

## BIOLOGIST AND DEPUTY PROJECT MANAGER

### What We Seek:

Amigo Environmental, LLC is seeking a Biologist and Deputy Project Manager to help establish and expand our natural resources team supporting project in California. In this position, you will assist project managers with desktop-based and field coordination tasks. You will participate in weekly coordination and collaboration meetings with a multi-disciplinary team to help identify objectives and priorities for a diverse set of projects and clients. This position will primarily support office-based tasks; however, there is the potential for some field-based work based on project needs and your specific expertise. Specific tasks may include biological reporting and documentation, preparation of environmental requirement and resource measures, geospatial analysis, QA/QC, database management and maintenance, and coordination with clients, their contractors, and/or regulatory agency personnel.

### Who We Are:

Amigo Environmental, LLC is a certified minority-owned and Diverse Business Enterprise (DBE) environmental consulting firm located in San Juan Capistrano, California. We provide biological consulting services; aquatic resources delineations and permitting; habitat restoration and revegetation; GIS analysis, modeling, and database management; and California Environmental Quality Act and National Environmental Policy Act compliance.

We are a small business with the work ethic, mentality and culture of a start-up organization. Our team is collaborative yet nimble with each person serving an important cross-functional role. We have a flat organizational structure to reduce hierarchy, expand opportunities, and promote cooperation.

### Why We Serve:

Our mission is to provide unmatched natural resources conservation and consulting services so our clients can successfully plan and efficiently navigate the complex regulatory landscape to achieve project approvals and maintain compliance. We seek to maximize the potential of humankind through balanced progress that integrates development with the responsible stewardship of our natural resources.

### LOCATION

- Remote (California)

### COMPENSATION

- This is an exempt, salaried position with an annual base salary of \$65,000-\$85,000, commensurate with professional experience.

### BENEFITS

- We offer comprehensive health insurance plans (medical, dental, vision) and 401(k) retirement plans to all eligible employees.

## **HOURS**

- Full-time, 40 hours per week over a 12-month period with the potential for non-standard hours (i.e., before 8 AM and after 5 PM) because of field scheduling requirements.

## **RESPONSIBILITIES**

- Communicate effectively with project managers, contractor crews, and other environmental specialists to complete reporting requirements. Understand project environmental requirements and the applicable laws and regulations protecting biological resources.
- Complete desktop analyses, web-based database queries, and prepare technical reports describing the methods, results, recommendations, and regulatory background for projects.
- Complete data entry tasks on an as-needed basis.
- Manage natural resources and multi-disciplinary projects, develop and manage project budgets and schedules, and provide timely, high-quality work that achieves client goals.
- Remain up-to-date and knowledgeable regarding natural resources and their protections on a variety of land ownerships and jurisdictions throughout California.
- Assist in the preparation of incident reporting documentation, including outreach to appropriate individuals.
- Oversee preparation of biological documents and deliverables.
- Provide report and work management system QA/QC.
- Maintain internal tracking documentation for assigned tasks.
- Maintain positive relationships with clients and public agencies.
- Work directly with clients and regulatory agencies to ensure regulatory compliance and facilitate project approvals.
- Support your peers in meeting client needs, staffing projects, and take initiative in team development and cohesion.
- Provide feedback and lessons learned throughout the project life cycle to improve Amigo's work product and performance.

## **EDUCATION AND TRAINING**

- Minimum of a Bachelor's degree in Biology, Ecology, Environmental Science, Natural Resource Management, or a related life sciences field OR equivalent professional experience required.
- Knowledge of common and special status California fauna is required.
- Excellent communication and organizational skills.
- Familiarity with Microsoft Office Word and Excel.
- Report or other writing experience for a variety of project types, preferably in an environmental consulting context.

## **PREFERRED QUALIFICATIONS**

- Two years of experience in project management and/or the environmental consulting industry that includes managing others or independent completion of assigned tasks; experience with southern California species and habitats.
- Experience with NEPA and CEQA documentation.
- Experience with geospatial software and programs (ESRI ArcGIS Pro, Survey123, Field Maps).



## **SUBMISSION**

Please submit your resume, a cover letter and contact information for three references (include email addresses and phone numbers to [Info@AmigoEnvironmental.com](mailto:Info@AmigoEnvironmental.com)). The cover letter should provide insight into your professional mindset, personal story, and what brought you to apply to Amigo, as well as display your general writing style.

## **EQUAL EMPLOYMENT OPPORTUNITY**

All qualified applicants will receive consideration for employment without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other factors prohibited by law.

