



## Position Announcement: Project Coordinator

Location: Woodbridge or Ocean Township, NJ

Date Available: ASAP

### About Renova

Renova Environmental Company is an employee-owned small business founded in 2006. We specialize in environmental remediation, ecological restoration, and water infrastructure, providing turnkey heavy civil construction services to federal, state, and private clients. Our team includes construction experts and back-office professionals, all united by Renova's shared ownership model.

### Position Summary

The Project Coordinator supports the successful delivery of Renova's environmental and heavy civil construction projects by coordinating administrative, financial, and logistical aspects of project execution. This role works closely with Project Managers and field teams to keep projects organized, on schedule, and moving efficiently from kickoff through closeout.

### Key Responsibilities

- Support Project Managers with day-to-day coordination of active construction projects
- Prepare and track submittals, RFIs, permits, and project documentation
- Assist with invoicing, budget tracking, and cost documentation
- Coordinate with clients, subcontractors, vendors, and internal teams to keep projects moving
- Compile and organize bid packages and proposal documents
- Schedule meetings, site visits, and project logistics (including travel as needed)
- Maintain organized digital project files in accordance with company standards

### Qualifications

- 1–3 years of experience in an administrative, construction, or project support role
- Bachelor's degree preferred (Business, Construction Management, Engineering, or related)
- Strong proficiency in Microsoft Office (Excel, Word) and Adobe; experience with project management or accounting software a plus
- Highly organized with strong attention to detail and ability to manage multiple deadlines
- Clear and professional communication skills (written and verbal)
- Ability to work both independently and as part of a team in a fast-paced environment
- Interest in construction, environmental services, or infrastructure projects
- Reliable transportation and valid driver's license

### Compensation & Benefits

- Salary: \$55,000–\$70,000, commensurate with experience, with annual bonus potential
- Benefits include: 100% employer-paid health coverage, automatic 4% employer 401(k) contribution, and automatic participation in Renova's Employee Stock Ownership Plan (ESOP)
- Opportunities for professional growth and advancement

### To Apply

- Send your résumé and cover letter to [careers@renovaenviro.com](mailto:careers@renovaenviro.com)
- Learn more at [www.renovaenviro.com](http://www.renovaenviro.com)

# What is an Employee Stock Ownership Plan?

RENOVA has been a proud employee-owned company since 2021. The vehicle that allows employee-owners like you to share in our growth and prosperity is our Employee Stock Ownership Plan, or ESOP. We make yearly contributions of stock or cash to the ESOP on behalf of all our employee-owners.

**No action is required to join and there is no cost to you, whatsoever.**

You will automatically become a member of the ESOP once you have worked for the company for 12 months within a calendar year. You must also log at least 1,000 hours in a calendar year for it to qualify as a credited year of service.

Employees with a 401(k) and ESOP have, on average, 2.2 times the retirement amount as people with only a 401(k).

## What is vesting?

Your ESOP account is subject to vesting. Vesting is the percentage of your ESOP account that is yours and cannot be taken back. The longer you work here, the more you vest. If you leave before you are 100% vested, the non vested portion of the balance will be forfeited.

All ESOP participants have the same vesting schedule:

Years of Vesting	<2	2	3	4	5	6+
Percent Vested	0%	20%	40%	60%	80%	100%



Technically, an ESOP is a retirement plan, similar to a 401(k). However, unlike a 401(k):



You pay nothing for your shares. The company makes all the contributions to your ESOP account.



Your account balance is tied to the share value of our company, not external securities.



All shares are held in a Trust governed by an administrator, called a Trustee.