

## **Environmental Project Planner - CEQA**

Full-time -

### **Description**

Do you get excited at the completion of a team project? Is your current situation less than fulfilling? Are you ready for the next level? Do a growing and nurturing company sound better than what you have? Then let's explore this position together! Soar Environmental Consulting is in growth mode. This is a high-profile position and our next Project Planner will oversee the successful scheduling, management, and completion of California Environmental Quality Act (CEQA) projects in our environmental consulting firm. Can you take charge, plan, organize, communicate effectively as you execute Soar Environmental projects? This includes working with public and private agencies, developers, inspiring relevant employees, meeting timelines, and communicating effectively with company executives. We want to get to know you! We invite you to apply! Nothing ventured, nothing gained!

### **Duties and Responsibilities include:**

- Deep knowledge of the CEQA process
- Working with all stakeholders from developers to lead agencies to complete each step in the process efficiently
- Creating long and short-term plans, including setting targets for milestones, adhering to deadlines, and allocating resources
- Delegating tasks on the project to specialist best positioned to complete them
- Identifying and managing potential challenges of multiple projects
- Assisting in the definition of project scope and goals
- Making effective decisions when presented with multiple options for how to progress with the project
- Serving as a point of contact for teams when multiple units are assigned to the same project to ensure team actions remain in synergy
- Communicating with Senior team members to keep the project aligned with their goals
- Performing quality control on the project throughout development to maintain the standards expected
- Adjusting schedules and targets on the project as needed
- Motivating people involved in the project to complete tasks on time

### **Skills and Qualifications:**

- Understanding of the Project Planning framework
- Knowledge of various project planning methodologies
- Proven leadership skills
- Cost and risk management skills
- Excellent communication, interpersonal and negotiation skills
- Interpersonal skills
- Ability to make important decisions under pressure
- Problem-solving skills
- Ability to delegate effectively
- Time management skills
- Friendly and approachable
- Excellent written and verbal communication skills
- Minimum of Bachelor's degree in Business Management, preferable in an environmental service setting.
- At least 2-to-3-year experience

Apply here or email your Resume and Cover letter to [Soar@SoarHere.com](mailto:Soar@SoarHere.com)