

# **Environmental Resources Manager**

Charlotte Harbor Environmental Center, Inc.

Reports to: The Programs Coordinator

Job Goal: To conduct habitat management and participate in environmental education on sites which are managed by the Charlotte Harbor Environmental Center, Inc., specifically with regard to the following tasks:

Responsibilities:

1. Coordinate with the Program Coordinator in order to carry out the management plans which have been developed for Cedar Point;
2. Assist in coordination with the respective agencies or regulations which govern activities on those sites;
3. Act as a resource for environmental education programs and work with other CHEC staff/volunteers to meet education objectives;
4. Coordinate & conduct environmental programming to the public free of charge, including guided nature walks, speaking engagements, workshops, and other activities as scheduled; Record & submit programming data in quarterly reports;
5. Coordinate with particular groups of citizens/volunteers in the accomplishment of certain goals for site-specific duties & projects;
6. Be available to speak to the public on various related issues, as pertains to directed programs;
7. Assist in the implementation and/or development of other projects as directed by the executive staff, such as:
  - a. Wildlife/ecosystems monitoring programs
  - b. Listed species relocation projects
  - c. Habitat restoration projects
  - d. Water resource education programs
  - e. CHEC internship program
  - f. Coordination with CHEC volunteer training programs
  - g. Other grant projects
8. Assist in the development of future plans for newly contracted sites;
9. Maintain proper files and databases for all of the above, which are retained as CHEC property.