

## **Florida Inland Navigation District - Assistant Executive Director (FT In-Person)**

The Florida Inland Navigation District (FIND), an independent special taxing district responsible for providing the management, maintenance and improvement of Florida's Atlantic Intracoastal Waterway and a portion of the Okeechobee Waterway, is currently seeking qualified candidates for the Assistant Executive Director position to manage Florida Inland Navigation District's (FIND) waterway access grant program and support Intracoastal Waterway dredging and material site management.

### **Job Duties:**

The Assistant Executive Director assists the Executive Director in a variety of tasks regarding the administration and management of the organization. Performs highly responsible administrative and management work in planning, directing and coordination of FIND's grant programs. Works closely with the Executive Director and the U.S. Army Corps of Engineers to plan, coordinate, and execute a dredge material management program to meet the requirements for maintenance of the Intracoastal and Okeechobee Waterways.

### **Preferred Qualifications:**

Advanced degree or engineering certification/degree

Experience with marine permitting, marine infrastructure design or construction experience

Grant writing and administrative experience

Knowledge of Florida's Waterways and/or Marine Industry

### **Minimum Qualifications:**

College Degree in engineering, marine or environmental studies or another related field

3+ years' experience in management

Personal computer operations and Microsoft programs proficiency

Excellent oral and written communication skill

Ability to travel and work some weekends and nights

Valid Florida driver's license

### **Essential Functions:**

- Manage and coordinate the FIND grant programs

- Assist in the permitting and construction of newly acquired dredged material management sites and dredging projects
- Represents the District and/or the Executive Director with the FIND Board of Commissioners, Federal/State/Local governments, marine industries, and local community members.

FIND offers a competitive salary and a comprehensive benefits package that includes health benefits, paid vacation and sick time, and is part of the Florida Retirement System.

Estimated start date for this position is June 2023.

**To apply:**

Please apply by submitting your cover letter and resume to the District office at 1314 Marcinski Road, Jupiter, and FL. 33477 by February 10, 2023. See the full position description at <http://www.aicw.org>