

## **Project Coordinator/Biologist**

Ironwood is seeking a project coordinator/biologist/ecologist with experience supporting environmental compliance requirements of projects in the western U.S., specifically relating to the EPA, CWA, NEPA, CEQA and California-specific natural resource laws and regulations. The primary objective of this position is to support Ironwood project managers and permitting specialists to ensure projects meet client goals, adhere to deadlines, and are compliant with applicable environmental laws.

This position is office-based (90 percent) with an expectation that occasional fieldwork and/or site visits will be required to understand project natural resource concerns and compliance requirements.

The project coordinator will work directly with project managers with the goal of expanding project management skills. Technical writing skills are essential for success in this role, but if you are eager to further develop your basic writing skills in a collaborative environment you will thrive in this role.

### **Key Responsibilities (including, but not limited to):**

- Write and edit sections of technical reports, environmental review documents, permit applications, and environmental impact analysis on multiple projects to meet deliverable schedules.
- Communicate with project managers, project resource specialists, and clients, including participating in meetings, taking and distributing meeting notes, and sharing project status updates.
- Assist in developing scopes of work, budgets, and marketing tasks.
- Collaborate with the project manager on staffing needs, project timelines, and strategy.
- Coordinate with GIS staff on data collection, data management, and figure development for reports.
- Deepen natural resource expertise while working alongside natural resource experts.
- Maintain up-to-date knowledge of at least one natural resource area (botany, environmental permitting, fisheries, wildlife, wetlands, etc.), species specific survey protocols and relevant scientific literature and research.
- Participate in occasional field visits and surveys, including assisting with special status species protocol surveys, reconnaissance surveys, habitat assessments, wetland and waters delineation and other resource-specific surveys as qualifications permit.

### **Required Qualifications/Experience:**

- Minimum of Bachelor of Science degree (B.Sc.) from a four-year college or university in the field of Biology, Botany, Ecology, Environmental Science, or related field.
  - 2 to 5 years of applicable experience, with a preference for California, Nevada, and/or Colorado-based experience.
  - Strong technical writing skills.
  - Proficiency in using Microsoft 365 programs including Word, Excel, SharePoint, Outlook, and Teams. SharePoint would be a plus.
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- Knowledge of field technology tools, including familiarity with using a handheld GPS unit (e.g., Garmin or similar) and ESRI FieldMaps, and Survey123
- Experience with desktop geospatial analysis, specifically ArcPro
- Familiarity with state (CA, NV, CO) and federal environmental regulations (FESA, CWA, and NEPA).
- Relevant experience with environmental permitting and natural resources studies for conservation/restoration, renewable energy, and infrastructure projects.
- Experience with Federal and State natural resource agencies.
- Knowledge of Section 7 of the Endangered Species Act.
- Section 401 and 404 of the Clean Water Act permitting experience.

**Other Preferred Skills and Abilities:**

- Ability to occasionally travel to remote areas for limited field work.
- Ability to identify western U.S. common plant and wildlife species.
- Prior experience contributing to NEPA and CEQA environmental review documents and/or preparing environmental permit applications specific to California.
- Must be located in California, Nevada, Colorado, or Arizona.
- Detail-oriented, self-motivated, proactive, problem-solver with a strong work ethic.
- Organized and able to manage multiple priorities.

**Salary:**

\$85,000 - \$105,000 per year

**Benefits:**

- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Annual professional development stipend
- Vision insurance

**Work Location:** Hybrid remote/on project site(s)

*Ironwood believes that diversity in our teams enables diversity in perspective and approach to solving problems, both big and small. Ironwood is committed to building a diverse, equitable, and inclusive workforce so we can solve the problems faced in protecting the diversity in our wildlife. We encourage applicants of all races, ethnicities, religions, gender, gender identity, sexual orientation, age, veteran status, physical and mental ability to consider a position at Ironwood.*