



## Field Staffing and Project Coordinator

Historical Research Associates is seeking a Field Staffing and Project Coordinator to join our collaborative team of experts. The preferred location for this position is Eugene, but it could be located in Portland or Seattle. This is an office-based position. This is an hourly position with a wage range of \$23.00-\$30.00 depending on experience and office location.

The Field Staffing and Project Coordinator provides logistical support primarily to the Cultural Resource Management Division (CRM Division). They serve as a liaison and first point of contact between Project Managers and staff assigned to field projects to ensure that all field-based logistical and staffing aspects of the project along with the maintenance and inventory of field equipment and vehicles are successfully scheduled and implemented. The Field Staffing and Project Coordinator may participate in seasonal field technician hiring and recruiting. The Field Staffing and Project Coordinator may supervise other staff in the completion of logistics tasks including Archaeological Technicians, Archaeological Crew Chiefs, and other Support staff, as necessary.

### **Required education and experience:**

High School Diploma (or equivalent) with experience in logistics coordination or project staffing.

### **Preferred education and experience:**

Bachelor's degree in Archaeology, Anthropology, or related degree field, completion of accredited field school, and/or a minimum of 3 years direct CRM experience involving field projects.

### **Required skills and abilities:**

*General:* Self-starter with excellent organization capabilities and above average communication skills. Must be detail-oriented and capable of functioning both independently and as a key member of project teams. Must be able to communicate successfully and consistently with seasonal field technicians and leadership.

*Technology:* Proficient in the use of computer software including Outlook, Word and Excel and mastery of internet technology. Requires valid driver's license and ability to operate passenger car and/or light and heavy (3/4- and 1-ton) trucks.

*Teamwork:* Develop and maintain positive relationships, ability to balance work schedules and demands, provide and accept feedback, seek to resolve conflict through communication and collaboration, excellent and timely verbal and written communication, listen and communicate effectively. Successfully function within a project team, work closely with project team members, and take direction from a Project Manager.

*Maintenance:* Proficiency with tools of the CRM trade – drills, hammers, file, bench grinder preferred.

*Inclusion, Diversity, Equity, and Accessibility:* Assess presence of personal implicit bias and institutional bias in assigned work and proceed from a place of equity and cultural humility. Maintain a commitment to promoting equity and inclusion.

HRA offers competitive compensation and a full benefits package that includes vacation, sick leave, holidays, medical insurance, and 401K.

Required application materials include a resume, cover letter, and three professional references (email and phone). Please send application materials to Human Resources at [HR@hrassoc.com](mailto:HR@hrassoc.com). Application materials will be accepted until October 1, 2021, and will be reviewed upon close of position.

HRA is an Equal Opportunity Employer. We are committed to providing an environment of respect and inclusion where equal employment opportunities are available to all applicants and employees. Applicants and employees will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, disability, national origin, protected veteran status, status as a victim of domestic violence, stalking, or sexual harassment, or any other status protected under federal, state, or local law. If you need to request an accommodation related to disability, religion, or related to domestic violence, stalking or sexual harassment, please contact Human Resources.

