



Job Opening

DRCR is seeking a part-time Asst. Project Manager to assist in the development and implementation of the Comprehensive Trash Abatement Program satisfying the goals and objectives of EPA while advancing the goals and objectives of DRCR and the Dog River Watershed Management Plan.

Duties

- Assist the Director and grant team in building and maintaining all objectives of the Dog River Comprehensive Trash Abatement Program.
- Develop a detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Create and maintain comprehensive project documentation.
- Develop and maintain excellent working relationships with grant partners Mobile Bay National Estuary Program (MBNEP) Mobile Baykeeper (MBK), Partners for Environmental Progress (PEP), as well as project partners the Eslava Creek Yak Club and at least five (5) area pickup truck dealers.
- Help develop a DRCR public information program for the Dog River Comprehensive Trash Abatement Program. Assist with coordination of public/community meetings to communicate Dog River Watershed Trash Abatement Program and Dog River issues to the public.
- Coordinate engagement activities, including working with team members on educational and/or promotional material composition, and support initiatives (e.g., brochures, website, newsletter, social networking content).
- Participate in building the integrity and credibility of the program through presentation to the public, community relations, media exposure and other external activities.
- Work to ensure that stakeholders and partners (external organizations, companies, government and individuals) understand the purpose, goals and objectives of DRCR and the Dog River Comprehensive Trash Abatement Program.
- Organize and schedule all necessary resources required to accomplish tasks and conduct activities according to deadlines.
- Review and evaluate work to ensure quality and timeliness and ensure quality control in adherence to policies and procedures.
- Execute strategic responsibilities for developing short and long-term management objectives.



- Update job knowledge by participating in team and committee meetings; reading related materials; maintaining personal networks; and participating in DRCR related activities.
- Protect DRCR's integrity by maintaining confidentiality.
- Accomplish organizational goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
- Other activities as deemed necessary to accomplish job.

Skills / Qualifications

- Bachelor's Degree in appropriate field of study or equivalent work experience.
- Proven working experience in project management.
- Excellent written and verbal communication skills.
- Solid organizational skills including attention to detail and multitasking skills.
- Strong working knowledge of Microsoft Word, Excel and Google Drive.
- High level knowledge and interest in local and/or regional environmental issues.
- Preferable experience with non-profits.
- Knowledge of Dog River and the many issues addressed by DRCR. Ability to devise formulate and implement program strategies.
- Ability to manage time, cost and scope or responsibilities.

Job Title:	Asst. Project Manager	Job Category:	Technical
Group:	Dog River Clearwater Revival (DRCR)	Job Code	EPA
Location:	Mobile, AL	Travel Required:	Local
Salary Range:	1040 hrs @ \$15 per (20hrs p/wk)	\$15,600 Yr-1	\$16,380 Yr-2
Direct Report:	Debi Foster	Position Type:	Part-Time
Will Train Applicant(s)	Debi Foster		
Office Location:	4507 Park Road, Mobile, AL 36605, Phone: 251.377.4485		

The mission of Dog River Clearwater Revival (DRCR) is to promote and protect the water quality of Mobile's urban river and its many tributary creeks and streams.