



Project Manager

The Guadalupe River Park Conservancy (GRPC) seeks a Project Manager to help the organization achieve its vision of a healthy, accessible, and inviting Guadalupe River Park that connects people to nature and each other. Our Project Manager will be a key player in leading community engagement initiatives and managing park development and restoration projects. This position reports to the Deputy Director and will manage a part-time Horticulturist.

RESPONSIBILITIES

- Deliver a variety of park development, restoration, and enhancement projects
- Execute partnership agreements, effectively implement programs, and build/manage relationships between GRPC, the River Park, and various stakeholders
- Lead community engagement initiatives and manage various park development and restoration projects and programs that support park use, activation, stewardship, and community engagement
- Measure and analyze program impacts of the organization and conduct an annual park user and neighborhood survey
- Perform related work as required

QUALIFICATIONS

- Strong relationship-building skills and enjoy working with a cross-sector of partners
- Demonstrated project management, verbal/written communication, and clerical skills
- Highly motivated, adaptable, and able to work independently
- Ability to travel locally
- Availability for a flexible schedule, including evening hours and weekends on occasion
- Experience in video conferencing coordination, Adobe Creative Suite, and/or Canva desired
- Bilingual in Spanish or Vietnamese highly desired

About GRPC: We provide community leadership for the development and active use of the Guadalupe River Park & Gardens through education, advocacy and stewardship. This is a full-time, exempt position at \$70,000/year, with benefits, paid holidays, and PTO that reports in-person the majority of the week at our location in downtown San Jose, CA.

APPLICATION PROCEDURE: Please email a resume and cover letter to: jobs@grpg.org. Candidates must complete a satisfactory background check prior to start. A conviction history will not necessarily disqualify a candidate from appointment. Submission deadline is Friday, February 23, 2023 at 5:00 pm Pacific.

GRPC Is An Equal Opportunity Employer

We encourage People of Color, people with disabilities, and LGBTQ+ individuals to apply. Studies highlight women, nonbinary individuals, and People of Color are less likely to apply for jobs unless they believe they meet all of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to this field of work. We would strongly encourage you to apply, even if you do not believe you meet all the qualifications described. For more information about GRPC, visit grpg.org.



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