



## **Project Manager position available**

Weber Pathways is seeking a qualified person to work as a project manager for its trail construction and trail maintenance projects. The job responsibilities will also include overall management of the 3-person office with its equipment, computer information systems and supplies to ensure everything runs smoothly. This position reports to the Executive Director/CEO of Weber Pathways.

*Weber Pathways is a nonprofit that builds trails to create a culture where all have places to walk, run and ride as they enjoy nature and connect with their neighbors in the greater Weber County area. We are committed to the idea that a non-motorized network of public pathways significantly contributes to our community's economic vitality and quality of life.*

Weber Pathways works with elected officials, employees of governments, philanthropists and community members. An employee of Weber Pathways shall work to continually improve the good reputation of the organization in the communities along the Wasatch Front and Back and with state-wide organizations.

**Note:** The description of responsibilities and duties is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

### Project Manager Responsibility Overview (70% of time)

Weber Pathways (WP) constructs new trail segments that are natural surface single track and paved asphalt pathways in various locations in the greater Weber County area. The segments may also include bridges or tunnels. In addition to new construction, WP coordinates and leads the work required to maintain the tread of existing trails and pathways. WP has constructed over 50 miles of natural surface single-track trails and almost 10 miles of paved and crushed-gravel pathways. The projects are of various complexity with a corresponding range of budgets that have been as high as \$450,000.

The Project Manager will assist volunteer chairs of construction and maintenance committees in planning the scope of the projects, obtaining the necessary permits (including environmental, stream alteration, and wetland), establishing a budget, writing grant requests and contracting with engineering and construction companies. The Project Manager will maintain the project financial accounts and prepare reports to grantors.

### Other PM duties and responsibilities:

- Use strong writing skills to state a persuasive case for funding Weber Pathways' projects.
- Track the fulfillment of grants to ensure that all construction grant reports are completed on time.
- Attend Board and committee meetings, providing support and timely information.
- Assist committee chairs and attend necessary meetings to facilitate progression of projects.
- Attend meetings conducted by government agencies as it relates to WP projects.

### Office Manager Responsibility Overview (30% of time)

In coordination with the Executive Director, manage the office operations so that it provides effective and customer-oriented service to WP's donors, staff members, board members, vendors and partners.

- Responsible for the overall management and organization of the office, equipment and supplies ensuring everything runs smoothly.

- Manages office space, office furniture, office equipment and computers, and internet connections.
- Maintains Weber Pathways insurance policies. Reviews insurance policies to ensure up to date and accurate. Researches new or revised policies to reduce liabilities and increase protections, and makes appropriate recommendations.
- Maintains records for land and easements. Prepares and submits reports for property tax exemptions. Communicates with various jurisdictions on property ownership, property tax and tax exemption.
- Maintain annual calendar of all board and committee meetings and assist in meeting material preparation, distribution and follow-up.
- Provides administrative support for fundraising events including the Author Event, TrailFest, and End-of-year Fundraising Campaign in cooperation with the Chair of the event. This could include obtaining permits, paying fees, reserving facilities and coordinating ticket sales
- Handles receipts and accounts payable.
- Supports the Executive Director in preparing letters of thanks and IRS receipts for donations and maintaining the donor database.

#### **Qualifications:**

- Bachelor degree or equivalent experience commensurate with the job requirements. Preference given to candidates with a minimum of 5 years' experience in project or construction management.
- Excellent verbal and written communications skills.
- Proficient in Microsoft Office programs with an emphasis on excel.
- Prior experience using QuickBooks or equivalent accounting software a plus.
- Excellent time management and administrative skills.
- Ability to think and write creatively and work in a fast-paced environment.
- Well-organized, self-motivated and proactive.
- Ability to meet deadlines and stay at/under budget.
- Must be willing to work events and several weekends, outside, and in varying weather conditions.
- Ability to attend all trainings and committee meetings as required even if scheduled outside of normal working or regularly scheduled hours.
- Ability to travel and provide own transportation.

#### **Salary/Benefits**

This is a new, Full-time, Exempt position. \$35,000 to \$45,000 per year DOE. Competitive benefits are available after passing a 90-day introductory period.

#### **To Apply**

Please email your resume and cover letter in Word or PDF format to:

**Mark Benigni**  
**Executive Director/CEO**  
**Weber Pathways**  
**mark@weberpathways.org**  
*No telephone calls, please.*