

POSITION ANNOUNCEMENT

Job Title: Project Coordinator

Location: Washington D.C.

Expected Start Date: June 1, 2017

Position Type: Full-time

ENVIRONMENTAL INCENTIVES, LLC

Environmental Incentives designs performance-driven approaches to conservation, aligning public and private sector objectives to create resilient water, land and wildlife resources. EI is a consulting firm that integrates adaptive management into decision-making to help public- and private-sector organizations improve the performance of their conservation and development investments. Environmental Incentives is a small and growing company with three offices across the US.

- Western Office (headquarters) - South Lake Tahoe, CA
- Eastern Office - Washington, DC
- Mountain Office - Denver, CO

OPPORTUNITY

Environmental Incentives is seeking a highly productive person to fill the position of Project Coordinator as part of the Measuring Impact (MI) Project. MI is an initiative of the Forestry and Biodiversity Office of USAID implemented by Environmental Incentives, Foundations of Success, and ICF International. MI is designed to enhance the impact of USAID biodiversity and forestry programs through improved project design, evidence-based programming, and adaptive management.

The Project Coordinator will manage office administration, provide a professional and friendly first-point-of-contact for clients and partners, support project operations, address compliance issues, handle communications end-of-product tasks, and provide support to management of internal company systems and processes. The Project Coordinator will serve on MI's Project Management and Administration team and report to the Deputy Chief of Party (DCOP).

The responsibilities for this position include:

Office Administration (20%):

- Manage small office, ensuring a professional face to clients and a productive work environment for the project team.
- Manage meeting preparation, notes, purchasing, phone answering, etc.
- Maintain office systems including printers, teleconference equipment, coordination with computer support services, phones, and other office-related issues.

Project Operations and Compliance Support (40%):

- Support development and rollout of large project deliverables such as work plans, yearly retreats, annual reports, synthesis of findings, etc.
- Maintain and update MI deliverables in Output Tracking Table on a regular basis.
- Support contract development, modifications, and management of consultants.
- Support company and project compliance with government regulations by investigating and reporting on issues with FAR and AIDAR regulations. Support DCOP and Contracts Compliance Specialist in implementation of systems, processes, and policies as needed.
- Identify needs for, define, and implement office, company, and project protocols as needed.

- Prepare reports of meetings, seminars, and workshops.
- Coordinate project-related HR tasks such as interviewing, onboarding, and other inquiries. Provide assistance in introducing new staff to company and project procedures.
- Coordinate domestic and international travel for project staff.

Project Technical and Communications Support (30%):

- Coordinate and support project events and meetings with USAID, subcontractors, and other partners.
- Assist project staff as needed including research, drafting, editing, and technical support.
- Support communications tasks such as drafting, editing, formatting, and designing project deliverables.
- Update and develop marketing materials under direction of Communications Officer.
- Liaise with printers and designers to ensure professional delivery of products.

Company Operations (10%):

- Serve as Washington, D.C. office coordinator for company meetings.
- Support the Environmental Incentives Operations Team on tasks such as implementation of Environmental Incentives policies and procedures, expense reconciliation, internal meeting support, and HR support. Support invoicing and billing procedures for DC-based projects.
- Monitor new business opportunities, including but not limited to regular monitoring of: FBO and Grants.gov, Devex executive registration, USAID business forecast, and expiring awards.
- As needed, support proposal development by drafting sections, performing research, editing, and designing graphics.

QUALITIES & EXPERIENCE SOUGHT

We are seeking a candidate with the following qualities and experience:

Qualifications Desired

- Bachelor's degree in biology, environmental science, public policy, economics, or similar field.
- Strong interpersonal skills, including patience, a good attitude and sense of humor, and willingness to jump in on any task.
- Strong editing and writing skills
- Experience with project operations and compliance
- Highly organized
- Proven interest in the conservation and/or development fields
- Word formatting and design ability

TRAVEL REQUIREMENTS AND BASE STATION

The position will be based in Washington D.C. with occasional domestic travel.

COMPENSATION

EI offers competitive compensation and benefits packages commensurate with experience and fit to position needs.

HOW TO APPLY

To apply, please send a cover letter and resume to hr@enviroincentives.com with 'Project Coordinator' in the email subject line. Candidates will be reviewed as applications are received and the position will be filled as soon as the appropriate candidate is identified.

What happens next?

While resumes, cover letters and writing samples allow us to screen for certain characteristics, they don't always let us know who you are and the particular qualities and skills you possess. Therefore, we will ask qualified candidates to complete a hiring exercise to better determine alignment with Environmental Incentives' principles and position expectations. Candidates who perform well on the hiring exercise will be invited to interview with the Environmental Incentives team.

EQUAL OPPORTUNITY EMPLOYER

Environmental Incentives is an equal opportunity employer and does not discriminate against, or grant preferential treatment to, any individual or group on the basis of race, sex, color, ethnicity, sexual orientation or national origin.