



## Job Opening: Project Manager in Offshore Wind

**Applications will be accepted until the position is filled. The first round of review will be based on applications received by Monday, October 28, 2024 at 8 am (Pacific Time).**

The Schatz Energy Research Center at Cal Poly Humboldt is seeking an experienced professional to join our team as a project manager. This full-time position will provide management for projects within our [offshore wind portfolio](#), including managing project activities associated with the [Pacific Offshore Wind Consortium \(POWC\)](#).

The Schatz Center is a leader in research and policy analysis related to offshore wind development on the U.S. West Coast. Over the past five years, with funding from state and federal agencies, our team and partners have published [thirty reports](#) on a variety of topics including the wind resource and its potential for renewable energy generation, grid integration and transmission requirements, economic viability, port and coastal infrastructure needs, economic development potential, regional environmental effects, community benefits and concerns, policy, regulation, permitting, and others. Our recently launched [Pacific Offshore Wind Consortium](#) (POWC) involves collaboration with partners at Oregon State University and Cal Poly San Luis Obispo. Our leadership role in POWC positions our team to play a key role in the science, education, and community and Tribal engagement that are needed in relation to the potential for offshore wind development on the West Coast.

This position is expected to start in early January and is based at the Schatz Center, in Arcata, CA. The exact start date is negotiable. Our team members have the flexibility to either work onsite full-time or alternate between remote work and onsite work, with a minimum of 40% of their time spent at the Schatz Center. During the initial onboarding period, the selected candidate could telecommute, but ultimately will need to live within commuting distance of the Schatz Center. Applications are welcome from all who are legally eligible to work in the U.S.

### 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 offshore wind research and engagement, microgrid development, sustainable transportation design, carbon life cycle analysis, solar product testing, 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 do so through clean and renewable design that reduces climate change and restores environmental and human health.

## 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

We value:

- **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

As a project manager, you will perform administrative and analytical work in collaboration with project team leads and other professional staff. You will help coordinate a diverse team to support proposal and project planning and project implementation in the offshore wind area. You will provide project leadership to the team with a focus on meeting project objectives and deadlines while keeping projects on time and within budget. You will also support Center leadership and the Center’s project management team in maintaining clear and up-to-date visibility of project(s) activities within the workflow and project pipeline. As a project manager, you may 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.

The successful applicant will be responsible for managing several projects in the offshore wind 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.

### Core Functions:

- Project Management (80%)
  - Provide project management across multiple project teams, often with overlapping members. 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 with setting and managing project expectations with internal and external stakeholders.
- Coordinate, 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 communicating with and evaluating project team members.
- Participate in the Project Management Committee to contribute to development of new project management procedures or enhancements to existing procedures.
- Project Development (15%)
  - Support 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 and funders.
  - Assist 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 senior development manager and communications specialist 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 qualification can be met by education, training, and/or experience equivalent to a bachelor's degree plus at least five years of relevant professional experience in project management. For equivalency guidance, see our [Criteria for Prior Education and Experience](#).

#### ***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 develop an understanding of technical, policy, and community and Tribal engagement dimensions of offshore wind.
- 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 and projects simultaneously, maintaining schedules, meeting deadlines, and quickly adapting to changing priorities.
- 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.

### Desirable experience or training

(The following are welcome, but they are not required to be eligible for the position.)

- Project management experience related to clean energy development, engineering, or research.
- Managing projects in the public or non-profit sector
- PMP Certification
- Knowledge or experience in technical, policy, and/or community and Tribal engagement dimensions of offshore wind.

### 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 the additional welcome experience and training options listed above *are not required to apply for a position on our team*. If you meet the minimum qualifications, we encourage you to apply.

## Compensation and benefits

### Compensation and term

This is a full time (40 hours/week), benefit-eligible position with a minimum term of one year. Employee continuation is anticipated, contingent on funding, workload, and performance.

The monthly salary range is between \$6,202 and \$7,539, depending on skills and experience. Cost of living adjustments are made annually.

### Advancement

Advancement in step may occur at a frequency of at least every two years. 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

- 14 holidays per year, including December 25 through January 1
- 6  $\frac{2}{3}$  hours of vacation per month
- 8 hours of sick leave per month
- 1 personal day per calendar year

Paid leave is also provided for voting and jury duty, and programs are available for pregnancy, disability, and family medical leave.

## Retirement

Beginning at one year of service, employee contributions of 10% of employee gross wages are made to a 403(b) employer-paid retirement investment plan.

## Additional benefit information

For additional information on leave accruals, insurance, and other benefits, view the Cal Poly Humboldt 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

The first round of review will be based on materials that have been submitted by **8 am Pacific Time (US) on Monday, October 28, 2024**. The position will be open until filled.

### Materials

Applicants must submit the following via email to [schatzenergy@humboldt.edu](mailto:schatzenergy@humboldt.edu):

1. A formal letter of application (cover letter), attention: Schatz Center Hiring Committee. In your letter, a) explain why you are interested to work with us in advancing clean energy and b) describe how your background prepares you to be an effective project manager.
2. A resume: A maximum of 3 pages is preferred, however we encourage you to include all relevant and transferable experience and skills you wish us to consider. For guidance,

view our [Criteria for Prior Education and Experience](#). Please include timebase (hours per week or month) information for experience and/or training.

3. Contact information for 3 professional references.
4. A Cal Poly Humboldt SPF Employee Information Form for Applicants: <https://forms.humboldt.edu/spf-self-identification-form-job-applicants-eif-pre-offer>. Fill in **Submission Email/Contact** as follows: Name = Schatz Energy Research Center, Email = [schatzenergy@humboldt.edu](mailto:schatzenergy@humboldt.edu)

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 operates under the [Cal Poly Humboldt Sponsored Programs Foundation](#) (CPHSPF), 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 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, which can be at <https://forms.humboldt.edu/spf-accomodation-request-form>, or contact the campus ADA Coordinator at (707) 826-3626 or confidential fax at (707) 826-3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Campus Disability Resource Center at <https://disability.humboldt.edu/>. Individuals in need of a telecommunications relay service may contact the California Relay Service at (877) 735-2929 TTY.
- Learn more about our employment opportunities at [schatzcenter.org/jobs](https://schatzcenter.org/jobs).
- For additional information, please email [schatzenergy@humboldt.edu](mailto:schatzenergy@humboldt.edu) or call (707) 826-4345.