



Project Management & Operational Leadership to Parks Conservancy Covid-Adapted & Hybrid Operations

Reports To: Vice President, Park Places & Innovation
Classification: Consulting Role / Contractor
Duration: Anticipated Nine-months, 30-40 hours/week
Date Created: January 3, 2022
Location: San Francisco Bay Area (Hybrid telework, with increasing in-office presence in 2022)

Interested candidates should submit a letter of interest with pertinent experience and skills, as well as fee proposal, to Claire Mooney, VP Park Places & Innovation at cmooney@parksconservancy.org. The ideal candidate has experience managing complex business operations, including implementation of office space and technology projects and procedures. We are looking to fill this role ASAP.

PROJECT BRIEF

The Parks Conservancy seeks an individual to provide approximately nine-months of interim project management and leadership to Parks Conservancy operations. The role will ensure coordination and successful adoption of procedures across all Parks Conservancy teams in response to changing Covid safety measures, reactivation of teams and physical plant, and transition to a stable hybrid work environment.

SCOPE OF WORK

- Develop and manage a milestone and phasing schedule to track and support successful development, adoption, and implementation of key work streams.
- Manage development of key data inputs and decision tools needed.
- Facilitate regular coordination meetings (bi-weekly) between work stream managers; ensure resulting work is well coordinated and tracking. Problem solve as needed.
- As needed, meet with individual work stream managers; provide thought partnership and review to individual workstreams.
- Coordinate regular updates to staff in partnership with Internal Communications.
- Regularly brief leadership teams on progress; facilitate decision making as needed.
- Develop and/or review key protocols and procedures to support office reopening and stable hybrid environment .
- Provide needed input and review to long term agreements and leases impacted by this scope.

KEY WORK STREAMS & TEAMS

Telework Policy

In partnership with Human Resources, determine roll out phasing and long-term procedures, to include a Telework agreement, tracking systems, trainings, etc.

Technology Strategy

In partnership with IT and Data Infrastructure, support implementation of a technology strategy, to include hardware and software upgrades to support return to office and adoption of a stable hybrid work environment.

Administrative & Program Space Planning

In partnership with the VP of Park Places, Facilities, and an architectural consultant, develop an interim and long-term plan for administrative and program physical plant, to include overall plan, investment strategy, and renegotiation of leases.

Reactivation of Staff & Offices

In partnership with Safety and Operations, support continued reactivation of administrative and program spaces and teams, to include updating of safety protocols, changes to physical spaces, procedures, etc.

ORGANIZATION DESCRIPTION

The Golden Gate National Parks Conservancy is the nonprofit partner of the National Park Service overseeing the Golden Gate National Recreation Area — 84,000 acres of national parkland spanning the San Francisco Bay Area, including Muir Woods, Ocean Beach, Crissy Field, and Alcatraz Island. The Parks Conservancy is a membership organization created to preserve the Golden Gate National Parks, enhance the experiences of park visitors, and build a community dedicated to conserving the parks for the future. We have approximately 250 employees across different work sites (office, home-based, field, warehouse, retail, etc.) throughout the San Francisco Bay Area – including more than 50 staff working on Alcatraz Island. With our local and federal partners, the Parks Conservancy is committed to the work of supporting Bay Area national parks as places where we can further racial and social justice for our community and climate resilience for these protected lands.