

Cultural Resources Project Manager

SWCA is actively seeking a Project Manager for our cultural resources program in our Phoenix, Arizona office. This is a regular, full-time, salaried position and will report to the Cultural Resources Program Director. The selected candidate will assist in the continuing development of SWCA's cultural resource program and expand SWCA's professional reputation in cultural resources consulting and research. Salary will be based on individual qualifications and experience.

SWCA Environmental Consultants is a growing, employee-owned consulting firm specializing in environmental regulatory compliance, natural resource management, cultural resource management and related research. We are a company of biologists, geologists, archaeologists, paleontologists and planners with over twenty years of experience and 300+ employees located in 19 offices in 11 Western states. We offer an easy-going and professional work environment, competitive salaries, and a competitive benefits package, including a stock ownership plan.

Job Duties and Responsibilities:

- **Oversee and perform all aspects of field research, data collection, inventory, and analysis;**
- **Manage budgets, prepare proposals, reports, and other technical documents, monitor field procedures and contribute to research designs;**
- **Establish project procedures and budgetary restraints, and follow those outlined by other staff, to assure that projects are concluded within budget and on time;**
- **Manage the financial performance of individual projects and effectively coordinate with clients;**
- **Supervise, direct, and instruct field personnel;**
- **Take initiative, resolve problems, and create improved procedures to assure tasks are completed in the most effective manner;**
- **Work closely with SWCA's other managers and directors in both natural and cultural resources throughout the company to promote SWCA's business interests in adherence to its mission, vision, and values;**

- Assist in business development, marketing and developing new client relationships.

Qualifications:

- Graduate degree in anthropology or related field required or at least three (3) years supervisory and fieldwork experience required. Ability to be listed on our federal and state cultural resource permits and has experience in Southwestern Archaeology highly desirable.
- Experience in scheduling and budgeting of projects related to cultural resources required.
- Ability to coordinate personnel and other resources within budgetary restraints.
- Exceptional technical writing skills and a record of completing technical reports in a timely fashion.
- Ability to work independently as well as supervise small or large field crews.
- Adept at working with a variety of colleagues, clients, and agency representatives.
- A commitment to quality and fiscal and scheduling responsibilities to projects of all sizes and scopes.

How To Apply:

Please mail, fax, email (in MS Word format), a cover letter, resume and a minimum of three (3) professional references to:

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