



PRINCE WILLIAM SOUND REGIONAL CITIZENS' ADVISORY COUNCIL

Prince William Sound Regional Citizens' Advisory Council Job Description

Job Title: Scientific and Environmental Monitoring Project Manager, Exempt
Date: April 8, 2026
Location: PWSRCAC office in Valdez, Alaska
Reports to: Director of Programs

Job Summary: Coordinate a variety of environmental monitoring projects designed to improve knowledge and understanding of the actual and potential environmental impacts from the operation of the Valdez Marine Terminal and associated crude oil tankers in Prince William Sound, Alaska. These projects may include research on long-term hydrocarbon monitoring in the Exxon Valdez oil spill region, the use of chemical dispersants and other oil spill response techniques, biological surveys, invasive species, hydrocarbon toxicity, social and community impacts associated with oil spills, and other scientific and technical issues of importance to PWSRCAC. All projects are conducted in coordination with PWSRCAC's volunteer-based Scientific Advisory Committee (SAC). Project outcomes are used to formulate PWSRCAC's science-based positions and recommendations for potential use in oil spill contingency planning, in scientific reviews, or in planning other independent or jointly sponsored scientific projects.

MAJOR RESPONSIBILITIES/ACTIVITIES

Project Management

- Develop and execute all aspects of PWSRCAC scientific projects and programs, including project scope, determination of resources needed, budget development and contract management in line with PWSRCAC's mission and long-range plan.
- Implement and manage ongoing and new projects and programs in coordination with PWSRCAC contractors, management team, and volunteers.
- Develop new programs and projects and expand the scope of PWSRCAC's historic research priorities.
- Coordinate with other project managers (e.g., Contingency Plan and Terminal Operations and Environmental Monitoring Project Managers) and management team to ensure a uniform and collaborative approach to accomplishment of the assigned projects.
- Form and facilitate PWSRCAC project teams and working groups as needed.
- Develop recommendations for Board review and/or approval.
- Prepare and deliver reports to the Board of Directors.

- Participate in PWSRCAC and external (industry and/or regulatory) working groups related to assigned projects.
- Coordinate with Director of Communications to respond to media inquiries and respond to such inquiries as directed.
- Coordinate with Director of Communications to maximize scientific outreach through promotion and delivery of project reports to external stakeholders and the public.
- Respond to public inquiries on assigned projects.
- Lead planning and execution of an annual outreach event for staff, volunteers, and the public to highlight place-based research and partnership in PWSRCAC's region.
- Recruit and supervise up to four seasonal student interns in communities throughout the Exxon Valdez oil spill region engaged in local environmental monitoring, including training and data management.
- Plan and lead annual field work activities in the Exxon Valdez oil spill region following approved protocols for long-term hydrocarbon monitoring in the marine environment.

Contract Management

- Draft requests for proposals (RFPs) for review and approval by the management team and manage all aspects of distribution, proposal review, and contractor selection.
- Negotiate and draft contracts in coordination with the management team.
- Review, manage, and verify invoices and progress reports; work with management team and contractor to address issues as needed.
- Assist contractors to meet project deliverables within the scope, budget, and timeline approved by the Board of Directors.
- Distribute and promote project deliverables in coordination with support staff.
- Coordinate on-site visits as appropriate.
- Inform the management team of project activity and progress and provide prompt briefings on all sensitive issues.
- Coordinate final presentation and report acceptance to the Board of Directors.

PWSRCAC Committee Coordination

- Coordinate with PWSRCAC's Scientific Advisory Committee (SAC) to identify projects that support the environmental monitoring program's goals and objectives and fall within the PWSRCAC's mission and mandates.
- Regularly schedule meetings of the Scientific Advisory Committee to provide project status updates; review contractor reports; and discuss the scientific merit and value of projects as they relate to the PWSRCAC's mission.

- Coordinate with other project managers on the needs of other standing committees and attend other standing committee meetings as needed.
- Prepare and maintain status reports for assigned program and projects.

Budget/Administration

- Participate in the annual long-range project planning process.
- Develop and administer project budgets.
- Review and authorize invoices within spending authority.
- Research and develop alternative funding opportunities as directed.

General

- Coordinate closely with other committees, groups, and agencies to ensure that projects do not duplicate activities underway, planned, or completed by others.
- Stay informed of current oil spill prevention and response issues, especially in Alaska, by coordinating with other project managers and technical committees.
- Assist with volunteer support and coordination in cooperation with other staff.
- Determine beneficial education and training opportunities and attend such training as approved.
- Submit trip reports for work travel such as formal training and conferences.
- Participate as a member of PWSRCAC's Emergency Response Team during actual oil spills and at drills and exercises as assigned.
- Travel as assigned.
- Maintain positive working relationships with federal and state agencies, industry, and other stakeholder groups.
- Ensure that all work efforts are conducted in accordance with approved policies and procedures.

MINIMUM REQUIREMENTS

Education

- Bachelor's degree or equivalent experience
- Master's degree is preferred

Experience

- Three years of project management or similar experience.
- Experience in the petroleum industry, environmental sciences, or a related field.
- Contract management experience.
- Experience in a scientific or engineering discipline.

Skills

- Demonstrate familiarity with the region impacted by the Exxon Valdez oil spill.
- Demonstrate familiarity with oil spill prevention and response issues.
- Proficient with Microsoft Word, Excel, PowerPoint, and Outlook.
- Demonstrate strong negotiation and facilitation skills.
- Demonstrate strong written and oral communication skills, including the ability to communicate technical information to non-technical audiences.
- Work with PWSRCAC volunteers, regulatory agencies, oil industry, other stakeholder groups, and the public to maintain effective public relations and to further PWSRCAC's mission.
- Represent PWSRCAC through attendance and participation in relevant stakeholder processes.
- Work under pressure and meet tight deadlines.
- Demonstrate familiarity with Alaska's natural resources.
- Work within a diverse group of individuals.
- Work independently or as part of a team.
- Develop and administer grants.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.