



## Announcement

# The San Antonio Bay Partnership is looking for a Conservation Project Manager

Date: September 1, 2024

**Position Open Until Filled**

Reports To: San Antonio Bay Partnership (SABP) Chair of Board of Directors

Location: The San Antonio Bay – Guadalupe Estuary , located on the Mid-Texas Coast, and including Calhoun, Victoria, Refugio, and Aransas Counties

Compensation: \$30-\$50 / hour, dependent on experience and education; 10-20 hours per week, flexible hours, contract terms to be determined

### **Description:**

SABP seeks a part time Project Manager to further the organizations mission of protecting and restoring the San Antonio Bay / Guadalupe Estuary on the mid-Texas Coast. The Project Manager will oversee successful management of assigned SABP projects and programs, including but not limited to habitat conservation, environmental education and outreach, public access, and volunteer coordination. The position may also be responsible for identifying new projects, partnerships, and funding to further the implementation of the [SABP Strategic Plan](#). The position will have the latitude for use of initiative and independent judgment given appropriate communications. The position reports to the Chair of the Board of Director who also functions as the Executive Director and will collaborate with part-time Program Facilitator/Project Manager.

Applicants should be aware that the duties may require working outside normal business hours and on weekends. Although the services will be performed primarily indoors, the Project Manager duties will require field work subject to south Texas weather conditions. Applicant must possess a valid Texas Driver License and have reliable transportation (mileage will be compensated at standard IRS rates).

### **Duties and Responsibilities:**

- Managing assigned project operations and logistics, including requisite accounting to Grantees.
- Soliciting and directing volunteers.
- Reporting results, including budgets, and implementing improvements.
- Developing grant applications to support existing projects and programs
- Developing new projects and requisite funding for potential programs, including programs/projects identified in [SABP's Habitat Conservation Plan](#) and/or [SABP's Strategic Plan](#).

- Developing platforms and programs to increase stakeholder interest / involvement and community awareness of SABP's activities, e.g., periodic newsletters, webinars, blogs, and other communications.
- Collaborating with other nonprofits and agencies to advance common goals.

**Examples of Current SABP Projects / Programs include:**

- Implementing and managing SABP's annual programs to remove abandoned crab traps and plastic pollution from the Bay, including volunteer solicitation and coordination.
- Assisting in Mid-Coast Sea Turtle Rescue during cold stunning events and strandings.
- Soliciting funding for Mid-Coast Estuary Education Program which occurs each school year and assisting in implementation as needed.
- Follow-up on the restoration project of a Bill Day's Reef for nesting bird habitat.
- Assist in maintenance of paddling trails in Port O'Connor and Seadrift, and development / implementation of the Powderhorn Paddling Trail.
- Supporting SABP's role in Harte Research Institute Bay Report Card project for the San Antonio Bay system.
- Establishing intern programs for local students for studies / efforts directed toward health of the Bay.

## **Experience & Education:**

**REQUIRED:**

- Graduation from a four-year college or university with a degree in a field of science including biology, geology, environmental science, engineering, or another related field. Experience and education may be substituted for one another.
- Possess general knowledge of regional natural resources and conservation issues.
- Highly motivated and self-directed.
- Strong written and oral communication skills, including public speaking skills.
- Excellent organizational skills.
- Flexible and a self-starter; able to manage multiple concurrent projects while also being highly detail oriented.
- Computer literacy in Microsoft Office and Google Earth required.
- Competent working and operating a boat in the Bay.

## **ABOUT SABP:**

**The San Antonio Bay Partnership (SABP)** is a regional, non-profit, stakeholder-driven planning and management program for the San Antonio Bay/Guadalupe Estuary. The purpose of the San Antonio Bay Partnership is to create and sustain a working partnership of committed stakeholders to **protect, restore and enhance** the natural resources of the San Antonio Bay System for the benefit of the ecosystem and its human uses. SABP has been instrumental in coordinating volunteer efforts to remove abandoned

crab traps during Texas Parks and Wildlife Department's (TPWD) annual crabbing closure period and in developing volunteer driven efforts to remove plastic marine debris from remote bay shorelines.

SABP is a small but effective organization. We seek to grow our capacity with the addition of this position and to expand our projects / programs portfolio consistent with our mission and our view that there is much conservation work needed. The successful applicant will have the opportunity to grow with us.

To learn more about SABP, visit our website: <https://www.sabaypartnership.org/>

## **To Apply:**

Position is open to all qualified applicants without regard to race, religion, gender, sexual orientation, gender identification or expression, national origin, age, disability, marital status or status as a covered veteran. SABP supports a healthy work-life balance that recognizes there are tangible benefits from supporting flexible working practices.

To be considered for this position, please send cover letter, resume, and any relevant work samples to [sanantoniobaypartnership@gmail.com](mailto:sanantoniobaypartnership@gmail.com) with "Project Manager" in the subject line. We will not accept faxed, mailed, or handwritten applications.

Position is open until filled.