



North Carolina  
Coastal Federation  
*Working Together for a Healthy Coast*

**June 4, 2026**

**Position Announcement  
Project Manager**

**Job Announcement**

The North Carolina Coastal Federation is currently seeking a Project Manager. The Federation is a non-profit organization that has worked since 1982 to protect and restore the coast through education, advocacy, and habitat restoration and preservation. This position will report to the Coastal Federation's Northeast office located in Wanchese, North Carolina.

**Title:** Project Manager

**Classification:** Full-time, Exempt

**Recruitment Range:** \$55,000 to \$75,000, commensurate with experience

**Work Location:** Wanchese, NC

**Closing:** June 26, 2026

**SUMMARY:** The Project Manager works within the Program team to support and manage projects related to oyster restoration, water quality, shellfish resources, and coastal policy initiatives in North Carolina. This position combines project management, field coordination, stakeholder engagement, and applied coastal science.

The Project Manager ensures projects move from planning through implementation by coordinating timelines, budgets, partners, permits, contracts, field work, reporting, and communications. The position requires strong organizational skills, the ability to manage multiple priorities at once, and an understanding of coastal environmental issues affecting North Carolina.

The Project Manager reports to the Oyster Program Director and works closely with staff across programs, partner organizations, government agencies, contractors, researchers, and coastal communities. This is an in-person position reporting to the Federation's Northeast office in Wanchese.

**PRINCIPAL RESPONSIBILITIES:**

- Coordinate and manage multiple projects simultaneously, including tracking schedules, deliverables, budgets, and reporting requirements.

- Assist with planning and implementation of projects related to coastal restoration, shellfish resources, water quality, habitat protection, and coastal resilience.
- Support project budgeting and financial tracking to help ensure projects remain within approved budgets and timelines.
- Support drafting grant reports, technical summaries, presentations, meeting materials, and other project documentation.
- Coordinate with contractors, consultants, agencies, researchers, and project partners to support successful project implementation.
- Participate in field work and data collection efforts using standard field equipment
- Maintain organized project records, files, permits, monitoring data, and compliance documentation.
- Represent the organization in meetings, workshops, conferences, public events, and stakeholder discussions.
- Communicate project progress and outcomes clearly to partners, funders, agencies, and the public.
- Support collaboration across programs and departments to advance broader coastal restoration and conservation goals.
- Assist with development of funding proposals, scopes of work, and project planning documents.
- Perform additional duties as assigned by the Oyster Program Director.

## **COMPETENCIES**

- Demonstrated understanding of coastal environmental issues, coastal restoration, shellfish resources, water quality, and coastal policy in North Carolina.
- Working knowledge of permitting and understanding of state and federal coastal policies and environmental regulations.
- Experience with Microsoft Office, project tracking systems, ArcGIS platforms, or field data collection tools.
- Ability to manage multiple projects and deadlines while maintaining strong attention to detail.
- Strong written and verbal communication skills.
- Ability to work independently while also functioning effectively as part of a team.
- Ability and willingness to conduct field work in coastal environments and operate safely in outdoor conditions.

## **EDUCATION & EXPERIENCE**

- Bachelor's degree in coastal science, or a related field.
- Experience managing projects, contracts, grants, or field-based environmental work.
- Experience working with diverse partners, including government agencies, nonprofits, contractors, researchers, and community stakeholders.

- Experience with stakeholder engagement desired.
- Strong personal environmental ethic and commitment to the mission of the North Carolina Coastal Federation.
- Ability and willingness to conduct field work in coastal environments and operate safely in outdoor conditions.
- Valid driver's license and ability to travel within North Carolina as needed.

**To Apply:** If you are interested in joining our dedicated team, please review our website to learn more about our ongoing work and programs and then email a cover letter, resume and three references to [hr@nccoast.org](mailto:hr@nccoast.org) (**no phone calls please**). In the cover letter, please outline your skills, abilities and interest in the Project Manager position.

**Deadline to apply: June 26, 2026**

North Carolina Coastal Federation - Headquarters  
3609 Highway 24 (Ocean)  
Newport, NC 28570  
[hr@nccoast.org](mailto:hr@nccoast.org)

*Equal Employment Opportunity*

*The North Carolina Coastal Federation is committed to equal opportunity in employment and recognizes the value of a diverse workforce and organization. The Federation actively seeks and employs qualified persons, and administers all personnel policies and practices affecting its employees, without discrimination on the basis of race, color, religion, creed, national origin, sex, age, marital status, pregnancy, sexual orientation, physical or mental disability, medical condition, veteran status, political affiliation, ancestry or other status protected by law.*