

Job Opening

Project Manager in Microgrids and Distributed Energy

Open until filled. Current review deadline is on Monday, August 28, 2023 at 9 am (Pacific).



The [Schatz Energy Research Center](#) at Cal Poly Humboldt seeks an experienced professional to join our team as a Project Manager. This full-time position will provide project management for efforts within our [microgrid and distributed energy](#) portfolio.

We work in a hybrid environment that supports flexibility and connection. Our team members currently have the option to work on site all the time or alternate between working remotely and at least 25% onsite at the Schatz Center. During the initial onboarding period, the Project Manager could telecommute, but ultimately will need to live within commuting distance of the Schatz Center.

We welcome applications from everyone who is legally eligible to work in the United States. Please note that we operate under the California State University mandate which requires all students, staff, and faculty to be either (a) fully vaccinated against COVID-19 or (b) qualify for a medical or religious exemption.

Who we are and what we do

Since 1989, the Schatz Center has been a leader in applied research and project development for clean and renewable energy. Our current portfolio includes microgrid development, sustainable transportation design, carbon life cycle analysis, solar product testing, offshore wind research, and planning and policy for clean energy access around the globe.

We are located on the campus of Cal Poly Humboldt in Arcata, California. Arcata's 800-acre community forest and 11 miles of trails begin one block away — and we are within biking distance of California's second largest inland bay and the Pacific Ocean.

As residents of a rural coastal community, we are keenly aware of our social and environmental responsibilities. We are committed to increasing energy access and resilience for communities worldwide — and to do so through clean and renewable design that reduces climate change and restores environmental and human health.



Cal Poly Humboldt.

Our organizational commitments

Our vision

The Schatz Center envisions a healthy planet with thriving, equitable, resilient communities powered by clean energy.

Our purpose

Our team is committed to addressing climate change and improving human and ecosystem health through work that supports clean energy, climate-resilience, equity, and justice. Our work includes:

- **Research and development** – we do applied research focused on energy and environmental issues.
- **Technology deployment** – we design, integrate, build, test, and operate innovative, renewable, and resilient energy systems that are responsive to social and environmental needs.
- **Collaboration** – we work with public and private partners including Tribal Nations, communities, agencies, academic institutions, foundations, and industry to exchange knowledge and implement innovative solutions locally and internationally.
- **Education and Training** – we support learning that provides practical, hands-on experience for current and future practitioners and leaders.



Our values

- **Kindness:** Treating people and the planet with care and respect through acts of inclusion, helpfulness, generosity, and encouragement.
- **Integrity:** Approaching one another and our interdisciplinary research with curiosity, open-mindedness, transparency, and humility.
- **Equity, diversity, and inclusion:** Providing a nourishing and rewarding environment for Center staff, students, and partners. Respecting the differences of our colleagues and actively seeking to identify and remove barriers to ensure opportunities to thrive.
- **Justice:** Working to advance racial justice, gender equality and women's empowerment, LGBTQIA+ rights, economic equality, and environmental justice.
- **Teamwork and collaboration:** Supporting internal and external community building and engagement to create inclusive and innovative solutions. Sharing knowledge with and learning from our colleagues, collaborators, community partners, and the public to advance understanding.
- **Effectiveness:** Using our technical, scientific, and policy expertise to do good work that makes a difference.

Job summary

We need a Project Manager to support our growing portfolio of work related to [clean energy microgrids and distributed energy](#). These key technologies are critical to enable a broad transition to renewable and clean energy systems. The successful applicant will help manage innovative projects that will help decarbonize the electricity grid and provide resiliency benefits to communities. We are selective with the projects we take on, focusing on those with potential for significant impact in accelerating progress towards the clean energy transition on a just and equitable pathway.

The person selected for this position will report directly to the Operations Director and be embedded with a team of engineers and researchers — including faculty, professional staff, and undergraduate and graduate students — who are committed to understanding, deploying, and improving these emerging technology systems. The successful applicant will be responsible for managing several projects in the research area simultaneously (depending on the size and scope of the projects).

This position has the potential to develop into a program management role, involving strategic leadership within a research area and management of a portfolio of related projects.

Initial responsibilities for this position

After onboarding and initial training activities, the successful applicant will work with the Operations Director and others to finalize the list of projects they will manage. Then a series of hand-off and orientation meetings will be organized to transfer project management duties and welcome the new Project Manager to the project teams.

On a daily basis the Project Manager will perform administrative and analytical work in collaboration with project team leads, and will help coordinate a diverse team to support project and proposal planning and project execution. The successful applicant will be asked to provide project leadership to the team with a focus on meeting project objectives and deadlines, while keeping projects on time and within budget.

The Project Manager will support Center leadership and the Center's Project Management Committee in maintaining clear and up-to-date visibility of project status within the Center's work breakdown structure framework and software suite.

The Project Manager will also contribute to the development of new ideas and processes that enhance organizational efficiency, promote an equitable, diverse, and inclusive workplace culture, support work-life balance as a core value, and help advance our vision, purpose, and values.



Core Functions:

Project Management (80%)

- Provide project management across multiple project teams, often with overlapping members across teams. Activities include: creating schedules, inputting and extracting data from relevant Center planning tools, monitoring progress against deliverables, tracking costs against plans, tracking and managing workflow, and tracking and allocating labor hours.
- Manage project documentation and assist with preparation of funder required project and task reports, including document formatting, accessibility, editing and content development.
- Complete monthly updates of project work plans, progress reports, and budgetary status summaries for review by Center leadership.
- Coordinate work among staff and ensure team members and external stakeholders have all necessary information to effectively and efficiently complete project work.
- Establish and maintain effective project communication plans and assist principal investigators and/or project technical leaders with setting and managing project expectations with internal and external stakeholders.
- Facilitate and/or co-facilitate project status meetings, staff meeting report outs, and other meetings that may be identified.
- Interpret and comply with requirements and regulations of the funding agencies and Cal Poly Humboldt's Office of Research & Sponsored Programs as they relate to project implementation.
- Report and escalate issues to management that could affect successful project execution, when necessary, and meet with leadership and management staff to identify and resolve problems.
- Collaborate with operational staff to develop and maintain budgets and billing management frameworks.
- Assist technical and operational staff with project subcontracting and procurement.
- Assist supervisors with mentoring, motivating, supervising, and evaluating project team members.
- Contribute to development of new project management procedures or enhancements to existing procedures.

Project Development (15%)

- Support principal investigators, research, and operational staff in project development and proposal submission, including developing work plans, drafting scopes of work and budgets, compiling required documentation, and coordinating and communicating with project partners.
- Assist principal investigators and/or principal engineers with maintaining relationships with funding agencies that may lead to future grants and contracts.



Other Duties as Assigned (5%)

- Serve on Center committees or otherwise participate in Center organizational processes.
- Support the Communications and Outreach Manager to keep project outreach materials up to date, including web page content, internal communications, lists of presentations and publications, and materials for the Schatz Center Advisory Committee.

Qualifications

Minimum qualifications

Education and Experience

Working knowledge of project management principles, practices, and methods. This knowledge may be obtained through any combination of training and experience that would provide the required knowledge, skills, and abilities. This qualification can be met by:

- Education and/or experience equal to a bachelor's degree, plus at least five (5) years of progressively responsible and varied experience in engineering project management and/or research-related project management.

Required knowledge, skills, and abilities

- Commitment to promoting and supporting equity, diversity, and inclusion in the workplace and with external stakeholders.
- Solid understanding and knowledge of principles and practices of budget development and analysis.
- Ability to learn, interpret, and apply a wide variety of policies and procedures, as per the university's Office of Research & Sponsored Programs and related to funding agency requirements.
- Ability and interest to understand technical concepts.
- Desire to continually develop project management skills, including learning how to use and apply new project management tools and use existing tools to meet project management needs.
- Experience preparing reports, correspondence, and other written materials for both internal and external audiences.
- Experience managing multiple priorities simultaneously, maintaining schedules, meeting deadlines, and quickly adapting to changing priorities.
- Ability to work within the scope of resources available on each project.
- Ability to think creatively and problem solve, and support staff in problem solving.
- Ability and willingness to be a team player and help all members of the team to be successful.
- Ability and willingness to adapt to different people, cultures, environments, and situations.
- Excellent interpersonal, conflict resolution, team building, and collaboration skills.
- Ability to communicate effectively verbally, in writing, and through presentations.
- Ability to establish and maintain effective and cooperative working relationships inside and outside the organization.
- Attention to detail and accuracy and experience maintaining accurate files and records.
- Proficiency and experience using common office software such as MS Word, MS Excel, MS PowerPoint, Google Spaces, Google Spreadsheets, Google Docs, as well as other computer software programs needed to effectively track and manage a project.
- Proficiency and experience administering shared project drives, for example on platforms such as Google Drive, Dropbox, and Teams.
- Excellent planning and organizational skills.
- Ability to manage multiple projects simultaneously.



Desirable experience or training

The following are welcome, but are not required to be eligible for this position.

Experience or training in:

- Clean energy
- Managing projects in the public or non-profit sector
- PMP Certification

Important note:

This vacancy announcement includes both (a) minimum qualifications as well as (b) desirable experience or training. Research shows that many women and people of color, in particular, feel that they have to have 100% of both required and desired skills and experience before applying for a new job.

We want to reiterate that ***any listed desirable experience or training is not required to apply for a position*** on our team.

If you meet the minimum qualifications and have passion for the work, possess excellent planning and organizational skills, and are able to manage multiple priorities simultaneously, we strongly encourage you to apply. We can provide on-the-job training for the rest.



Compensation and benefits

Compensation and term

This is a full-time position with a minimum term of one year. Employee continuation is anticipated, contingent on funding, workload, and performance.

The monthly salary range is between \$6,201 and \$7,542, depending on skills and experience. Cost of living adjustments are made annually.

Advancement

Advancement in step may occur no less frequently than every two years and is based on employee performance. Step raises outside this interval may also be granted for employee achievements such as professional licensure or completing a graduate degree. Advancement in category is based on criteria including experience, a strong performance record, and an increase in responsibility.

Insurance

Medical, dental, vision, and life insurance are available for employees and dependents.

Paid time off

Paid time off includes:

- 13 holidays per year, including December 25 through January 1
- 6 ⅔ hours of vacation per month
- 8 hours of sick leave per month
- 1 personal day per calendar year

The Center also provides paid leave for voting and jury duty, and programs for pregnancy, disability, and family medical leave.

Retirement

The Center contributes 10% of employee gross wages to a 403(b) employer-paid retirement investment plan, beginning at one year of service.

Additional benefit information

For additional information on leave accruals, insurance, and other benefits, view the HSU Sponsored Programs Personnel Manual at: <https://research.humboldt.edu/responsibilities-compliance/research-and-institutional-policies>.

Please note that this is not a California State University position.



How to apply

Deadline

Open until filled. Current review deadline is on August 28, 2023 at 9 am Pacific Time (US)

Materials

Applicants must submit the following via email to schatzenergy@humboldt.edu:

- A formal letter of application (2 page maximum preferred). In your letter, please explain why you are interested to work with us to advance clean energy and describe how your background prepares you to be an effective project manager.
- A resume.
- An HSU SPF Employee Information Form for Applicants: <https://forms.humboldt.edu/spf-self-identification-form-job-applicants-eif-pre-offer>

Please include in your email how you learned about this vacancy.

Additional materials may be required from candidates invited to interview.

Affirmative action & equal opportunity

The Schatz Center is a part of the university's [Sponsored Programs Foundation](#) (HSU SPF), an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

More information about HSU SPF's Equal Employment Opportunity hiring can be found at: <https://research.humboldt.edu/employment/hiring>.

Questions and inquiries

For assistance with the application process, please submit an Accommodation Request Form or call the Compliance Support Coordinator at (707) 826-5169. <https://forms.humboldt.edu/spf-accomodation-request-form>

Learn more about our employment opportunities at schatzcenter.org/jobs.

For additional information, please email schatzenergy@humboldt.edu or call (707) 826-4345.



SCHATZ ENERGY RESEARCH CENTER at Cal Poly Humboldt
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For more information, visit schatzcenter.org