

## Nancy Minervini

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**From:** Hackensack Riverkeeper [info@hackensackriverkeeper.org]  
**Sent:** Thursday, August 12, 2010 12:42 PM  
**To:** Nancy Minervini  
**Subject:** Project Manager Position Open

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Hackensack Riverkeeper, an environmental advocacy nonprofit in Hackensack, NJ whose mission is to protect, preserve and restore the natural, living and recreational resources of the Hackensack River watershed, is searching for a Project Manager.

This individual would report to the Executive Director and be responsible for managing several varied projects, including but not limited to:

- Paddle Trail through Bergen and Hudson counties
- Fish Passage Project at the Oradell Dam
- Water Quality Monitoring program
- Watershed Education programs with school groups
- Layout and Editing of Quarterly Newsletter and other publications
- Maintenance of Website and Social Networking Sites
- Preparation of PowerPoint presentations

This is primarily an in-office position with occasional field work and off-site meetings. Office hours are Monday-Friday 10am-6pm, but there are numerous mandatory evening and weekend events and activities.

### Requirements:

- Environmental Degree and at least 2-3 years work experience in an office environment
- Professional communication skills, as position will involve communicating with the public, the business community and officials at the local, county and state levels
- The ability to work independently on projects and communicate progress to the Executive Director
- Microsoft Office (Word, Excel, PowerPoint, Outlook), Quark Xpress or Adobe InDesign, Adobe Photoshop, Adobe Acrobat, Web Editing Software
- Boating Experience a plus

Compensation starts at \$35K, plus Health Benefits after 3 months.

Please forward resume and references to Captain Bill Sheehan at [info@hackensackriverkeeper.org](mailto:info@hackensackriverkeeper.org).

No phone calls or office visits, please. Applications will be accepted through August 31, 2010.