**Environmental Resources Manager**

Amelia Island Plantation Community Association

**Position overview:** Amelia Island Plantation (AIP) is located on the southern end of Amelia Island, a barrier island in Nassau County, Florida.

The Amelia Island Plantation Community Association (AIPCA) is the master association for all AIP property owners and as such is responsible for the upkeep of all common properties within AIP. Adjacent to state-regulated marshes to the west and 3.5 miles of beach to the east, AIP covers 1,383 acres, including extensive swaths of maritime forest as well as dunes, marshes, wildlife corridors and habitats, parks, greenspaces, and several lakes and lagoons.

The Environmental Resources Manager supports AIP's foundational goal to be a community in harmony with nature by planning and executing activities related to preserving, protecting, restoring, and enhancing AIP's environmental resources as well as ensuring legal compliance with all federal, state, and local environmental regulations.

**Position:** Environmental Resources Manager. Full-time, exempt.

**Salary Range:** $50,000 - $65,000, depending on experience.

**Operational Responsibilities**

* The ERM mainly divides their time:
  + 70% supervising and actively engaging in our AIP total ecosystem by conducting field work and collecting relevant environmental data.
  + 30% researching, proposing and implementing Resiliency measures benefitting our ecosystem.
* Responsible for long-term implementation of projects resulting from the above assessments.

Monitors changes in federal, state, and local statues, laws, ordinances, and regulations to ensure the Association remains in compliance.

Assists in developing environmental educational programs for community residents.

Performs other duties as assigned by Grounds & Facilities Director or Executive Director.

**Organizational Responsibilities**

Works with Grounds & Facilities Director and Executive Director in achieving the community’s strategic goals related to environmental resources.

Coordinates environmental efforts with AIPCA’s partners Omni Amelia Island Resort, Amelia Island Club, internal homeowner and condo associations, and Osprey Village as well as the South Amelia Island Shore Stabilization Association and the Amelia Island Plantation Foundation.

Develops and maintains relationships with local and regional environmental agencies and representatives (Nassau County arborist, Nassau County Environmental Health, Department of Environmental Protection, Fish and Wildlife Commission, etc.).

Participates in staff, committee, and Board of Directors meetings.

**Education and Experience**

* Bachelor’s/master’s degree in a science discipline related to environmental resources is required.
* Demonstrated successful work experience related to environmental resources.
* Demonstrated ability in conducting field surveys and assessments.
* Knowledge in identifying tree and plant diseases and water contamination.
* Knowledge of applicable federal, state, and local rules and regulations.
* Ability to prioritize and manage multiple tasks, work within a fast-paced environment, and perform effectively under pressure to meet deadlines.
* Demonstrated problem solving and decision-making skills.
* Ability to work independently and lead multiple projects at the same time.
* Strong written and verbal communication skills.
* Demonstrated proficiency in the use of computer systems and the suite of Microsoft Office programs.
* Familiarity with competitive bidding process desired.

**Additional Eligibility Requirements:**

* Candidate must pass a criminal background check and a drug and alcohol test.
* A valid driver’s license is required.

**Working Environment and Physical Requirements**

* Working environment is the entire property and includes exposure to inclement weather conditions.
* Must be able to walk throughout the property.
* Able to stoop, stand, push, pull, and walk or stand for long periods of time.
* Must have good or corrected vision and a good sense of balance. Must be able to drive vehicles at night.
* Must be able to communicate clearly both in writing and verbally.