



JOB ANNOUNCEMENT

Job title: P2IP Project Manager
Reports to: UCUT Policy Analyst
Location: Spokane, Washington; hybrid option available
Position type: Full-time
Salary range: \$87,230-134,850/year with competitive benefits
Closing date: The position will remain open until filled. Interested candidates are encouraged to submit materials by July 12, 2024.

Job summary:

The Upper Columbia United Tribes (UCUT) are in the process of reintroducing salmon to areas located upstream of Chief Joseph, Grand Coulee, and Spokane River dams. The Coeur d'Alene Tribe (CDAT), Confederated Tribes of the Colville Reservation (CTCR), Spokane Tribe of Indians (STI), and their consortium UCUT, are the leaders in returning anadromous fish to historically occupied habitats above these barriers. Collectively, they and their partners are implementing a 21-year plan to design, install, and test fish passage facilities and salmon reintroduction strategies. This plan is titled the [Phase 2 Implementation Plan](#), or "P2IP." The UCUT organization and its member tribes have garnered policy support and secured funding for P2IP activities and are now seeking a project manager that can help keep P2IP implementation organized and focused.

The P2IP Project Manager will be responsible for administrative support to the UCUT organization. The position will report to the UCUT Policy Analyst and be expected to work closely with P2IP experts at three of the five UCUT tribes. This position will include six tasks: 1) project planning and initiation; 2) execution and coordination involving the UCUT organization, the member tribes, and regional partners; 3) risk management and issue resolution; 4) stakeholder coordination and communication; 5) project-specific budget tracking; and 6) project closure.

Essential functions:

- 1) Project planning and initiation
 - a. Developing a comprehensive project plan including timelines, milestones, and resource requirements (incorporating ongoing activities as needed) for the P2IP and its component parts.
 - b. Establishing and confirming clear objectives, deliverables, and success criteria for P2IP projects.
 - c. Identifying and engaging key stakeholders including project team members, UCUT member Tribes, and external partners.
- 2) Project execution and coordination

- a. Managing day to day operations of multiple projects under the P2IP project umbrella including management of subcontractors.
 - b. Coordinating project teams including cross-disciplinary teams.
 - c. Facilitating regular team meetings, status updates, and progress reviews.
- 3) Risk management and issue resolution
- a. Proactively identifying and mitigating potential risks and challenges.
 - b. Developing and implementing contingency plans to address unforeseen issues.
 - c. Elevating and resolving project-related problems in a timely manner.
- 4) Stakeholder management and communication
- a. Maintaining clear and consistent communication with team members, UCUT Tribes, and external partners.
 - b. Provide regular updates on project progress, challenges, and milestones.
- 5) Project-specific budget tracking
- a. Tracking and managing individual P2IP project budgets and ensuring alignment of budgets with identified scopes of work and deliverables.
 - b. Supporting ongoing communication and engagement with the project team to address any budget-related issues or changes quickly and effectively.
 - c. Ensuring compliance with all requirements and deadlines for individual funding sources.
 - d. Ensuring compliance with UCUT internal procurement policies guiding purchases, etc.
- 6) Closure and lessons learned
- a. Ensuring successful completion of milestones and project components.
 - b. Conducting an annual review of completed project components and documenting lessons learned and best practices.
 - c. Developing recommendations for future process improvements and organizational learning.

Competencies:

- Proficient in project management tools and processes.
- Strong organizational, interpersonal, and communication skills with the ability to facilitate small group meetings and work sessions and collaborate with the member tribes and regional partners.
- Demonstrated ability to set priorities and manage numerous deadlines and deliverables.
- Team worker and leader.
- Willing and able to travel occasionally throughout the Pacific Northwest and British Columbia.

Minimum qualifications:

- Bachelor's Degree from an accredited university.
- Minimum five years of project management experience.

Preferred qualifications (in addition to above):

- Graduate degree from an accredited university in a relevant field.
- Project management certification.
- Knowledge of natural resource management in the Columbia Basin.

How to apply:

Submit cover letter, resume of relevant experience, and contact information for three professional references to Lori Rothrock, UCUT Office Manager: lori@ucut-nsn.org.

If you have questions about the position, please contact Laura Robinson, UCUT Policy Analyst: laura@ucut-nsn.org.

Conditions of employment:

UCUT is an Equal Opportunity Employer. UCUT reserves the right to grant preference in employment to qualified tribal members.

The job location is Spokane, Washington. In-office work is preferred but hybrid options are available.

- Should the selected candidate live in or near Spokane, in-person work is required at a minimum of three days per week.
- Should the selected candidate live further than 75 miles outside of Spokane, in-person work will be required five days per month. This could include attending required meetings outside of Spokane. Travel and lodging for in-person workdays in Spokane will be covered by the candidate. Also, consistent check-ins with the supervisor will be required, such as a required daily touch point (i.e., email, phone, text, chat) and a weekly coordination zoom meeting.

UCUT provides a competitive salary and benefits package. Compensation level will be negotiated based upon knowledge, skills, abilities, and qualifications.

Once offered the position, the selected applicant must submit a valid (U.S.) state-issued driver's license and is subject to a pre-employment drug test. After hire, the selected candidate will be evaluated prior to the end of a 90-day probationary period for regular employment status. Probationary employees will accrue Personal Time Off but will not be granted use of PTO until they achieve regular employment status.