



Evergreen Mountain Bike Alliance Darrington Project Manager Job Description



Evergreen Mission:

Evergreen is a 501(c)(3) nonprofit organization that creates and protects sustainable mountain biking opportunities in Washington.

Summary of Position:

The Project Manager (PM) is responsible for the successful deployment and management of the Darrington bike park and North Mountain trail construction project. The PM leads the project team through all phases of the project lifecycle (see attached), and manages scope of work, schedule and budget. Passion for mountain biking and the outdoors is a must. The outcome of this project will have a significant impact on the future of Evergreen and mountain-biking in Washington State.

w This position is based in Darrington, WA.

Reports to: Trails Director

Responsibilities:

- Lead and manage the relationship with DNR, the riding community and local stakeholders.
- Recruit, lead, train and manage Evergreen project staff of trail builders and crew leaders.
- Recruit, train and manage lead volunteers (designers and builders).
- Create, own, execute and manage the project plan.
- Approve all design and construction elements.
- Track and control project budget and invoices.
- Ensure all components of the project are delivered on time, in scope and within budget.
- Ensure compliance with DNR cooperative agreement.
- Provide regular status updates and engage the Trails Director on key issues, risks and roadblocks.
- Coordinate with Evergreen staff (Executive Director, Operations Manager, Communications Manager, Volunteer Coordinator, Bookkeeper).

Required Qualifications:

- College degree.
- Project management experience.
- Familiar with trail design, construction and maintenance concepts and techniques.
- Ability to collaborate with staff, volunteers and partner agencies to plan, organize, manage and deliver projects on time and within budget.
- Experience leading volunteers.
- Experience leading sub-contractors.
- Highly organized with attention to detail.
- Excellent written and verbal presentation skills.
- Excellent interpersonal communications skills.
- Proficiency with MS-Word, Powerpoint, Excel, mapping and project management software.
- Tolerance for discomfort. Work happens even in cold and wet weather and the ability to maintain team spirit in those conditions is important.
- Valid driver's license, clean driving record and reliable personal vehicle.
- Represent Evergreen & the sport of mountain biking in a positive, professional manner at all times.
- Understanding of popular mountain biking styles, trail designs and trail features.

Desired Qualifications:

- At least 2 years direct project management experience working with work breakdown structures, budgeting, earned value, critical path analysis, GANNT charts and project management software.
- Strong trail building skills and keen understanding of IMBA Trails Solutions and USFS Standards.
- Proven ability to work under deadline pressure and manage several projects simultaneously.
- Proven ability to lead by influence vs. authority.
- Experience with GIS.
- Excavator operation experience or experience leading heavy equipment operators.

Classification: Exempt.

Hours: Flexible. Work on weekends expected.

Compensation: Commensurate with qualifications.