

## **Project Manager**

The Environmental Council of the States (ECOS) ([www.ecos.org](http://www.ecos.org)) is accepting applications for a Project Manager to be a dedicated communications resource for E-Enterprise for the Environment. See [www.e-enterprisefortheenvironment.net](http://www.e-enterprisefortheenvironment.net).

### About ECOS

ECOS is the national non-profit, non-partisan association of state and territorial environmental leaders. The purpose of ECOS is to improve the environmental capabilities of state environmental agencies and their leaders to protect and improve human health and the environment of the United States. To facilitate that, staff work with state environmental directors to champion the role of states, provide for the exchange of ideas, foster cooperation and coordination, and articulate state positions to federal agencies, Congress, and the public.

### Job Description

This Project Manager works with state environmental directors and their staff, other ECOS staff, and representatives of federal agencies to advance the communications messages and products associated with E-Enterprise for the Environment.

### Primary responsibilities:

- Draft, edit, and finalize communication materials in collaboration with E-Enterprise for the Environment team members and to support E-Enterprise leaders' interaction with internal and external stakeholders. Materials include PowerPoints, fact sheets, press releases, brochures, and other communications tools for the initiative;
- Work with internal and external colleagues to prepare messages and information for identified audiences;
- Manage, and contribute to the content to, the E-Enterprise for the Environment website;
- Facilitate outreach, schedule meetings, create timelines, and help plan outreach and engagement events, including webinars; and
- Use of social media, web technology, and other emerging tools to facilitate communication with geographically dispersed leaders and stakeholders, and to advance the initiative.

Local travel only. The position reports to Alexandra Dunn, Executive Director of ECOS. Salary for this exempt, full-time, at will position is dependent upon qualifications and ranges from \$45,000 to \$48,000 annually. ECOS offers a comprehensive benefits package, which will be discussed with successful candidates.

### Minimum Qualifications

- Bachelor's Degree in appropriate field and 3 to 5 years of experience in related field.
- Excellent written and verbal communication, including:
  - Drafting
  - Proofreading
  - Copy Editing

- Developing and maintaining contacts
- Responding to inquiries for information or directing as appropriate to key persons
- Preparing colleagues for presentations, including leave behind materials, electronic materials, and talking points.
- Excellent project management skills, including:
  - Meeting, event, and briefing coordination
  - Developing timelines
  - Meeting deadlines
  - Managing short- and long-term projects, shipments, and materials
- Excellent technical skills, including:
  - Desktop publishing
  - Creating brochures
  - Creating PowerPoint presentations
  - Graphic design capabilities
  - Using SharePoint and other technology tools
  - Using WordPress
- Excellent interpersonal skills, including:
  - Personable demeanor
  - Colleague and customer oriented
  - Keeps information flowing
  - Timely and attentive
  - Proactive
  - Works well independently or as part of a team
  - Demonstrates sound judgment and professionalism
  - Respect for, and ability to work within, complex decision-making structures

#### Other Qualifications

- Experience with environmental issues, working across stakeholder groups, state and federal government – particularly the U.S. Environmental Protection Agency - and regulation preferred.

#### To Apply

To apply for this position, send a resume and cover letter to [ecos@ecos.org](mailto:ecos@ecos.org) with subject “Application for Project Manager” by 5 p.m. eastern time on November 1, 2016.

ECOS is an equal opportunity employer. Position will remain open until filled.