MORRO BAY
NATIONAL ESTUARY PROGRAM

601 Embarcadero, Suite 11
Morro Bay, CA 93442
www.mbnep.org

Restoration Projects Manager

Position Announcement

The Estuary Program is seeking a full-time **Restoration Projects Manager** to oversee planning and implementation of habitat restoration projects in the Morro Bay watershed to improve water quality, enhance habitats, and protect the estuarine environment. This position will coordinate with partners, collect and manage environmental data, and communicate findings to the public and partners. This position reports to the Restoration Program Director.

About the Organization

The **Morro Bay National Estuary Program** is a place-based, science-focused nonprofit that protects and restores the Morro Bay estuary and watershed for people and wildlife. MBNEP.org.

Essential Duties

Restoration Planning & Coordination

- Implement water quality, habitat improvement, and public access projects including floodplain restoration, riparian plantings, fish passage, stormwater management, water conservation, erosion control, invasive plant removal, trails, etc.
- Ensure projects are technically sound, environmentally sustainable, and legally viable.
- Coordinate with diverse partners to develop, fund, and implement collaborative projects.

Field Monitoring & Implementation

- Support field implementation of restoration projects, including volunteer coordination.
- Monitor environmental improvements from conservation and restoration projects, including eelgrass, oysters, macroalgae, tidal marsh habitats, fisheries, plant survival, hydrology, etc.

Project Management

- Oversee project implementation including budgeting, contracting, permitting, reporting, and monitoring.
- Identify, secure, and manage grant funding for restoration and planning projects.
- Collaborate with partners and represent Estuary Program at meetings and on advisory committees.

Interpret & Share Results

- Utilize Geographic Information Systems (GIS) to map and track projects, including StoryMap development.
- Utilize Excel spreadsheets and tools such as R for data analysis.
- Help develop grant applications, project reporting, and organizational reporting.
- Develop and present content such as blogs, presentations, and field trips.

Minimum Qualifications

- BA/BS and relevant work experience in watershed science, natural resources management, marine science, environmental science, biology, etc.
- 2 to 4 years of experience in restoration field, including fieldwork.
- 1 to 2 years of project management experience, including budgets, contracts, and general financial administration.
- Strong written and verbal communication skills, with the ability to convey technical information to diverse audiences. Technical writing sample required.
- Ability to work both independently and collaboratively in teams.

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- Strong organizational skills, detail-oriented, and ability to manage numerous projects and deadlines.
- Proficiency in basic office programs (Microsoft Office 365, Adobe) and GIS.
- Ability to hike and carry 20 to 50 pounds of gear in inclement weather over rough terrain.

Preferred Qualifications

- Master's degree in relevant field.
- Experience managing and applying for grants.
- Experience with habitat restoration techniques and design.
- Experience with freshwater and/or marine related fieldwork.
- Experience supervising and coordinating teams, including volunteers.
- Experience with small nonprofit organizations.

Pay, Benefits, & Work Environment

This is a non-exempt, full-time position with a pay rate of **$34 to $36 per hour**, depending on experience, with opportunities for pay increases with strong performance. Anticipated **start date in Winter 2026/2027**.

Benefits include:

- Paid sick leave, vacation, and holidays.
- Group health insurance.
- Optional Flexible Spending Accounts.
- Work from home and cell phone stipends.
- SIMPLE IRA retirement savings with employer match.
- Flexible work schedules within a casual, collaborative office environment.

Work Expectations:

- Work primarily occurs during regular business hours (Monday to Friday, 8 a.m. to 5 p.m.).
- Regular in-person participation required for office work, fieldwork, and meetings across Morro Bay and San Luis Obispo County. Some tasks allow for work-from-home.
- Indoor and outdoor work required.
- Occasional evening and weekend work within the county.
- Ability to drive, as travel to project sites, etc., is essential to the job.

Estuary Program staff are employees of **The Bay Foundation of Morro Bay**, a nonprofit that provides the administrative framework for the Estuary Program.

How to Apply

To apply, please submit the following materials:

- A cover letter describing your interest in the position and relevant experience. If you live outside the area, please address your willingness to relocate.
- A current resume.
- Include an example of a technical writing piece where you were the sole author.
- Use of AI in the application is not appropriate as we want a sense of your unique communication style.

Please submit application materials in PDF format to **hiring@mbnep.org**, with the **subject line: Restoration Projects Manager**. The review and selection process will proceed as applications are

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received. Applications are accepted until **Sunday, December 6, at 11:59pm.** Proof of valid driver's license, insurance, clean driving record (DMV report), and reliable transportation must be confirmed before a final offer is made, as driving is an essential part of the position. All offers of employment are contingent upon the successful completion of a background check (including a criminal records check). As parts of our organization work extensively with youth and students, all employees must meet Bay Foundation policies regarding working with minors to be eligible for employment.

The Bay Foundation is an equal opportunity employer to all, regardless of race, age, ancestry, color, disability, exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex, and sexual orientation.