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Confluence Seeks Celilo Park Project Manager

Confluence is a community-supported nonprofit that connects people to place through art and education. We work in collaboration with northwest tribes, communities and the celebrated artist Maya Lin to create reflective moments that can shape the future of the Columbia River system. We share stories of this river through six public art installations, educational programs and community engagement.

Currently, Confluence is working to complete its sixth and final art/landscape along the Columbia River system at Celilo Park near The Dalles, Oregon. This is where Celilo Falls once roared. It was a center of commerce and spiritual life for thousands of years. Celilo Falls was submerged in 1957 with the construction of The Dalles Dam. Our project goal is to develop, fabricate and install the Celilo Arc, Pavilion and other interpretive elements to revitalize Celilo Park to honor the indigenous people of the Columbia River, educate people about the rich history of Celilo Falls and strengthen the tribal presence in the public spaces along the river.

Confluence seeks a focused, energetic Project Manager to work with our small and dedicated staff to help make this project a reality. The Confluence office is located at the beautiful Fort Vancouver National Historic Site in Vancouver, Washington. This is a part-time, hourly position for 30 hours per week. Wages dependent on experience. We offer medical benefits and a 401(k) match. Confluence is an equal opportunity employer and we strongly encourage applicants of all backgrounds. Ideally, this candidate would have the experience, knowledge and understanding needed to work closely with Columbia River treaty tribes.

For more information about us, please visit ConfluenceProject.org. To apply, please send cover letter and resume to info@confluenceproject.org with the words "Project Manager" in the subject line. Deadline to apply: Friday, March 2, 2018.



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Job Title: Project/Site Manager

Reports To: Executive Director

Job Description: Responsible for the managing and coordinating construction of Confluence's final art/landscape project by Maya Lin at Celilo Park and coordinating maintenance at Confluence sites along the Columbia River system.

Primary Responsibilities:

Celilo Park Project:

- Coordinate with and manage a team of designers, engineers and general contractors to complete the Celilo Park project
- Oversee construction of Celilo Park project to ensure a high quality product meeting the standards of an internationally known artist
- Coordinate permitting and land use with Federal Land Managers and other partners
- Administer contracts for project and keep track of expenses in collaboration with finance team
- Prepare external and internal reports relating to project status and progress
- Regularly review project budget and schedule
- Coordinate tribal relations and development of interpretive elements of the project in collaboration with Tribal Liaison, Project Consultant and Executive Director
- Schedule, attend and document meetings with staff, board, design team, and federal and tribal partners
- Assist with grant application and documentation as needed
- Be prepared to assist Maya Lin Studio with presentation and project materials
- Maintain project documentation including notes, correspondence, photographs, etc.

Site Maintenance:

- In collaboration with Executive Director, plan and manage site maintenance and signage needs at six Confluence sites along the Columbia River system at Cape Disappointment (Ilwaco, WA), Vancouver Land Bridge, Sandy River Delta (Troutdale, OR), Celilo Park (near The Dalles, OR), Sacajawea State Park (Pasco, WA) and Chief Timothy Park (near Clarkston, WA)
- Travel to Confluence sites and communicate with site partners to assess maintenance needs and priorities



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- Coordinate additional site projects as needed, including signage installation
- Coordinate and manage the work of multiple contractors at sites
- Work with Program Manager to coordinate volunteer work parties at sites

Requirements

- Knowledge of and experience working with Northwest tribes
- Understanding of fundamental construction concepts
- Experience managing large art or construction projects
- Ability to read and comment on construction and design drawings
- Excellent time management skills, ability to multi-task, prioritize work and make things happen
- Attention to detail and problem-solving skills
- Strong communication skills
- Strong organizational and planning skills in a fast-paced environment
- Computer literate
- Bachelors degree in construction, architecture, project management or related fields