



ECOSS Job Description

Title:	Multicultural Outreach Project Manager
Department:	Programs
Location:	Remote & 1011 SW Klickitat Way, Suite 201, Seattle, WA 98134
FLSA Status:	Non-Exempt
Salary:	\$26-28/hour
Benefits:	Medical, Dental, Vision; generous vacation time, paid sick and safe time, 11 paid holidays (including four floating days); \$30 per month Phone stipend; Career pathway in the environmental field, professional and leadership development.
Job Hours:	40 hours/week
Reports to:	Program Director
Date Prepared:	6/30/2021

To Apply

Send a cover letter and resume in one document to hr@ecoss.org. Subject line: ECOSS Project Manager. Please describe your interest and passion for the environment and/or multicultural outreach.

Overview

ECOSS seeks an experienced project manager with a passion for outreach in multicultural communities. The ideal candidate is a self-starter able to identify, pursue, plan, implement and evaluate environmental and community resilience projects in the greater Puget Sound region. This includes managing project employees, developing workplans, budgets, schedules, and reports. Preference will be given to candidates with native language fluency in Mandarin/Cantonese, Vietnamese, Spanish, Somali, or Tigrinya (other languages are welcomed).

Responsibilities and Scope

The Multicultural Outreach Project Manager joins a tight-knit team of 8-10 other Project Managers (PM), Associates and Coordinators. Project Managers are responsible for the successful creation, organization, execution and completion of projects that drive to positive impacts in Clean Water, Clean Energy, Clean Air, Climate Resilience, Solid Waste Management (Compost-Recycling), and/or Environmental Stewardship. This includes managing relevant employees, setting deadlines, communicating with ECOSS leadership and clients about the state of the project, ensuring projects stay on track and on budget, and adjusting if necessary to meet new requirements.

May directly or co-supervise up to five outreach staff. Carries out supervisory responsibilities in accordance with ECOSS policies and applicable laws. Responsibilities include active participation in interviewing, hiring, and training employees; planning, assigning, and directing work; developing and monitoring performance plans; Contributes regular feedback; helps to manage workloads and address issues and complaints.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- The scope of work includes community engagement, outreach, multicultural outreach, trans-creation, providing environmental training and/or technical services.
- Administers and works on multiple projects, grants, and contracts for clients including the City of Seattle, Port of Seattle, and King County. One or more of assigned projects will be of significant scope and visibility.
- Identifies new opportunities and funding sources and may contribute to securing new work through proposal development, scope negotiations, and interviews as needed.
- Develops and maintains excellent client relationships.
- Responsible for developing and managing budgets, administering and/or monitoring contracts and spend down, and regular client and leadership communications and reporting.

- Ensures timely and high quality project deliverables, tracking and reporting.
- Supervises outreach staff and works with them to develop performance objectives. Provides regular 1:1 feedback and performance reviews.
- Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Qualifications

- 2 years Project Management experience with environmental nonprofits, consulting firms, and/or government agencies. Other relevant experience in a related field will be considered.
- Experience working with multicultural teams/communities and individuals for whom English is not their first language.
- Must have a valid Washington State driver's license and access to a car.
- Knowledge of and competent user of MS Office, Outlook, Word and Excel.
- BA/BS degree preferred.

Desired Knowledge, Skills and/or Abilities

Listed below are the qualities and experiences of a successful multicultural outreach project manager.

- First language fluency in one of the listed languages (other languages considered).
- Familiarity with public utilities and agencies like Seattle Public Utilities, King County Wastewater, Public Health Seattle King County, Port of Seattle, etc.
- Self-starter who functions well independently and on teams.
- Cultural competence and the ability to integrate environmental and social justice principles into everyday work.
- An advocate for environmental equity and social justice.
- Demonstrates strong interpersonal skills, professional judgment, flexibility, and resourcefulness.
- Knowledge of the greater Puget Sound environmental landscape, organizations, and politics.
- Fosters an environment of excellence and professional growth for self and others.
- Inspires through written and/or spoken word.
- Ability to review English language documents and work with colleagues to translate and transcreate into one of the desired languages.
- Comfortable delivering training/outreach activities for businesses, communities and/or individuals.
- Outgoing, people-oriented personality
- Functional use of Salesforce and GIS. Training provided for Ajera (time reporting and project management), and other programs as needed.

Physical Demands

Moderate physical strength may be required to successfully perform the essential functions of this job. This includes the transport and carrying of materials and/or event supplies.

COVID-19 Considerations

During the Covid-19 pandemic, ECOSS staff can work 100% remotely. Employees may opt to work from the office according to strict scheduling and safety protocols. Under normal circumstances, we typically offer a mix of in-office, desk work, outreach in communities, traveling to and from meetings, staffing in-door and out-door events, as well as conducting on-site training in a business or industrial environment.

At ECOSS we believe that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of the company.

About ECOSS

ECOSS is a diverse nonprofit organization with over 26 years' experience that delivers environmental results for local people at home, at work and in their communities. ECOSS works with government agencies, municipalities, businesses, neighborhoods, and individuals to drive environmentally sustainable solutions. ECOSS is uniquely positioned with technical and cultural expertise, native language capacity, community trust and accountability, and cross-sector relationships to effectively address critical environmental issues. ECOSS staff is deeply trusted in the community and understand the root causes of environmental and social issues that communities face. The team is made up of a diverse set of native- and non-native-English speakers, 65% immigrants, and 71% people of color. Our staff currently speaks more than 12 languages. We work as insiders who have established strong trusting relationships within communities, instead of outsiders working to get in. This grassroots approach enhances our ability to make real connections, to meet people where they are, and in their native language. We empower frontline communities who are most impacted by environmental degradation. ECOSS delivers programs that address environmental equity and social justice, solid waste management, pollution prevention, green infrastructure, transportation, clean energy, clean water, clean air, and environmental access for all.

To learn more about our exciting work, go to ecoss.org.

Facebook: <https://www.facebook.com/SustainableSolutionsForAll/>

YouTube: <http://www.youtube.com/user/ECOSSEnvironment1>

Twitter: <http://twitter.com/ecoss>