



## **Technical Contracts Specialist**

**Salary Range:** \$48,730 - \$70,730 Full Time Equivalent

**Job Classification:** Regular, Exempt

**Benefits:** Competitive Benefits Package Offered

**Minimum Hours:** 30 Hours Per Week

**Supervisor:** Chief Scientist

### **POSITION SUMMARY**

This position works closely with members of the Science Team and other staff within the organization including the Finance & Operations Manager to carry out the goals of the Estuary Partnership and the actions within our Comprehensive Conservation Management Plan. Employees in this position work with a high degree of independence and maintain regular communication with the Chief Scientist and other members of the Science Team.

This position is primarily responsible for assisting with and supporting contract development; tracking contract expenses and reporting requirements and deadlines; facilitating competitive procurement processes; and supporting grant development for the Science Team. The position also assists the Science Team with administering projects including projecting revenue and expenditures; tracking project reporting deliverables and schedules; and communicating with funders and contractors.

All Estuary Partnership employees build and strengthen partnerships and foster collaboration with a variety of viewpoints and diverse interests to serve all communities and give people parity and equal engagement with and in the protection of natural resources. Employees in this position regularly deal with sensitive issues, including sensitive donor and financial information that require confidentiality, tact, and diplomacy.

This position is based in the Estuary Partnership Portland office with a flexible work schedule and work from home opportunities, and occasional meetings or events outside of the office.

### **REQUIRED EXPERIENCE AND KNOWLEDGE**

- Four years tracking and reporting on complex, multiple revenue sources, budgets, timelines, and details, and concurrently administering multiple funding sources of different sizes and scopes and annual budgets in excess of \$2,000,000. A degree or course work in a related field or business administration can be included as experience.
- Four years' experience developing scopes of work, negotiating contracts, administering contracts, and procuring technical services through a competitive bid process with experienced on environmental science-based contracts such as habitat restoration preferred.
- Familiarity with project management, including financial, personnel, and deliverable tracking; scheduling; client communication; and issue and conflict resolution.
- Familiarity with natural sciences such as environmental conservation, biology, hydrology, water quality, or ecology is preferred.
- Understanding of and working familiarity with Microsoft Excel, project management and budget tracking software.
- Demonstrated experience working collaboratively.
- Strong written and verbal communication skills.

### **ESSENTIAL DUTIES**

- Assists with and supports contract development and contract compliance.
- Tracks contract expenses, revenue, reporting requirements, deliverables, and deadlines. Assists with scheduling to ensure contract deliverables are met.
- Facilitates competitive procurement processes.
- Supports grant development for the Science Team, including assisting Science Team staff in the development of scopes of work and budgets for grant applications.
- Assists Science Team in projecting revenue, expenditures and staffing needs.
- Assists Science Team with developing specific scopes of work and budgets and timelines for contracts with subcontractors and funders. Coordinates contract-execution process.
- Works with funders to ensure all contract reporting requirements are met. Prepares status and final reports to funders.

- Tracks, compiles, and reviews for completeness the deliverables Estuary Partnership subcontractors are required to submit per their contracts.
- Researches, evaluates, tracks, and reports out potential funding sources for Science Team projects and programs.
- Keeps Chief Scientist and Team Leads informed of key issues with funders, contracts, and key partners. Assists with communicating with funders and contractors as needed.
- Adheres to all relevant federal, state, and donor requirements, including those pertaining to contracts/grants tracking and reporting.
- Engages with, and participates with Science Team members to engage with, diverse organizations to develop partnerships to assist the Science Team in using their services to support underserved community goals.
- Be inclusive and committed to an inclusive workspace. Support diversity, equity, and inclusion (DEI) including Traditional Ecological Knowledge (TEK) and diverse world views/other ways of knowing. Be an active participant with the Science Team and the larger organization in exploring ways to better align our work with DEI and TEK and funding/program constraints.

#### **RELATED DUTIES**

- Assists with recruitment and orientation of Science Team employees.
- Assists Science Team staff with projects to meet organizational goals and identify resources and administrative needs required to complete projects.
- Assists Science Team with field data collection, data management, and report writing as needed.
- Assists the Chief Scientist and Team Leads to identify emerging issues, concerns, and trends. Assists the Chief Scientist and Science Team members to identify opportunities for continuous improvement in program areas to successfully implement day-to-day operations.
- Participates on the Science Work Group when topics are related to our restoration, stormwater, and monitoring programs.
- Other related duties as assigned.

#### **ORGANIZATION STANDARDS OF PERFORMANCE**

- Place the river and public trust at the forefront. Support and promote the mission and work of the Estuary Partnership. Be familiar with the activities of all Estuary Partnership program areas, the lower Columbia River and the National Estuary Program, natural resource protection and community programming.
- Include diverse and underserved communities, such as communities of color, Indigenous people, and low-income communities, to improve racial, gender, and cultural responsiveness when working with colleagues and partners and in carrying out job duties and responsibilities.
- Cultivate a positive work ethic and team environment. Exhibit a positive attitude and high level of professionalism. Support Estuary Partnership employees, Board members, volunteers, and partners.
- Provide exceptional service, internally and externally. Adapt and continually improve.
- Exercise discretion and discern and maintain confidentiality.