



## **Cultural Resource Project Manager**

Environmental Intelligence, LLC (EI) seeks to hire a Cultural Resource Project Manager to support cultural resource projects throughout Southern and Central California. The successful candidates must be team players and have the ability to multi-task, including supervising multiple surveys and/or monitoring projects concurrently. The successful candidate must meet qualifications to be listed in EI's cultural resource investigation permits for the Bureau of Land Management, National Forest Service, and other State and Federal agencies. The applicant should demonstrate experience working as an archaeologist on inventory, research, evaluation, and mitigation projects. The successful candidates must be a United States citizen or hold a federally approved work visa.

### **Duties and Responsibilities:**

- Determine and direct the cultural needs for project.
- Occasionally serve as field lead for pedestrian survey, construction monitoring, and testing, including collection of field data, digital photography, artifact identification, GPS data collection, and mapping.
- Conduct research and literature reviews.
- Prepare technical reports, California DPR-523 site forms, and other deliverables.
- Assist with coordinating directly with various agencies, tribes, and clients.
- Digitize records and perform basic GIS analyses in ArcMap.

### **Education:**

- Graduate degree in Archaeology, Anthropology, or closely related discipline
- Completion of an archaeological field school or equivalent experience is preferred.

### **Qualifications:**

- Knowledge of the NHPA Section 106 process and associated federal and state laws and regulations is essential.
- Ability to meet requirements as a Field Director on BLM and National Forest Service permits.
- Excellent written and verbal communication skills and experience preparing, reviewing, and editing complex technical documents for a full range of various cultural resources projects.
- Proficiency with Microsoft Office Word and Excel, and ability to use related computer systems and software.
- Experience with GPS equipment is required; GIS experience using ArcMap and other ESRI software is a plus.
- Ability to travel as needed throughout Southern and Central California.

### **Experience:**

- At least four (4) years of experience in archaeology at increasing levels of responsibility, such as technician, crew chief, assistant field director, field director.

- At least two (2) years of experience in California with a range of field tasks including archaeological survey and construction monitoring.
- Demonstrated ability to perform and lead survey, testing, and mitigation projects.
- Demonstrated ability to work independently, and to work well with others as part of a team.