



## Integral Ecology Research Center

### Environmental Restoration Project Coordinator II

Location: Blue Lake, California

Start Date: TBD | Project Duration: 24 months

Compensation: \$30–\$35/hr (DOE) | Schedule: 35–40 hrs/week, some weekends

Comprehensive benefits package

**Organizational Summary:** Integral Ecology Research Center (IERC) is a 501(c)(3) non-profit dedicated to wildlife conservation and ecosystem health through scientific research. Our mission is to perform ecological research and compile, organize, and disseminate the results of this research to increase scientific knowledge for the public, advance the management and conservation of wildlife species and their communities, and enhance overall ecosystem health and conservation.

**Position Summary:** The Environmental Restoration Project Coordinator II (PCII) leads complex, multi-stakeholder field operations and training programs within IERC's Environmental Restoration Program. This is primarily an operational coordination and workforce training role requiring extensive experience managing concurrent workstreams across diverse partners, contractors, administrative and field teams.

The PCII serves as the primary operational liaison between the Program Manager and field or office personnel such as Research Scientists, Project Specialists, and Technicians. Core responsibilities include coordinating multi-partner logistics (Land and Natural Resource agencies, hazardous materials professionals, and aviation scheduling for long-range helicopter operations), developing and delivering workforce training programs on cannabis site restoration protocols, and managing QA/QC, data systems, and technical documentation across all project phases.

This role will require the physical capacity to periodically navigate rugged terrain, the operational judgment to oversee the coordination of safety-sensitive activities in both training and classroom settings plus remote field environments, and the technical writing proficiency to produce publication-quality reports, protocols, and compliance documentation. The PCII fosters a collaborative, inclusive, and high-performance team environment that supports individual professional development, project success, and long-term organizational growth.

Supervisory duties include technical training, day-to-day scheduling, timesheet approval, performance tracking, and coordination of formal performance reviews in collaboration with Human Resources. The duration of the project is estimated to be 24 months. This position is based on grant funding and will be periodically reviewed for extension and is offered on an at-will basis, consistent with California law.

**Project Summary:** Under the general direction of the Environmental Restoration Program Manager, the PCII will lead coordination efforts for a complex, multi-stakeholder, statewide initiative focused on developing a comprehensive framework for reclaiming, remediating and restoring environmental damage caused by illegal cannabis cultivation across California's public lands. This multi-year project unfolds across two integrated and interdependent phases.



### **Phase 1 — Framework Development, Training Infrastructure & Procurement**

The PCII will assist in the production of a comprehensive, publication-quality statewide cannabis site restoration framework addressing regulatory context, reclamation protocols, data management, and grant timelines. This phase requires close coordination with a diverse network of subcontractors including policy reviewers, document design teams, meeting coordinators, and digital data management specialists, while ensuring the timely delivery of all document sections for incremental internal and external review and approval.

### **Phase 2 — Field Operations & Technology Deployment**

The PCII will lead the development and delivery of a multi-tiered restoration training program targeting at least three geographically distributed teams across California, encompassing in-depth field-based instruction and assessment of independent field operations. The PCII will coordinate large-scale novel aerial survey overflights across California public lands, oversee ground-based imagery validation and UAS flights, and oversee the active restoration of several public land cannabis cultivation sites (PLCCS).

Field operations involve complex logistics and real-time coordination with, but not limited to, aviation services and teams, stakeholder conservation crews, local law enforcement, municipalities' refuse services, and hazardous materials contractors for hazmat disposal. Stakeholders working with IERC simultaneously across multiple regions include but are not limited to Tribal partners, public land management agencies, municipalities, and non-profits. The PCII must be able to periodically navigate remote terrain as an integral part of field oversight responsibilities.

Throughout both phases, the PCII will be responsible for monthly progress reporting, invoicing support, subcontract administration, data management and oversight ensuring all deliverables are completed on schedule and in compliance with all applicable grant agreement requirements.

### **Minimum Qualifications**

- 5 years of progressive, supervisory-level experience in multi-agency project coordination, environmental remediation, or field of business management.
- OR**
- Bachelor's degree in Public Administration, Business Administration, Environmental Science, Natural Resources, Nonprofit Leadership, Organizational Management, or a related field, with at least 3 years of progressive, supervisory-level experience in multi-agency project coordination, environmental remediation, or field business management.
- OR**
- Master's degree in a related field with at least 2 years of relevant coordination and supervisory experience.
- Experience delivering effective technical training sessions and opportunities for field crews with varying levels of prior experience, including curriculum development, hands-on instruction, and pre- and post-progress assessment.
- Experience with subcontract administration, grant or contract compliance, and budget monitoring within single or multi-partner funded projects, including familiarity with grant agreement requirements for reporting, invoicing, and deliverable tracking.



- Strong technical writing skills with demonstrated experience producing reports, protocols, or compliance documentation.
- Ability to communicate effectively with a broad range of stakeholders including law enforcement, state and federal agency representatives, tribal partners, hazardous materials contractors, aviation teams, and community partners.
- Familiarity with QA/QC standards for data collection, geospatial data management, and multi-site dataset organization.
- Physical ability to periodically navigate rugged terrain to monitor staff and partners at remote field sites in California.
- Proficiency with Microsoft Office Suite, data management systems, and project tracking tools.
- Familiarity with GIS platforms (e.g., ArcGIS Pro), Survey123, Google Earth, or equivalent field data tools.

### **Preferred Qualifications**

- Formal project management certification (e.g., PMP, CAPM, or equivalent).
- Demonstrated experience coordinating concurrent field operations across multiple agencies, contractors, or jurisdictions, hazardous materials professionals, or aviation teams.
- Experience coordinating hazardous waste cleanup operations, including familiarity with Cal/EPA, DTSC, or RWQCB regulatory frameworks.
- Background in environmental remediation or land restoration on public or tribal lands.

### **Preferred Knowledge and Abilities**

- Environmental laws, permitting processes, and inter-agency coordination frameworks governing restoration work on land in California, including coordination with land management agencies, and Tribal entities.
- Supervisory principles, team development practices, and employment law requirements relevant to direct staff management in field and office environments.
- Synthesis of technical, regulatory, and operational information from diverse sources into clear, publication-quality written documents, progress reports, restoration plans, and grant proposals.
- Development, implementation, and oversight of data management systems and digital collection of workflows that meet scientific integrity standards and project-specific reporting requirements.

### **Benefits Package:**

- Paid Time Off
- Medical, Dental, Vision Insurance (50% Employer match)
- FSA and/or CDFSA
- 403(b) Retirement Program (5% Employer match)
- Health and Wellness Reimbursement Program (\$800 annually)
- Winter Holiday PTO (Additional 32 hours of PTO)

IERC provides equal opportunity employment to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.



**Deadline to Apply:** May 8, 2026 @ 2359hrs PDT

Please submit all application materials to [hireing@ierceceology.org](mailto:hireing@ierceceology.org), subject title “Environmental Restoration Project Coordinator II 2026”.

- 1) Current resume or CV
- 2) **1-page cover letter** summarizing your relevant experience and qualifications for this position.
- 3) Submit 3 professional references (no more than 1 academic reference) who have knowledge relevant to your qualifications.