main program areas.
- Prepare and maintain contract records.
- Assist in tracking budget and invoicing for all contractors, contracts and prog bcv ram grants.
- Prepare written reports on a quarterly, monthly or annual basis for grants, contracts and board reports.
- Assist in the oversight and management of interns and volunteers.
- Oversight of Texas Stream Team volunteers, partnerships.
- Serve as quality assurance officer.

Additional:

- Support Bayou Preservation Association programs for volunteers, including occasional classroom or field days.
- Write newsletter article(s) highlighting program and project accomplishments, including draft social media and website content.
- Identify opportunities for grant funding for program activities, and support Bayou Preservation Association development/fundraising functions as requested.
- Staff liaison for program committee(s) as assigned.

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- Oversight of inventory, registrations, and maintenance of organization's technical equipment, vehicle, trailers, canoes/kayaks and tools.
- Track and provide comments on policy and/or other bayou related issues.
- Assist with annual development of the budget.
- All other duties as assigned.

EDUCATION AND QUALIFICATIONS

- Bachelor's degree in water resource management, horticulture, biological sciences or related field required; graduate degree preferred.
- Business degree or professional experience in program and/or contract management desired.
- 3+ years working in non-profit or government sector
- 3+ years of volunteer and program management
- Ideal candidate has experience with water quality monitoring, habitat restoration, removal and identification of invasive exotic plant species.

SKILLS AND ABILITIES

- Excellent written and oral communication skills, including the ability to research and compose professional documents, develop lay-person and media-appropriate content, and to speak in public; Spanish (or another common Houston-area language) skills a plus.
- Strong interpersonal skills, including the ability to develop and manage productive relationships with partners, decision-makers, stakeholder groups, consultants, and organization staff.
- Demonstrated success in working in a team-oriented environment, as well as ability to work independently, once trained.
- Proficiency in Microsoft Office software including Word, Excel, PowerPoint, and Outlook.
- Ability to travel to meetings, presentations, and event locations (locally and regionally) in personal vehicle (mileage reimbursable).
- Ability to obtain and maintain Texas Driver's license, American Canoe Association paddling licensing, First Aid and CPR certifications as required.
- Ability to manage multiple concurrent projects and keep detailed records.
- Passion for waterways and love of nature.
- Knowledge of local waterways.
- Willingness to work on weekends, evenings, or outdoors for meetings, events, field work, etc.
- Positive attitude and fosters congenial work relationships.
- Ability to lift 30 – 40 pounds.

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Benefits: Health insurance stipend and retirement savings match available.

Salary: \$50,000 - \$55,000

Application Procedure: Interested candidates should send a resumé, cover letter, and three references to bflowers@bayoupreservation.org by November 19, 2021. Please reference the position title in the subject line of the email. We will contact those candidates who most closely match our requirements.

Thank you for your interest.

The Bayou Preservation Association is an equal opportunity employer and actively works to ensure fair and equal treatment of its employees and constituents regardless of differences based on an individual's race, color, religion, sex, age, marital status, veteran status, sexual orientation, disability, political affiliation, or any other protected characteristic.

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