
Application deadline: August 11, 2023

Project Manager

Description

The Great Lakes Commission (GLC) has an immediate opening for a highly motivated team player with experience in the field of maritime transportation to join our staff as project manager. This position will work under the direction of the GLC leadership team to develop, coordinate and manage GLC's maritime transportation work and related efforts. Supporting safe and reliable waterways for recreational and commercial navigation is a longstanding priority for the GLC and a key goal of its [strategic plan](#). This position is designed to develop and advance GLC work on maritime transportation under the strategic plan, aligned with the needs and interests of the Great Lakes states and provinces and regional maritime community.

Responsibilities

The project manager will serve as the GLC's primary point of contact for maritime transportation and will be responsible for developing and managing projects in support of the GLC's navigation and maritime transportation related work. In general, project managers are responsible for overseeing the planning, implementation, and tracking of specific projects and ensuring exceptional quality of project deliverables.

Specific responsibilities include:

- Prepare articles, memos, fact sheets, and/or briefing papers on relevant maritime transportation topics, programs, and policies for various audiences.
- Develop, plan, and facilitate meetings/workshops related to maritime transportation to promote communication, coordination, partnerships, and technology and knowledge transfer among federal, Indigenous, state, provincial, and local partners in the public and private sectors.
- Work collaboratively to identify and advance tools to address specific data and information needed to support maritime transportation efforts, e.g., resource libraries, data products, and GIS-based tools.
- Manage studies, research, data collection and related efforts to understand specific aspects of maritime transportation, e.g., economic benefits, cargo, sustainability, safety, and environmental performance.
- Support the GLC leadership team in advancing policy and funding priorities related to navigation and maritime transportation consistent with [GLC policy resolutions and federal advocacy efforts](#).
- Stay abreast of science, policy, programs, tools, and best practices related to navigation and maritime transportation in the Great Lakes basin.
- Regularly engage with maritime stakeholders, including industry and agencies whose programs impact maritime transportation to understand priorities, trends, and perspectives.
- Seek opportunities and work collaboratively with GLC staff, Commissioners, and other partners to develop new projects that support commercial and recreational navigation and maritime transportation in the Great Lakes basin.
- Manage projects under the guidance of the GLC leadership team, including developing work plans, budgets, timelines, and deliverables; monitoring budgets and associated expenditures; coordinating staff involvement; ensuring completion of project deliverables; preparing reports and supporting project documentation; and other associated administrative responsibilities.

Qualifications

Ideal candidates will have a master's degree and five or more years of full-time professional experience, or a comparable combination of experience and education, and the following qualifications:

- Demonstrated knowledge and expertise related to navigation and maritime transportation
- At least two years of project management experience
- Experience overseeing project teams and working with diverse stakeholder groups
- Excellent writing and verbal communication skills and the ability to communicate complex information to diverse audiences
- Strong interpersonal skills and demonstrated ability to work effectively with stakeholders from varied backgrounds, including elected officials, industry leaders, agency managers, and nonprofit organizations
- Experience using different communications platforms and tools to convey work and accomplishments
- Excellent organizational and time management skills with the ability to effectively manage multiple projects and deadlines
- Ability to work independently and as part of internal and external teams
- Self-motivated and organized with strong attention to detail
- Proficiency with Microsoft Office products
- Experience applying for and managing federal grants and contracts
- Knowledge of Great Lakes and/or water policy, issues, and programs

Appointment

Position Classification

The position is classified as full-time, limited term as defined by the GLC's personnel policies. The appointment term will be a minimum of two years with the potential to extend based on mutual interest and continued funding availability. The desired starting time for this position is October 2023.

Compensation and Benefits

The starting salary range for this position is \$76,000-80,000 per year depending on education, skills and experience. The GLC offers a competitive salary and comprehensive benefits, including generous leave time, flexible schedules, medical, dental and vision insurance, and a retirement match program.

Work Environment

The GLC is located in Ann Arbor, Michigan. It is expected that the majority of work is performed in the GLC's office; periodic telework may be considered. This position requires occasional travel.

Application Process

Applicants must submit a cover letter and resume stating their interest in and qualifications for the position in a single PDF emailed to vacancy@glc.org. Please use the subject line "Project Manager: Maritime." All required items must be provided for an application to receive consideration. *No phone calls, please.*

About the Great Lakes Commission

The Great Lakes Commission is a binational government agency established in 1955 to protect the Great Lakes and the economies and ecosystems they support. Its membership includes leaders from the eight U.S. states and two Canadian provinces in the Great Lakes basin. The GLC recommends policies and practices to balance the use, development, and conservation of the water resources of the Great Lakes and brings the region together to work on issues that no single community, state, province, or nation can tackle alone. Learn more at www.glc.org.

Equal Opportunity Employer

The Great Lakes Commission strives to create an inclusive, diverse, and non-discriminatory workplace. The Great Lakes Commission is an equal opportunity employer; the Great Lakes Commission complies with applicable federal, state and local laws prohibiting discrimination. It is Great Lakes Commission policy that no person shall be discriminated against, as an employee or applicant for employment, because of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, marital status, political affiliation, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.