



THE SUSTAINABILITY INSTITUTE

RESTORATION FIELD MANAGER

Established in 1999, The Sustainability Institute is a Charleston, SC, nonprofit that works in three primary areas:

- (1) Conservation Service: Coastal habitat restoration through our Environmental Conservation Corps service-learning and workforce training (AmeriCorps) program;
- (2) Green Building Consulting and Certification: Advisory services and a certification program (Charleston RISES) that guide commercial and multi-family development projects to achieve rigorous green building and sustainability standards;
- (3) Home Energy Efficiency and Repair: Home performance audits and upgrades, weatherization, critical home repair, and energy conservation workshops for households that are energy insecure.

Our mission is to advance resilient, sustainable and equitable communities while building the next generation of conservation leaders.

The Role:

Our Environmental Conservation Corps (AmeriCorps) program performs critically important habitat restoration and “green infrastructure” projects that advance coastal resilience and protect the sensitive places in our region that are most vulnerable to a changing climate, including our national forests, national wildlife refuges, regional parks, and even urban communities. This work includes performing salt marsh restoration; constructing rain gardens and stormwater mitigation measures; performing water quality testing and monitoring (salt + fresh); planting native trees and plants; and constructing, repairing, and maintaining recreational trails, bridges, and boardwalks. The program engages AmeriCorps members in life-changing conservation experiences while training them in industry- recognized skills and preparing them for careers in conservation.

The program is currently seeking a full-Time **Restoration Field Manager** to join our growing and dynamic team that shares a passion for environmental conservation and mentoring the next generation of environmental stewards. The Restoration Field Manager is responsible for providing leadership, training, and operational oversight to AmeriCorps restoration crew members. The Restoration Field Manager will foster a positive conservation service experience for restoration crew members while ensuring compliance with AmeriCorps guidelines and organizational policies.

The ideal candidate will have a background in wildlife management and/or habitat restoration, a passion for and expertise in working outdoors, a demonstrated experience leading and mentoring groups of young adults, and experience producing and leading interactive conservation- based training materials. We are seeking an excellent communicator who is detailed orientated, a self-starter, and highly organized. The Restoration Field Manager reports to the Director of Conservation and helps manage our AmeriCorps members within the Environmental Conservation Corps Program.

Responsibilities & Scope:

Project Implementation & Monitoring

- Ensure that restoration field projects and activities are executed with highest quality and in line with goals, performance metrics and deliverables.



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- Conduct site visits to ensure service quality, member safety, and adherence to AmeriCorps policies.
- Lead and assist in scheduling and facilitating events where volunteers are engaged in restoration activities.
- Assist with scheduling and execution of grant deliverables.
- Oversee equipment, tool and supply inventory and maintenance.

Member Supervision, Development & Support

- Oversee and supervise member engagement in field activities, ensuring alignment with project goals and training goals.
- Act as a liaison between AmeriCorps members and site partners, ensuring mutual understanding and alignment of goals.
- Oversee Crew readiness, including preparing Crew Leaders and Crew Members for weekly activities.
- Facilitate pre-project planning, Crew briefing and post-project debriefing activities.
- Serve as the daily point of contact for AmeriCorps member communication.
- Design and manage field safety protocols and facilitate safety briefings alongside Crew Leaders.

Training & Development

- Develop and facilitate orientations, trainings, and workshops to build members' skills and knowledge related to our restoration industry training.
- Along with other program staff, conduct regular one-on-one and team check-ins to monitor member performance.
- Promote diversity, equity, and inclusion by creating a welcoming, respectful and supportive atmosphere for all AmeriCorps members, staff, and community partners.
- Ensure members feel valued, supported, and empowered to contribute to program goals.
- Provide mentorship, guidance and resources to ensure professional and personal development of members.
- Address and resolve member conflicts or grievances promptly and professionally.
- Design and implement a process for training and supporting Crew Leaders.
- Administer Chainsaw safety training and maintenance.
- Monitor AmeriCorps member progress and completion through training modules.

Compliance & Documentation

- Ensure compliance with all AmeriCorps regulations and member conduct policies.
- Review and approve activity reports and service logs for accuracy.
- Help track service project outputs and outcomes for all AmeriCorps and grant reporting.
- Maintain detailed records of member activities, trainings, evaluations, and disciplinary actions.
- Participate in annual Partner orientation and planning meetings.
- Coordinate and manage Partner check-ins and surveys.

What You'll Bring:

- Bachelor's degree in biology, wildlife management or applicable field.
- 3 or more years of experience performing field-based work in conservation, restoration or natural resource management.
- Proven experience managing, designing, planning, and/ or coordinating field-based work.
- Experience tracking and reporting data to assess program outcomes.
- Demonstrated effectiveness in teaching, training and/ or mentoring young people.
- Prior experience serving vulnerable individuals and at-risk populations.



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- Conflict management capabilities.
- Demonstrated leadership and relationship-building skills.
- Strong organizational and time management skills.
- Excellent interpersonal, communication, and creative problem-solving abilities.

Preferred Qualifications:

- Master's or professional degree.
- Experience directing, managing or serving in AmeriCorps programs.
- Certifications related to field-based work, such as Chainsaw, CPR, Wilderness First Aid, etc.
- GIS experience
- Skilled in boat driving and trailering

Other Must Have's:

- Valid SC Driver's License with an insurable driving record.
- Ability to drive trucks, vans and other supply and passenger vehicles.
- Pass 3-part criminal background check.

Compensation & Benefits:

- \$55,000 - \$65,000, commensurate with experience.
- Monthly allowance for healthcare coverage.
- Monthly cell phone reimbursement.
- 403(b) retirement plan (after 90 days of employment).
- Dental insurance (after 90 days of employment).
- Life insurance (\$10,000, after 90 days of employment).
- Wellness benefit.
- Extremely generous vacation policy.
- Opportunity to work with dedicated and solution-oriented team.

To Apply: Submit a cover letter, resume, and list of three references in one document to Marni Friedman, Director of Conservation, at: Marni@sustainabilityinstitutesc.org. Please add "Restoration Field Manager" to the email subject line. This position is open until filled.

The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.