



HISTORICAL
RESEARCH
ASSOCIATES, INC.

Archaeologist 3 (Seattle, WA, Portland, OR, or Eugene, OR)

Are you an experienced archaeologist and project manager ready to work for an exceptional company?

HRA is seeking an Archaeologist 3 to join our collaborative team of experts in either our Seattle, Portland, or Eugene office. HRA's Archaeologist 3 serves as principal investigator and conducts and/or oversees all phases of archaeological investigations. This position also acts as a project manager responsible for proposals and costing, client relations and business development, and managing budgets, schedules, expectations, and deliverables. This is a hybrid position that requires a minimum of two days in the office. However, exceptions may be granted for highly qualified candidates if they do not reside within regular commuting distance of HRA offices in Seattle, Portland, or Eugene. In this case, the position would be fully remote.

What you'll be doing:

As an Archaeologist 3 serving as a project manager, you will manage multiple project tasks and direct project teams in completion of project assignments in close coordination with clients. You will conduct research, fieldwork, and reporting tasks, as well as prepare budgets and proposals. You will have the opportunity to assist with marketing and business development.

Why you'll love working at HRA:

At HRA, we put our people and culture first! Your career at HRA will be supported by individualized planning, ongoing professional development, conference opportunities, and mentorship programs. Plus, our competitive compensation and benefits package includes:

- Salary commensurate with experience, qualifications, and location.
 - Seattle: \$100,000–124,000
 - Portland: \$95,500–117,500
 - Eugene: \$87,000–109,000
- An accelerated vacation accrual rate.

- Three comprehensive medical plans to choose from, one with zero cost for employee-only coverage and highly reduced costs for dependent-care coverage.
- Voluntary benefits such as vision, dental, and voluntary life at reduced rates.
- 401(k) and Roth retirement plans with generous match.
- A comprehensive Employee Assistance Program (EAP) to support mental health, work-life balance, and overall wellness.

Who you are:

You are an experienced CRM professional seeking opportunities to grow your career within a supportive, collaborative environment. You excel at building strong relationships across all levels of the organization and with clients, and you enjoy leading people and projects.

What you need:

You have:

- A Master's degree or PhD in Anthropology or a closely related field with an Archaeology emphasis.
- Prepared a Master's thesis or doctoral dissertation.
- At least 5 years of cultural resources experience working in Washington or Oregon, preferably at a cultural resources consulting firm.
- At least 2 years managing projects (i.e., being responsible for proposing on, planning, and implementing all phases of project work within budget, on time, and to scope, in close coordination with clients, agencies, Tribes, and others).
- Qualifications meeting SOI standards in archaeology.
- If in/near Oregon, qualifications to be permissible by the Oregon SHPO.

You also have:

- Demonstrated ability to successfully manage a project from the proposal preparation stage to the final client deliverable.
- Strong interpersonal skills to successfully function within a multi-level project team and the demonstrated ability to work cohesively with other project managers, senior staff, clients, agencies, and Tribes.

- Demonstrated ability to oversee, coordinate, and provide direction to project teams and effectively lead survey and resource evaluation fieldwork using appropriate techniques.
- The ability to work in physically challenging environments, in all weather conditions, while carrying field equipment and walking several miles per day across varied terrain.
- Lead author and technical writing experience using environmental data, cultural resources reports, ethnographies, SHPO databases and other sources to analyze field and laboratory investigations and present results and recommendations according to applicable regulatory nexuses.
- Experience authoring research designs, monitoring plans, inadvertent discovery plans, management plans, and/or other cultural resource documents.
- The ability to develop and maintain positive relationships by listening and communicating effectively, providing and accepting feedback, and resolving conflict via communication and collaboration.
- The ability to take direction from leadership and collaborate with team members and remember and follow detailed instructions.

Travel:

Up to 30 percent of your time will be spent in the field, and much of that travel may be outside the local area. Travel throughout the Pacific Northwest and the West is likely.

Ready to join us?

If you are excited about this opportunity and are ready to grow your career with HRA, we want to hear from you. Please submit a letter of interest, résumé with three references, and an optional short writing sample (CRM report preferred; an educational thesis will not be accepted) to Human Resources at HR@hrassoc.com. **We are conducting interviews as applications are received, so don't wait! A full job description is available upon request.**

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,

or any other status protected under federal, state, or local law. Please visit us at [Employment - Historical Research Associates, Inc. \(hrassoc.com\)](http://hrassoc.com) to learn more.