JOB TITLE. Project Manager

JOB SUMMARY. The Mystic River Watershed Association (MyRWA) seeks a Project Manager to manage the development, design, and implementation of a variety of projects that address climate resilience, stormwater flooding and pollution, create a healthy Mystic River watershed and yield community benefits. The individual will join a dynamic, collaborative team that works on equity-centered local and regional climate resilience, stormwater, air quality, and park-related projects.

ABOUT THE MYSTIC RIVER WATERSHED ASSOCIATION. The Mystic River Watershed Association (MyRWA) was founded in 1972. Our vision is a vibrant, healthy, and resilient Mystic River Watershed for the benefit of all our community members. To achieve this, MyRWA is protecting water quality, restoring important habitats, building climate resilience, transforming parks and paths, and inspiring youth and community members. Learn more.

Home to 21 municipalities and 600,000 residents over 76 square miles, the Mystic River Watershed is the most densely populated and urbanized watershed in New England. The Mystic and its tributaries flow southeast from Reading out through the northern edge of Boston Harbor.

This is an exciting time to join MyRWA’s highly collaborative and dedicated team. MyRWA has a staff of 15, a committed Board of Directors, and an annual budget of over $5 million. As an organization committed to incorporating racial equity and justice throughout our programs and operations, we are engaged in a two-year training and strategic plan update to ensure that we are fully living into these values.

WHAT YOU’LL GET TO DO

The Project Manager will join teams at MyRWA focused on developing green infrastructure solutions for stormwater flooding, pollution and other project areas that are cost-effective and provide significant co-benefit to residents across the 21 communities and 76 square miles of the watershed. This is a role with both internal collaboration and external-facing responsibilities. They will collaborate with our many municipal partners within the watershed and frequently manage external engineering consulting teams.
### Job responsibilities include:

**Project Areas**

- Manage multi-stakeholder, multi-year implementation projects aimed to address stormwater pollution in the communities of the Mystic River Watershed by employing green infrastructure that begins to recreate conditions of natural hydrology in a highly urbanized setting.
- Work with project leads in other program areas, potentially including urban forestry and air quality, to manage specific on-going multi-stakeholder, multi-year projects.

**Program Development and Strategic Direction**

- Work with our Watershed Scientist to develop strategy and detailed work plans for the Green Infrastructure program direction and future grant applications
- Work with project leads in project areas such as urban forestry and air quality to develop strategy and detailed work plans
- Lead desktop analysis and field work to identify appropriate sites for project implementation
- Ensuring community needs and equity are centered throughout green infrastructure and other project work through consistent outreach and feedback

**Project Management and Grant Administration**

- Manage project budgets and schedules to ensure proper invoicing and timeliness of project deliverables
- Managing project teams including external consultants, stakeholder partners, and internal partners
- Write and manage contracts, administer grants, create grant reports, and manage related reimbursements
- Maintain communication among project teams and stakeholders
- Collaborate internally to develop community engagement strategies to optimize public benefits associated with projects.
- Contribute to a Project Management Practice and approach within the organization that supports current MyRWA project leads while also supporting the growth of project management skills in less experienced staff

**Other**

- Support MyRWA leads working on climate, stormwater wetlands, park and greenways, air quality, and urban forestry projects
- Manage, co-manage, and support projects that are outside of stormwater pollution but contribute to organizational goals
• Contribute to policy positions and advocacy related to state-wide and local laws

**WHO WE ARE LOOKING FOR.** There are innumerable ways to learn, grow and excel professionally. We know people gain skills through various professional, personal, educational, and volunteer experiences. We respect this when we review applications and look at the breadth and depth of each applicant’s experience. We want to get to know you and the unique strengths you will bring to the work and the MyRWA team. This said, we are most likely to be interested in your candidacy if you can demonstrate competency in a majority of the qualifications and experiences listed below.

**The ideal person for this position:**

• Has strong project management/people management skills and English fluency.
• Has relevant professional experience in any of various relevant fields: engineering, project management, landscape architecture, public policy, social resilience, climate justice, or environmental justice.
• Can establish trusting relationships with people from various cultural and economic backgrounds.
• Works well both independently and as part of a team. This position is collaborative.
• Can prioritize and manage multiple deadlines and competing opportunities.
• Has a passion and commitment to social, climate, and environmental justice.
• Is proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Suite.

**Preferred but not required:**

• College degree plus at least four years of related progressive work experience or graduate degree and two years of progressive work experience. Non-degreed candidates with equivalent skills and five years of progressive work experience are encouraged to apply.
• Fluency in a second language is important to our watershed (e.g., Spanish, Portuguese, Haitian Creole, Arabic, Cantonese, Mandarin, Vietnamese).
• Skills in public speaking, facilitation, writing for advocacy, and fundraising.

MyRWA seeks to be representative, at all job levels, of the people we serve in our watershed. We are an equal opportunity employer and encourage applications from people of color, LGBTQIA people, people living with disabilities, military veterans, re-entry citizens, and other underrepresented populations.
**WHAT WE OFFER.** This is a full-time position with the Mystic River Watershed Association with a starting salary of $58,000-$68,000 depending on experience and skills. Our paid time off policy includes 15 days of paid vacation in your first year of employment and 20 days per year after that. Full-time staff also get 12 paid holidays, and six paid sick days per year. MyRWA benefits include immediate health insurance coverage (MyRWA covers up to 80% of employee premiums), participation in a 401(k) retirement plan with a 4% employer match, and paid parental leave.

**WORK EXPECTATIONS AT MyRWA.** We are a hands-on team and seek employees who are passionate about our work and service to our community.

MyRWA is committed to creating a flexible and safe working environment. We periodically update COVID-19 policies for work in the office and require all employees to be vaccinated. We strive to create a flexible and collaborative work environment that balances time in the office and the opportunity to work remotely. Currently employees work at least one day per week in the office.

Our office is located in the town center of Arlington, Massachusetts. Free street parking and bike parking is available next to our office, a one-minute walk from the 77 and 79 bus lines on Massachusetts Avenue. Local travel within the watershed area is anticipated. This position is 40 hours per week, with typical hours being Monday-Friday, 9 am to 5 pm. Exceptions to this schedule are based on public meetings and community events with some night and weekend hours. This role may involve minor physical activity. We prefer staff to have a driver's license for flexibility with events, but most days a bicycle and public transit works fine.

**HOW TO APPLY.** Please send a resume and one page on why you'd be a good fit for the job to jobopportunity@mysticriver.org with the subject line Project Manager. No calls, please. Preference will be given to applications submitted by July 14th. The position will be open until filled.