



POSITION GUIDE

ORGANIZATION: Bayou Preservation Association, Inc.
POSITION: PROJECT COORDINATOR, Part-time
REPORTS TO: President and Chief Operating Officer
LOCATION: 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, 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, and professional communications.

THE OPPORTUNITY

This is an exciting opportunity to be part of one of the Houston-Galveston region’s longest-standing environmental organizations. This position is ideal for a creative, detail-oriented individual who loves Houston’s waterways and enjoys working within an environment that is mission and results-driven, community-centric, and customer service-oriented.

POSITION SUMMARY

Bayou Preservation Association is seeking a project coordinator who will oversee coordinating new and ongoing projects. This position involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met in a timely manner.

RESPONSIBILITIES

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Determining project changes.
- Providing administrative support as needed.

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- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings and committees where appropriate and distribute minutes to all members.
- Create a project management calendar for fulfilling each goal and objective.

EDUCATION AND QUALIFICATIONS

- Bachelor's degree in education, business, or related field of study
- One -to- three years of experience in project coordination
- Three years of experience in conservation, environmental advocacy, outdoor recreation, or a related field.

SKILLS AND ABILITIES

Required:

- Excellent written and oral communication skills, including the ability to compose professional documents, fluency in a second language required.
- Demonstrated success in working in a team-oriented environment, as well as ability to work independently, once trained
- Exceptional organizational skills – detail oriented, accuracy, able to prioritize and manage several tasks at a time, able to meet multiple deadlines and able to shift priorities quickly and adapt to change
- Ability to exercise good judgement, understand and communicate effectively resolve problems, and implement decisions effectively
- Ability to maintain highest level of confidentiality and discretion when needed
- Ability to travel (locally and regionally) in personal vehicle (mileage reimbursable).
- Demonstrated commitment to diversity, equity, and inclusion
- Ability to provide proof of Texas Driver's license and vehicle insurance.
- Passion for waterways and love of nature.
- Willingness to work on weekends, evenings or outdoors for events, workshops, trainings, exhibits, and meetings.
- Ability to lift 30 – 40 pounds.

Starting Rate: \$21.00 per hour.

This will be a part-time, non-exempt position, 30 hours per week, with work being conducted during normal business hours Monday – Friday 9:00am – 3:00pm. The position has the potential to grow into a full-time exempt position.

Application Procedure: Interested candidates should send a resumé, cover letter, and three references to bflowers@bayoupreservation.org by October 28, 2022. Please reference position title in subject line of email. We will contact those candidates who most closely match our requirements.

Thank you for your interest.

Bayou Preservation Association firmly believes that diversity and equity make us a better organization and lead us toward a more inclusive, progressive society. We are an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.