



Job Opportunity: Project Archaeologist, Full Time, Olympia WA

About Aqua Terra Cultural Resource Consultants: ATCRC is a Washington State certified woman-owned cultural resources consulting firm established in 2011. ATCRC is based out of Olympia and specializes in cultural resource concerns across Washington and Oregon. Our team includes archaeologists, build environment specialists, geologists, GIS and GPR Specialists, and administrative personnel. We work with state, tribal, and local agencies throughout the Pacific Northwest. Our projects benefit from our diverse specialists' collective experience and long-standing client relationships. Our team works for various clients on projects of all sizes and stages of completion to promptly produce a quality and cost-effective product.

We are stewards of humanity. We research, locate, analyze, and protect cultural resources with integrity, knowledge, and dedication to continued learning in our disciplines.

ATCRC offers a 401k retirement plan with up to a 4 % company match, a monthly medical/dental/vision plan stipend, flexible work schedules, paid holidays, vacation, sick and complimentary leave accrual, and staff bonuses. ATCRC provides all job duty required equipment and a staff vehicle for use.

About the Project Archaeologist Position: The Project Archaeologist will manage and direct larger and more complex cultural resources projects under the direction of the Principal and will supervise and review the work of the junior staff. The Project Archaeologist is responsible for ensuring the quality of all project work, including technical report deliverables.

Reports To: Senior Archaeologists and Principal

Supervises or Provides Advisory Oversight To: Cultural Resource Specialists I and II, and Cultural Resource Technicians.

Duty Station: This position is located in our Olympia office, expected to be approximately 80% desk-based, 20% fieldwork, with occasional overnights throughout Washington or Oregon.

Education and Experience Required:

- Advanced degree (MA, MS or Ph.D.) in anthropology, archaeology, historical archaeology, or a related field. A minimum of three years of progressively responsible employment experience working in cultural resources management, specifically within the Pacific Northwest.
- Meet or exceed the Secretary of the Interior Standards (36 CFR 61) in archaeology.
- Experience with Phase I, II and III projects demonstrating increasing supervisory and/or managerial responsibilities.
- Direct experience and familiarity working with federal agencies, both the Washington and Oregon State Historic Preservation Offices and all Washington State agencies providing compliance support for their cultural resource compliance and review processes.
- Experience working with regional tribal stakeholders.
- Expert familiarity with the regulations of Section 106 of the National Historic Preservation Act (NHPA), and State Environmental Policy Act (SEPA), National Environmental Policy Act (NEPA), Governor's Executive Order (GEO) 21-02, and cultural resources compliance regulations. Must be able to review and understand local City ordinances.
- Thorough working knowledge of GPS technology, Geographic Information Systems (GIS), and related programs such as ArcMap.
- Working knowledge of DAHP's WISAARD database.



- Professional-level secured-access approval to the DAHP's WISAARD database or the ability to attain within 30 days of employment.
- Register of Professional Archaeologists (RPA) certification or the ability to attain within 60 days of employment.
- Thorough working knowledge of MS Office Suite software programs (i.e. Word and Excel), Google Suite (i.e. Gmail, Google Calendar, and Google Shared Drive), and Adobe Pro suite.
- Strong oral and written communication skills, detailed oriented and recognized organizational abilities.
- Self-motivated, quick learning, and flexible with a common-sense approach to conducting business and workload management.

Responsibilities:

- Technical report lead author.
- Thoroughly research historical backgrounds, land-use histories, archival records, and project impacts to inform the research approach.
- Produce draft scopes of work, cost estimates, and responses to Requests for Proposals to bid for a potential project for review and finalization by the Principal.
- Works with the Principal to coordinate project-related tasks and provide guidance on tactical, strategic, and regulatory issues for the project's duration.
- Participates in agency consultations, client contacts, site visits, and preparation of monthly progress reports, etc.
- Assists with fieldwork scheduling, all facets of fieldwork, preparation and deployment of research designs and developing/keeping project deliverable timelines.
- Works with the Principal to organize artifact analysis needs and provides oversight for junior staff when completing the analysis.
- Responsible for mentoring and reviewing junior staff reports, including providing guidance, evaluation of content, and constructive feedback to improve deliverable content.
- Ensures that assigned company products meet Washington State Cultural Resource Survey Reporting Guidelines, SAA style guide requirements, and ATCRC company template standard or suitable format.
- Communicates with project staff to remedy uncertainties in the draft product (e.g. project details, research findings, regulatory nexus).
- Assembles products in the required submittal format and disseminates to the Senior Archaeologist or Principal for review.
- Other duties as assigned.

Compensation

The project archaeologist is a full-time hourly position, with a salary range of 56,000\$-75,000\$ a year, depending on qualifications. All staff receive compensation for mileage and per diem at GSA rates.

How to Apply: Please email melissa.sampson@aquaterracrc.com with a letter of interest, Curriculum Vitae, and professional references.

ATCRC is an Equal Opportunity Employer –All qualified applicants are encouraged to apply and 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.