



Environmental Permitting Junior Project Manager

ESI seeks a full-time Junior Project Manager to support energy, transportation, and/or natural resource management projects throughout the U.S. The position involves direct participation in, and management of, project scopes of up to three tasks and across one to two disciplines within the due diligence and permitting portion of the project life cycle.

Responsibilities

Office Work

- ◆ Competently prepare and/or act as a technical reviewer for aquatic resource and/or endangered species survey reports in accordance with current scientific writing standards and regulatory agency requirements.
- ◆ Prepare complete and accurate USACE permit packages.
- ◆ Independently complete significant portions of complex regulatory and/or permitting documents (i.e., ESA, NEPA, CWA), including robust data organization, analysis and presentation.
- ◆ Actively engage with ESI staff across all levels to identify and implement continuous process improvement strategies.
- ◆ Act as a Project Manager on small projects to medium-sized projects located throughout the eastern U.S.
- ◆ Act as an Assistant Project Manager and/or Task Manager on medium to large-sized, multi-disciplinary projects.
- ◆ Actively engage in direct and general marketing and business development activities, including proposal generation, attendance at industry conference events, Client presentations, and technical meetings.
- ◆ Mentor junior staff Scientists on technical document production and regulatory understanding.

Field Work

- ◆ Lead field survey efforts for endangered species, aquatic resource delineations, routing studies (or another relevant/related technical area) in compliance with federal and state requirements.
- ◆ Mentor junior staff Scientists in development of proper field identification and data collection.

Top 3 Reasons to Work at Environmental Solutions & Innovations, Inc. (ESI)

1. Our collaborative and open-minded environment fosters the trust and support necessary to take calculated risks requisite for growth.
2. Our diverse and talented technical experts afford big-picture insights that elevate the quality of services we provide to Clients.
3. Our services help identify, conserve, and protect natural and cultural resources for future generations.

ABOUT ESI

An emerging leader in environmental consulting, Environmental Solutions & Innovations, Inc. (ESI) seamlessly merges real-world field expertise, scientific acumen, and comprehensive knowledge of the regulatory framework to assist clients balance societal needs with conservation and enhancement of natural and cultural assets. Our support of various industries and governmental agencies spans the biological sciences,

**HOW TO APPLY: Please use the email subject
"Environmental Junior PM"
and send a resume to
Employment@envsi.com.**



Environmental Solutions & Innovations, Inc. is an Equal Employment Opportunity employer. It provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or veteran status.

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Environmental Permitting Junior Project Manager

Minimum Qualifications

- ♦ Bachelor's Degree in ecology, biology or related field.
- ♦ 6+ years of professional work experience with aquatic resource delineations in the southeastern U.S., with at least 2 years of experience in consulting.
- ♦ Demonstrable evidence of technical competence to act in a Field Lead role for at least two (2) different types of ecological field surveys (aquatic resource delineation, invasive plants, endangered species, Phase I ESA, etc.).
- ♦ Possess a valid driver's license.
- ♦ Willingness and ability to travel up to 15% for fieldwork and up to 5% additional for professional development, marketing, and agency or client meetings.
- ♦ Possess or be eligible for third party certification from at least one outside entity for the individual's area of professional expertise (i.e., Associate Wildlife Biologist, Associate Ecologist, Wetland Professional in Training, etc.).

Preferred Experience

- ♦ Advanced Degree in environmental science, ecology, biology, or other relevant/related discipline.
- ♦ State and/or Federal Section 10(a)(1) Scientific Collection permit for one or more listed species.
- ♦ Professional Wetland Scientist certification.
- ♦ Prior experience with scope and fee generation for proposals.
- ♦ Working understanding of regulatory compliance requirements and experience in complex technical document writing and permitting (CWA, NEPA, ESA, etc.).

Location

Position is fully remote, with a preference for an individual located in Indiana, Ohio, Michigan, Pennsylvania, West Virginia, or Virginia.

Salary & Benefits

ESI has standardized and transparent pay ranges based upon education and experience. The anticipated base annual salary pay range for the qualifications listed above is \$86,000 to \$98,000 per year.

Individuals with more or less experience are invited to apply, with the understanding that the associated salary will likewise vary accordingly. See accompanying pages for ESI's standard benefits package.



Benefits and Total Rewards Summary 2026

Paid Time Off (PTO)

ESI provides compensated leave for vacation, personal and sick time as one comprehensive bucket identified as “Paid Time Off” or PTO. All full-time (2,080+ hours), salaried employees are eligible for PTO from their first day of work, accrued per pay period based on years of service with the company. After one (1) year of service, *pro re nata* (PRN) employees qualify for PTO, accrued in one lump sum annually, based on the number of years of service and the number of hours worked *in the prior calendar year*. The table below identifies the PTO accrual based on years of service and annual hours worked.

Hours Worked	680	1040	1560	Full Time, Salaried
From Start	-	-	-	128 Hours
After 1 year	40 Hours	64 Hours	96 Hours	128 Hours
After 2 years	56 Hours	80 Hours	120 Hours	160 Hours
After 5 years	64 Hours	100 Hours	150 Hours	200 Hours
After 10 years	64 Hours	100 Hours	150 Hours	240 Hours

PTO may be taken in 4- or 8-hour increments. A maximum of 8 hours of PTO may be claimed per 24-hour period. PRN employees may claim PTO at any time of year, including during a work leave of absence. Likewise for PRN employees, PTO is always paid at the “straight time” rate and does not contribute to “hours worked” for the calculation of hours eligible for overtime wages, regardless of when it is recorded in the pay week.

Accrued, unused PTO for all staff is rolled from one year to the next, up to a maximum of 320 hours’ worth, after which the excess amount is paid out to the employee. All accrued, unused PTO is paid out upon an employee’s departure from the organization.

Accrued, unused PTO for PRN staff the is not used by January 31 is automatically paid out to the employee.

Employer Sponsored Healthcare Coverage (Medical, Dental, and Vision)

● Full Time, Salaried:

ESI pays 100% of employee’s healthcare coverage for all full-time, salaried professionals. For employees with spouses, children, or other qualified dependents, ESI pays 50% of those premiums. Employees may elect to enroll in just one or all the various types of coverages, for themselves and/or their families. Anthem Blue Cross/Blue Shield bi-weekly premium payroll deductions for full- time, salaried staff with dependents are as follows:

	Employee	Spouse	Child(ren)	Family
Medical	-	\$149.20	\$85.68	\$259.92
Dental	-	\$6.13	\$11.89	\$18.54
Vision	-	\$1.29	\$1.16	\$2.55



Environmental Solutions & Innovations, Inc.

● PRN

Starting in the second year of employment, all PRN staff working more than 624 hours in the prior year are eligible to participate in ESI's healthcare coverage. The percentage paid by ESI is determined by the number of hours worked in the prior calendar year. Employees may elect to enroll in just one or all of the offered coverages.

Hours Worked Per Calendar Year	ESI Pays	Employee Pays
1,560	100%	0%
1,040	70%	30%
832	50%	50%
624	40%	60%

Dependent coverage is available, employee pays 100% of dependent premiums.

Paid Holidays

● Full-time

ESI currently provides 10 paid holidays (8 hours per each) for full-time, salaried employees in each calendar year:

- New Year's (1)
- Memorial Day (1)
- Independence Day (1)
- Labor Day (1)
- Election Day (1)
- The day before, Thanksgiving, and the day after (3)
- December 24 & 25 (2)

● PRN

All PRN staff working BOTH the normal business day before and normal business day after a company holiday receive eight (8) hours of compensated time off OR 2X pay for time worked, depending on project schedules.

401(k) Plan

- All employees are eligible to participate in ESI's 401(k) plan on the next plan entry date (1 January and 1 July), after date of hire via salary deferral and receive a matching contribution.
- All employees are automatically enrolled in the plan at a 3% salary deferral.
- Employees not wishing to participate in the ESI 401(k) plan must opt out via the plan administrator's website, www.voya.com.
- Employer matching contributions on up to 5% of salary deferrals.
- Additional discretionary matching and/or profit-sharing contributions may also be made, on a year-to-year basis.



Benefits Available Exclusively to Full Time Salaried Staff

- **Parental Leave**
 - ESI offers 8 weeks (320 hours) of compensated time off work (“Parental Leave”) once per employee, per occurrence and once per calendar year. The employee may take the allotted Parental Leave pay in one continuous period of leave or in increments of as little as one hour, at any time during the first 12 months after the event.
- **Flexible Spending Account (FSA)**
- **100% Employer Paid Accidental Death and Dismemberment** (\$40,000 benefit through Anthem BCBS) and Group Term Life (\$40,000 benefit through Anthem BCBS).
- **100% Employer Paid Short- and Long-Term Disability:** All full-time employees are automatically enrolled into both coverages (currently through Reliance Standard).
 - Short Term Disability (STD): Benefit 60% of weekly earnings to a weekly maximum of \$1,000 (weekly minimum of \$10).
 - Long Term Disability (LTD): Benefit 60% of monthly earnings to a monthly maximum of \$5,000 (with a monthly minimum of \$100).