

Project Manager

The Environmental Council of the States (ECOS) (www.ecos.org) is accepting applications for a Project Manager to support the work of [E-Enterprise for the Environment \(EE\)](#) and the [National Environmental Information Exchange Network \(EN\)](#).

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

The Project Manager works with senior staff at state environmental agencies, the U.S. Environmental Agency (EPA), and tribes to support the operation of the Exchange Network, and to facilitate its deeply connected and formative role in E-Enterprise for the Environment.

Primary responsibilities include, but are not limited to:

- Serving as the Project Manager for the federal cooperative agreement that supports E-Enterprise for the Environment, which includes the Exchange Network and other key projects, including reporting to EPA, tracking budgets, coordinating with other staff billing to the agreement, and ensuring all deadlines are met.
- Developing and managing contracts for contractors that support the Exchange Network functions and services.
- Proactively identifying, and working with others to address, strategic issues that affect the services and value of the Exchange Network and its role in E-Enterprise for the Environment.
- Leading and ensuring development and refinement of procedures, guidance materials, and other tools to ensure that states have the resources to successfully participate in the Exchange Network.
- With the Meeting Chairs, manage all aspects of the development and implementation of Exchange Network National Meetings.
- Strategically manage, and continually improve, the Exchange Network website.
- Build relationships to, and proactively, advance the awareness and value of the Exchange Network to current and future participants.
- Serve as an information resource about the Exchange Network and E-Enterprise for the Environment.

Salary for this exempt, full-time, at will position is dependent upon qualifications and ranges from \$55,000 to \$75,000 annually. Competitive benefits are also provided. This position is based in Washington, DC and requires some domestic travel.

Minimum Qualifications

- Undergraduate degree with at least four years applicable experience
- Excellent project management skills, including:
 - Meeting, event, conference call, and briefing oversight, scheduling, coordination, and action item follow up
 - Contract preparation, invoice processing, and contractor management
 - RFP preparation and execution
 - Cooperative agreement management, including reporting, budget preparation and management, and fiscal forecasting
 - Developing timelines and meeting deadlines
 - Motivating colleagues
 - Managing short- and long-term projects and working on many projects simultaneously and prioritizing tasks
- Excellent written and verbal communication, including:
 - Drafting, proofreading, and editing
 - Developing and maintaining contacts
 - Responding to inquiries for information or directing as appropriate to key persons
- Exceptional interpersonal skills, including:
 - Personable demeanor
 - Colleague and customer oriented
 - Keep information flowing
 - Timely and attentive
 - Proactive
 - Work well independently or with little direct supervision as part of – even leading projects within – a team with diverse membership
 - Demonstrate sound judgment and professionalism
 - Respect for, and ability to work within, complex decision-making structures
- Excellent technical skills, including:
 - Familiarity with technologies such as XML, and ability to communicate effectively with experts in those technologies
 - Experience in web development or experience working with web developers

Other Qualifications

- Experience working with a state environmental agency or the U.S. EPA is a plus

To Apply

To apply for this position, send a resume and cover letter to ecos@ecos.org with subject “Application for Project Manager” by December 23, 2016. This position is open until filled. ECOS is an equal opportunity employer.