



Evergreen Mountain Bike Alliance Project Manager Job Description

Evergreen Mission:

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

Summary of Position:

The Evergreen Project Manager (PM) collaborates with Evergreen's Executive Director, Trails Director, Finance Manager, as well as chapter representatives, trail crew leads, and Evergreen's clients to manage and oversee contract and project performance for trail construction and maintenance projects.

The PM leads trail project teams through all phases of the project lifecycle, including scope of work development and implementation, contract negotiations, mobilization, crew scheduling, budget monitoring, invoicing, and summary reports. The PM also coordinates with trail crew and Evergreen's volunteer community to ensure community match requirements, volunteer hours reports, and volunteer work parties are scheduled and completed on time.

The position is based in Seattle, WA, through end of 2019, at our modest headquarters in Greenlake. Office location will move in spring 2020 due to lease expirations. New office locations are not yet known but applicants are asked to consider remaining in Seattle at Magnuson Park, or moving east along the I-90 corridor, as far as North Bend.

The PM reports to the Trails Director, and will oversee deliverables of all chapter projects statewide, including oversight of local Chapter Trail Project Managers. The PM is an integral member of our admin team and is primarily responsible for continued excellence in service for Evergreen's trail construction and maintenance business services.

Reports to: Trails Director

Responsibilities:

- Support the efforts of the Evergreen team in meeting the organization's strategic goals for trail development and maintenance.
- Lead and continue to develop Project Management tools for trail projects across the state, to ensure continued excellence in client service with increasing projects starting up across all 8 Evergreen chapters.
- Work with the Evergreen HQ operations Manager to maintain impeccable project documentation and budget tracking files on Evergreen's Google Drive.
- Work with Trail Director and local Project Crew Chiefs and PMs to complete crew scheduling, project mobilization, equipment rental, and volunteer engagement tasks.
- Complete project invoice and status updates to share with project Crew Chiefs and PM to ensure billing and client progress reporting is on track.
- Review and implement Trail Project Contract needs, which differ based on land manager and funding sources. This includes progress reports, volunteer hours, in-kind, and cash-match reporting, and coordinating project closeout/punch list tasks.
- Work with Executive Director on contract amendment needs, Task Order updates, budget revisions, or contract conflict/performance resolutions needs.
- Maintain a detailed master tracking and status schedule of all projects, using a Project Management tool that is shared with all relevant staff members.
- Prepare invoices in collaboration with Finance manager.

- Handle all client communication related to project status, progress, and issue resolution.
- Prepare project reports based on client contracting and match requirements, and close out contract and contract filed upon project completion.
- Ensure projects are consistent in approach and project management tools.
- Maintain strong client relationships and service for the duration of trail projects.
- When needed, attend on-site meetings with land managers and clients to review project progress, and quality assurance needs.
- Serve as a professional representative of Evergreen's Trail Crew, under supervision of Trails Director.
- Evergreen's Trail Crew with on the ground project coordination and management needs and issue resolution.
- Recruit hire and train new trail builders and crew leaders as needed.
- Recruit, train and manage lead volunteers (designers and builders).
- Provide regular status updates and engage the Trails Director on key issues, risks and roadblocks.
- Assist Evergreen Admin staff with periodic all-staff events and meetings when needed, such as Evergreen member meeting and Evergreen Mountain Bike Festival.

Required Qualifications:

- Proficiency with Microsoft Office suite and Google Drive/Apps.
- Highly organized, with attention to detail and ability to manage tasks and deadlines for multiple project and land manager needs.
- Excellent communication skills and a passion for customer service, project performance, volunteer engagement, and reporting.
- Fundamental understanding of project budgets, progress reporting, and project invoicing.
- Ability to collaborate with staff, volunteers and partner agencies to plan and organize project deliverables.
- Project management experience, preferably in trail construction or other outdoor sports industry
- Progress reporting, project closeout and project mobilization experience.
- Fundamental understanding of trail building project needs
- Represent Evergreen & the sport of mountain biking in a positive, professional manner at all times.

Desired Qualifications:

- 2 years direct project management experience working with work breakdown structures, budgeting, financial analysis, earned value, scheduling and critical path analysis.
- 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.
- Excavator operation experience or experience leading heavy equipment operators.
- Proven ability to lead by influence vs. authority.
- Experience with GIS or other mapping software.

Classification: Full Time, Exempt

Benefits: 15 days paid time off. 9 holidays. \$350 Monthly medical stipend. \$50 monthly cell phone stipend.

Hours: Flexible. Work on weekends and evenings expected, based on evergreen event assistance needs.

Compensation: Commensurate with experience