

## Job Description

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## Job Details

**Job Title** Project Manager (4474U) - #58802

**Job ID** 58802

**Location** Main Campus-Berkeley

**Full/Part Time** Full Time

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## About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

## Departmental Overview

The Department of Environmental Science, Policy, and Management is a multidisciplinary program that recognizes the urgency of the challenges, and the enormous opportunities that may lead to transformative change. We have award-winning faculty in climate science, biodiversity, environmental policy, land use, and community outreach – all driven by a collective interest in our environmental future.

We strive to serve as the campus portal to environmental research and issues. Berkeley is founded on the principle of knowledge for the public good. Our department builds on this promise. We offer a portfolio of exciting undergraduate majors that offer diverse career options to students interested in biology, environmental science, environmental policy, and preparation for the health professions. Our highly ranked graduate program consistently serves as a gateway to exciting careers in research, teaching, and public outreach.

The Project Manager will be responsible for developing, tracking, and reporting core elements of the multi-institution UCOP Climate Action Research Initiative project, "COEQWAL: Equitable stewardship of California's water in a changing climate." The project aims to democratize the tools and information used in water allocation planning in California. Building a resilient water future requires water planning tools that advance sustainable, inclusive, and equitable water stewardship. To meet this need, our project will launch COEQWAL (Collaboratory for Equity in Water Allocations), a user-driven framework for water planning that leverages existing models used to operate California's major water supply systems. An overarching goal is to empower end-users historically excluded from decision making by providing meaningful, timely, and actionable information regarding their vulnerabilities to changes in water operations in an increasingly variable climate. COEQWAL will follow a structured, participatory process to identify user-defined objectives and evaluate alternative operational scenarios with a water resources planning model used by federal and state agencies to operate infrastructure throughout California. This co-design process will occur through facilitated engagement with researchers and diverse end-users, including disadvantaged communities, environment organizations, tribes, agricultural groups, municipalities, and water management agencies. The 2-year, \$9M project will support a team of over 50 researchers from 7 academic institutions across California. The project will also engage dozens of external entities, including NGOs, community groups, water districts, state and federal government agencies, and Tribal governments.

## Application Review Date

The First Review Date for this job is: 09/21/2023.

## Responsibilities

- Oversees, tracks, and supports research and outreach activities to achieve project objectives and milestones.
- Develops communications strategies and engagement activities with project constituencies, including research collaborators at universities, state and federal government agencies, environmental NGOs, community groups, private water districts, and Tribal Governments.
- Facilitates collaborative team science through development of policies and procedures, management of internal communications, and organization of meetings, workshops, and other events.
- Leads efforts in synthesizing academic content into communications materials for internal and external audiences, including reports, policy briefs, presentations, posters, fact sheets, social media and website content.
- Participates in research team meetings and works with research team members to shape academic products so they are meaningful and impactful to external audiences.
- May include travel to partner institutions.
- Develops long-term strategy for program continuation, including grant writing and fund raising.
- Oversees design and implementation of the UC Water Academy, an experiential learning course for graduate students designed to train the next generation of water leaders in California.
- Serves on project executive committee and as liaison to the project sponsor, the advisory committee, and partner institutions.

## Required Qualifications

- Advanced degree in social, physical, or biological sciences with an emphasis on addressing pressing environmental concerns.
- Outstanding communication skills with expertise in engaging broad and diverse constituency, including researchers, staff, students, funding agencies, community members, NGO and government agencies, individual donors, and media in a dynamic, multi-cultural setting.
- Excellent organizational skills, previous program administration experience, and the aptitude and patience for tackling new and complex administrative problems.
- Demonstrated management skills in overseeing multiple program functions, including communications, program evaluation and reporting, personnel supervision, fundraising, and event production.
- Technical proficiency with productivity software (Microsoft Office, Google Suites, Asana, etc). Ability to learn function-specific software.
- Demonstrated ability to prioritize tasks and function both independently and collaboratively.
- Experience with meeting facilitation (or willingness to learn facilitation skills).
- Familiarity with concepts and tools related to team science, collaborative planning, and co-production methods.
- Willingness and availability to travel occasionally.
- Doctorate in related area and/or equivalent experience/training.

**Preferred Qualifications**

- Minimum of four years of senior management-level experience.
- Knowledge and experience working on topics related to California water.
- An understanding of research funding and reporting processes at UC Berkeley and/or other higher education institutions.
- Experience leading or contributing to scholarly research.

**Salary & Benefits**

This is a 2 year, full-time (40 hours/week), contract appointment, eligible for UC benefits. This is a monthly paid, exempt position.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$95,300.00 - \$112,000.00.

**How to Apply**

- To apply, please submit your resume and cover letter.

**Other Information**

- This is not a visa opportunity.

**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

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