WE ARE HIRING!

Welcome to Houston! We are hiring to expand our community planning program at Texas Community Watershed Partners. TCWP is an urban planning and green infrastructure program that provides planning for communities across the state. We are an independent office of 14 staff in Houston, TX and part of the Texas A&M University System. We are seeking professionals who are committed to helping communities plan for more resilient, more sustainable communities. New hires will join the team to work on a range of GIS and urban planning projects in partnership with community stakeholders, elected leadership, state agencies, and federal programs. Our office culture is fun, hardworking, and motivated.

Visit communitycharm.org/join-our-team to apply.
Program Manager

Houston (Clear Lake), TX  •  Full-time, Salaried, Non-academic  •  Planning/GIS Team

Position open until closed. Interviews begin December 1st.

POSITION BACKGROUND

We are hiring a Program Manager with deep experience in a combination of urban planning, local development ordinances, risk awareness, or mitigation programs. Our organization works on community planning projects while leading several statewide programs that help communities focus on how they grow, reduce risks, and sustain their natural resources. Public participation is the foundation to all of our programs, and we believe that participation connects the dots on multiple levels and addresses wider goals for resiliency, sustainability, and quality of life. The hire will also be a key member of the CHARM program. CHARM is an interactive, GIS-based sim-city style mapping platform for helping elected officials and community stakeholders understand local hazards and strategies for long-term planning.

We are seeking applicants who bring a well-rounded professional background and who thrive working as part of a team. We collaborate extensively with federal, state, and local agencies on a variety of forward-thinking grant-funded programs. Though we are part of a state agency, our team’s small size allows us to approach projects like a start-up, with opportunities for professional growth as our programs develop. The position is based in Houston-Clear Lake, TX and may require frequent travel as allowed by travel restrictions. The annual salary is commensurate with applicant’s qualifications and experience. Benefits include paid vacation, paid sick leave, generous medical insurance package, and retirement program options.

GENERAL RESPONSIBILITIES

• The Program Manager reports directly to the Program Director, and under general direction, the hire will maintain and develop stakeholder engagement strategies to support ongoing projects and programs and sustain general awareness of the program and its mission;
• Excellent facilitation and public speaking skills for community workshops, public meetings and project committees; able to present to technical and non-technical audiences;
• Engage routinely with key agency, organizational, and client stakeholders and sustain positive relationship with all external partners;
• Develop project opportunities in urban planning, hazard mitigation, and related issues that may include activities such as direct technical and planning assistance to communities, trainings, facilitation and other forms of professional planning support;
• Prepares proposals, scopes of work, and budgets for grants or projects related to community plans, development codes, hazard mitigation projects, risk awareness, and stakeholder engagement and facilitation;
• Prepare project deliverables in collaboration with the program’s functional teams;
• Assist in leading, developing, and implementing strategic program planning for assigned areas. Knowledge of lean startup methods and principles are a plus.
• Oversee coordination of teams and ensure that the various planning program goals are aligned with organizational mission and vision;
• Represent the Program Director in their absence and makes sound independent administrative decisions within established guidelines;
• Assists with yearly budgetary and contract processes; coordinates with accounting personnel and other support staff.
• Hires must be able to travel overnight for project work and planning meetings.
• This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

TO APPLY:

Attach via email addressed to our hiring coordinator Madeline, mljones@tamu.edu, the following:
1) A cover letter including which position you are applying for; 2) Your resume; 3) A three-page sample of your written work.