



Nature Center Manager

City of Lake Forest

Contact Name: maria maria May
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Contact Phone: 555-121-2555
Closing Date:
Salary: \$50,000

Description:

1. Directs internal cross-departmental working groups to develop and implement innovative ideas and special projects.
2. Coordinates special projects including identifying team members, budget needs, project time and ensuring timely completion.
3. Provides verbal and/or written reports communicating project progress, problems and solutions.
4. Ensures all project documents are properly archived following project completion and assist Director of Business with grant administration.
5. Monitors and reports on the effectiveness of new programs or projects.