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## Project Manager Position Description

**Status:** Regular, full-time, exempt position

**Wages & Hours:** \$65,000 annual salary, 35 hours per week

**Benefits:** Paid time off, paid holidays, Simple IRA retirement savings plan with employer match, health stipend, flexible schedule

**Reports to:** Restoration Director

**Start date:** Immediate, based on availability

### GENERAL STATEMENT OF DUTIES

The Project Manager will work to develop and manage collaborative stream restoration projects, advancing progress towards the restoration and protection of groundwater and surface water resources in the Lower Gallatin Watershed.

### PRIMARY DUTIES AND RESPONSIBILITIES

#### Restoration Project Development and Design

- Assist the Restoration Director to identify and prioritize locations in the watershed that are most critical for protecting and improving water quality, aquatic, riparian and wetland habitat, flood and drought resiliency, and water supply.
- Coordinate with local, state, and federal partners to develop restoration projects that holistically address stream impairments and watershed health.
- Attend board meetings of key partners and participate in the Gallatin Water Collaborative to build relationships and leverage opportunities for coordination.
- Work with landowners in priority areas to provide technical assistance, educational resources, and cultivate projects.
- Track and pursue funding opportunities to support project design, implementation, and maintenance. Manage awarded grant contracts and perform necessary grant reporting.
- Plan and develop restoration strategies in alignment with the Lower Gallatin Watershed Restoration Plan, best management practices, and in cooperation with local partners.

#### Restoration Project Management

- Implement on-the-ground stream and wetland restoration projects, including landowner and partner coordination, site investigation, permitting, contractor procurement and oversight, and budget management.
- Utilize GWC's volunteer programs to help construct, monitor, and maintain restoration projects.
- Communicate restoration project goals and progress to the larger community.



- Track cumulative restoration project metrics and maintain a geodatabase of restoration projects completed in the Lower Gallatin Watershed.

### **Organizational Duties**

- Attend regular staff meetings, board meetings, and GWC events.
- Participate in partner meetings as necessary.
- Participate in other activities and tasks that contribute to the mission of GWC as assigned.

### **Job Conditions**

- This position involves work in the office (65%), work traveling outside the office to meetings (10%), and work in the field (25%).
- Office work involves long periods on the computer.
- Fieldwork includes working in and around wetlands, rivers, streams, ponds, farms, dense vegetation or woodlands, areas with steep, slippery, muddy, rocky, or other hazardous terrain in potentially inclement weather. Ability to navigate rough, uneven terrain on foot is necessary.
- Driving is required for this position: applicant must have a valid driver's license, a good driving record and a reliable, insured vehicle (mileage is reimbursed).
- Occasional evening or weekend hours are required.

### **SKILLS AND PRIOR EXPERIENCE**

- Master's degree in ecological restoration, aquatic biology, ecology, hydrology, civil or environmental engineering, landscape architecture or a related field, plus at least two years of relevant work experience, or a relevant bachelor's degree and five years work experience. Any combination of education and work or lived experience that prepares the applicant to perform the responsibilities of the position will be considered.
- Experience in watershed-scale management including watershed planning, project prioritization, and watershed assessment and monitoring.
- Stream and wetland restoration project management experience and familiarity with subcontractor procurement and basic construction principles.
- Proficiency in data management, analysis, and visualization tools including Microsoft Excel, GIS, and Google Workspace software.
- Experience in data collection and monitoring ecological health indicators such as water quality sampling, wetland delineation, vegetation mortality, and flow rate monitoring.
- Experience with permitting stream and wetland restoration projects.
- Knowledge and familiarity with federal, state, and local funding programs for natural resource protection and restoration.



- Familiarity with farming and ranching in the Gallatin Valley, such as livestock operations, cropping systems, and irrigation infrastructure.
- Strong interpersonal, collaboration, and facilitation skills with the ability to communicate with diverse stakeholders from different social and political backgrounds.
- Excellent writing and communications skills.
- Ability to adhere to and exemplify the GWC values of community, relationships, integrity, optimism and the principles of collaboration and inclusion in all our work.

**TO APPLY**

Please send cover letter and resume to Holly Hill at [holly@gallatinwatershedcouncil.org](mailto:holly@gallatinwatershedcouncil.org). The position will remain open until filled.