



## **Managing Principal – Cultural Resources**

Location: Hemet, CA Office

Applied EarthWorks, Inc. (Æ) has an immediate opening for a full-time Cultural Resources Management expert to lead business development and operations from our Hemet, California office. Æ is a leading consulting firm specializing in history, archaeology, cultural resources management (CRM), and paleontology. We recognize that our staff is our greatest asset and we are committed to providing a collegial, professional, and positive work environment. We take pride in providing a great place to work and we seek a qualified individual to join our team of stellar professionals.

### **Duties:**

The successful candidate will manage and direct cultural resources projects throughout southern California working closely with Senior Managers in the Pasadena office as well as throughout the company. They will report to the President to carry out their job duties, which will include: management of survey, evaluation, and data recovery in support of Section 106, NEPA, and CEQA compliance; analysis for, and preparation of EIRs, EISs and other environmental documents; preparation and implementation of research designs and treatment plans; technical report writing; Native American consultation; QA/QC of staff reports; proposal preparation; and client development. Additionally, as Managing Principal, the candidate will take the lead on recruiting and retaining high quality professional staff of 9-12 people within the Hemet office, advise staff members as they design and carry out projects, supervise marketing and new business development, participate in professional and community activities.

### **Skill Requirements:**

- Previous experience managing budgets, supervising personnel, task management, and proposal preparation;
- Ability to review contracts, identify potential pitfalls; and make sound bid/no-bid decisions;
- Strong business development skills with proven track record in southern California and demonstrated ability to generate work for staff;
- Strong technical writing, editing, and report review skills;
- A thorough understanding of the CEQA, NEPA, Section 106 and other laws governing cultural resources management, experience in negotiation of agreement documents, and conflict resolution;
- Expertise in tribal consultation;
- Strong work ethic, demonstrated leadership ability, good communication skills, and ability to manage and direct large and diverse teams of people;
- Ability to handle diverse personalities and make and enforce difficult decisions.

### **Education/Experience:**

M.A. or Ph.D. degree in anthropology, archaeology, historical archaeology, or related field required. Register of Professional Archaeologists (RPA) certification preferred. Minimum of 10 years of management experience in CRM.

**Compensation:**

Applied EarthWorks offers a wide range of benefits and a competitive compensation package. Eligibility for benefits is earned with length of service and includes paid vacation, sick leave, holidays, and professional development time; 401(k); and health, dental, vision, and life insurance. Æ additionally offers an Employee Stock Ownership Plan (ESOP) which provides employee-owners with a direct stake in Æ's success by means of a retirement benefit. Salary will be commensurate with experience.

To apply for this position, please submit a cover letter, current vitae, salary requirements, a technical writing sample, and at least three references via email to [info@appliedearthworks.com](mailto:info@appliedearthworks.com).

Æ is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.