



Job Opening — Project Manager

Applications due by Monday, January 10, 2022 at 4 pm (Pacific)



The [Schatz Energy Research Center](#) at Humboldt State 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. This position is expected to start on or near February 16, 2022.

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 or (b) qualify for a medical or religious exemption (in which case weekly testing is required).

Since 2020, many of our staff have been working remotely from home or at project sites. We are currently transitioning to a hybrid environment in which team members may alternate between working remotely and onsite at the Schatz Center. During this initial transition period, the project manager could telecommute, but ultimately will need to live within commuting distance of Humboldt State.

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 feasibility studies, and planning and policy for clean energy access around the globe.

We are located on the campus of Humboldt State University 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 do so through clean and renewable design that reduces climate change and restores environmental and human health.

Job summary

We have a growing portfolio of work related to [clean energy microgrids and distributed energy](#) that will be the focus area for this position. These key technologies are critical for supporting a broad transition to renewable and clean energy systems. 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 be embedded with a team of researchers — including faculty, professional staff, and undergraduate and graduate students — who are committed to understanding and improving these emerging technology systems. This role will be responsible for project management activities of several projects at a time (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:

This position's primary responsibility is to provide project management for efforts within our microgrid and distributed energy portfolio.

Reporting to the Operations Director, the Project Manager will perform administrative and analytical work in collaboration with principal investigators and/or principal engineers, and will work alongside professional staff to support project and proposal planning, execution of project objectives, maintaining deadlines, and keeping project deliverables on time and within budget.

The Project Manager will support Center leadership and the Center's project management team in maintaining clear and up-to-date visibility of microgrid and distributed energy activities within the Center's workflow and project pipeline.

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 mission to promote clean and renewable energy.



Core Functions:

Project Management (80%)

- Support multiple project teams with project management activities: creating schedules, inputting planning data into relevant Center planning tools, 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.
- Help coordinate work among staff and ensure team members and external stakeholders have all necessary information to effectively and efficiently complete project work.
- Establish effective project team communication and assist principal investigators and/or principal engineers 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 funding agency and HSU's Office of Research & Sponsored Programs requirements and regulations as they relate to project implementation.
- Report and escalate issues that could affect successful project execution to management 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 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

General 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.

The required qualifications include:

- Education *and/or* experience equal to a bachelor's degree, plus at least three (3) years of progressively responsible and varied experience in project management.

Required knowledge, skills, and abilities

- Commitment to promoting and supporting equity, diversity, and inclusion in the workplace and with external stakeholders.
- General 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 relating to funding agency requirements and the HSU's Office of Research & Sponsored Programs.
- 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 or using 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, 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 Microsoft Office products (Outlook, Word, Excel, PowerPoint) 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.



Desirable experience or training (these are not required to be eligible for the position)

Experience or training in:

- Clean energy
- Managing multiple projects in more than one research area
- Managing projects in the public or non-profit sector
- Managing research and development projects

Please 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 requirements and have the 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 \$5,256 and \$6,085, depending on skills and experience.

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

The Center provides medical, dental, vision, and life insurance for employees and dependents.

Paid time off

Paid time off includes:

- 13 holidays per year, including December 25 to 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

All application materials must be received by **4 pm Pacific Time (US) on January 10, 2022.**

Materials

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

- A formal letter of application (2 page maximum). 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 (2 page maximum).
- The 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 [Humboldt State University 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>.

Our mission and commitments

The Schatz Center advances clean and renewable energy while increasing energy access and resilience through collaborations with domestic and international communities. Achieving this mission equitably requires meaningful engagement across social experiences and identities, fields of expertise, and diverse sets of thought within our team and among our partners. We believe that a diverse team increases effectiveness, and we are committed to the ongoing development of a safe, inclusive, and collaborative work environment that supports the growth of each team member.

Questions and inquiries

For assistance with the application process, please submit an Accommodation Request Form or call the SPF Interim 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 | 1 Harpst Street | Arcata, CA 95521 | schatzcenter.org