



Coastal Resilience Project Manager

Organization: Sunrise Ecologic

Type: Part-time (15–20 hrs/week; 2-year project with strong potential to grow into full-time within one year)

Location: Remote with fieldwork and meetings across coastal Maine. Headquarters in Boothbay.

Compensation: \$32-\$35/hour, DOE, plus mileage reimbursement.

Reports to: Principal Consultant

About Sunrise Ecologic

Sunrise Ecologic partners with Maine municipalities and coastal communities to plan and implement climate adaptation, hazard mitigation, and ecological restoration projects. We integrate science, policy, technical expertise, and community engagement to strengthen local resilience. We are expanding our coastal resilience work and seeking a Project Manager to support project delivery and help grow a new service area focused on **culvert and tidal crossing assessments, nature-based solutions, and salt marsh restoration.**

Position Summary

The Project Manager manages a portfolio of small and medium-sized climate adaptation and coastal resilience projects, often supporting several clients and workstreams in the same week. Core responsibilities include coordinating timelines, deliverables, fieldwork, permitting, technical documentation, and partnering with the Senior Outreach Specialist on municipal engagement.

The role also supports development of a coastal resilience division focused on tidal crossings, **Stream Smart** and **CoastWise** culvert replacement, salt marsh restoration, and nature-based infrastructure.

Statewide fieldwork for culvert and tidal-crossing assessments is required. Ideal candidates are proactive, organized, physically fit, and able to manage technical and regulatory work with minimal supervision. The position is structured to expand into full-time as new contracts are secured.

Key Responsibilities

Project Management & Coordination

- Track timelines, deliverables, and grant/contract compliance.
- Maintain organized project files and documentation.
- Plan and facilitate meetings; prepare agendas and high-quality notes.
- Support development of nature-based and living shoreline concepts (AutoCAD, QGIS).
- Lead or support permitting (NRPA, NEPA, Section 7, municipal/state/federal).
- Use PM tools (ActiveCollab, Toggl, Calendly, Doodle).
- Lead or support grant writing and proposal development.

Fieldwork & Technical Assessments

- Conduct **statewide culvert and tidal crossing assessments**, including measurements, GPS, hydrologic observations, and photo documentation.

- Evaluate crossings for Stream Smart and MaineDOT CoastWise standards.
- Collect coastal habitat, salt marsh, and tidal wetland data.

Budgeting & Reporting

- Monitor expenses and alert team to financial or scope issues.
- Assist with progress reports, deliverables, and invoicing.

Communications & Outreach

- Serve as liaison among Sunrise Ecologic, municipal leadership, municipal committees, sub-contractors, regulatory agencies, and project partners.
- Support the Senior Outreach Specialist to coordinate community engagement and public outreach.

Business Development & Program Growth

- Identify project opportunities with municipalities and partners.
- Contribute to scopes of work, budgets, and proposal packages.
- Build relationships with towns and regional partners to expand Sunrise Ecologic's service footprint.
- Help develop workflows, templates, and guidance materials for additional coastal resilience staff.

Team Support

- Coordinate closely with the Principal Consultant.
- Assist with hiring, onboarding, or supervising interns/junior staff.
- Support collaborative leadership practices across project areas.
- Perform additional duties as assigned.

Qualifications

- Bachelor's in biology, environmental science, planning, geology, engineering, or related field with **5+ years project or program management** in environmental, municipal, or nonprofit settings. MS degree a plus!
- Demonstrated experience with technical field data collection (GPS, culvert/stream surveys, hydrology, wetland assessments).
- Demonstrated experience with **NRPA, NEPA, ACOE, and DEP permitting**.
- Strong facilitation, note-taking, organization, and time-management skills.
- Demonstrated experience developing scopes, timelines, budgets, and writing grants/reports.
- Demonstrated experience with salt marsh or culvert replacement surveying.
- Ability to work independently and manage complex projects.
- Proficiency with Microsoft Word, Excel, PowerPoint, Google Workspace, and Adobe Acrobat, ActiveCollab or other Gantt Chart software.
- **Valid driver's license, reliable transportation, statewide travel required.**
- Ability to lift 50 lbs and work safely outdoors.
- Experience supervising, mentoring, and or training interns or junior staff.
- PWS, CERP, Stream Smart, or CoastWise training. Will provide training & professional development for the right candidate.
- Familiarity with coastal resilience, hazard mitigation, and ecological restoration.
- Demonstrated experience identifying project opportunities and supporting proposal development.



Shri A. Verrill
Founder & Principal
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Compensation & Work Environment

- Flexible schedule; remote/hybrid work.
- Regular travel across Maine for field assessments.
- Significant opportunities for professional and role growth.
- Position is intended to evolve into full-time with expansion of the coastal resilience division.

How to Apply

Submit a **single PDF** to Shri@sunriseecologic.com with the subject line:

Coastal Resilience Project Manager Application_[Your Name]

Include:

1. Cover letter and résumé
2. Sample of project management or communication work (e.g., meeting notes, outreach materials, permitting excerpt, or awarded grant section)
3. Three references will be requested from candidates selected to advance to the interview stage.