

MTM Environmental, LLC
Job Announcement and Job Description

Cultural Resources Specialist

Position: Cultural Resources Specialist

Employer: MTM Environmental, LLC

Location: Southeast (AL, GA, TN, SC) Southeast or Mid-Atlantic U.S. (Remote / Hybrid)

Report To: Amy Gaddy, Managing Director

Project Duration: Immediate Openings

Job Type: Part-time (Strategic Growth Role) This is a part-time, strategic growth position with the goal of evolving into a full-time, long-term role as the program expands. Future work is expected to include a mix of government and privately funded projects.

Please submit applications to Amy Gaddy: amy@mtmenvironmental LLC

About Us:

MTM Environmental, LLC is a Certified Woman-Owned Small Business (“WOSB”) offering a broad range of ecological consulting services—including wildlife surveys, vegetation monitoring, stream and wetland assessments, environmental DNA sampling, conservation planning, and drone operations. Since our launch in 2021, we’ve successfully completed projects across the Southeast, Midwest, and Western U.S.

We are seeking a qualified and motivated Cultural Resources Specialist to support the anticipated expansion of our services in the Southeast and Mid-Atlantic regions. While we currently do not have active cultural resource projects, this is a strategic hire aimed at building internal capacity as we grow our environmental consulting offerings in partnership with federal agencies, conservation organizations, and private landowners.

In the near term, this position may involve business development, proposal writing, and supporting cross-disciplinary projects, while helping to shape the foundation of our future cultural resources program. We're looking for someone who is excited about the opportunity to be part of that growth.

Position Type and Description:

This is a flexible, primarily remote position with opportunities for occasional travel and fieldwork, particularly across the Southeast and Mid-Atlantic regions. While the role may begin as part-time or contract-based depending on project needs, it is designed to grow into a full-time leadership position as our cultural resources service area expands.

The Cultural Resources Specialist will work closely with company leadership to build out this new program area—developing internal protocols, supporting business development, and laying the

groundwork for future hires. The role is ideal for a mid- to senior-level professional who enjoys a balance of fieldwork, regulatory analysis, and program development. Field activities will vary by project and may include archaeological surveys, site evaluations, and field investigations in support of NEPA and Section 106 compliance.

We're looking for someone who is both entrepreneurial and collaborative—comfortable working independently in a remote setting, but also able to engage effectively with ecologists, land managers, agency partners, and other stakeholders. As MTM continues to grow, this position offers meaningful opportunities for advancement, leadership, and shaping the future of cultural resource services within a mission-driven consulting firm.

Key Responsibilities:

- Support the development of a new cultural resources service area within the company, including networking, marketing, and proposal contributions.
- Conduct (or prepare to conduct) archaeological surveys, site evaluations, and field investigations throughout the Southeast and Mid-Atlantic.
- Lead and document cultural resource assessments and surveys in compliance with Section 106 of the NHPA, NEPA, and state-specific regulatory processes, including drafting technical reports and supporting documentation.
- Prepare technical reports, including Phase I and II surveys, and coordinate with State Historic Preservation Offices (“SHPOs”) and other agencies.
- Help develop internal cultural resources protocols and processes.
- Assist with marketing and business development to grow the program.
- Collaborate with ecologists and other specialists on multi-disciplinary projects.
- Maintain up-to-date knowledge of applicable laws, regulations, and best practices.
- Engage with SHPOs, Tribal Historic Preservation Offices (“THPOs”), tribal partners, and federal agencies such as USFS, NRCS, BLM, and USACE as projects develop.
- Contribute regional knowledge and compliance expertise to multidisciplinary teams working on habitat restoration, infrastructure, conservation easements, and land management plans.
- Represent the firm at conferences, stakeholder meetings, and professional networks related to archaeology and historic preservation.
- Develop and maintain relationships with project partners, clients, and sponsors.
- Ensure proper curation and data management in accordance with federal and state standards, including artifact handling, field notes, and digital records.
- Track industry trends, funding opportunities, and emerging regulatory changes to help shape strategic direction.
- Manage or contribute to project schedules, scopes, and budgets for cultural resource efforts.
- Coordinate with GIS specialists to support mapping, spatial analysis, and documentation of cultural sites.
- Contribute to outreach materials or interpretive content to communicate cultural resource significance when appropriate.
- Mentor junior staff or interns as the cultural resources program grows.

- Assist with other projects and tasks as needed, including those supported by new grants or contracts.

General Requirements:

- Bachelor's degree in Anthropology, Archaeology, History, or a related field (Master's preferred).
- Meet the Secretary of the Interior's Professional Qualification Standards.
- Proven experience managing and writing Phase I and II cultural resource reports.
- Strong understanding of federal and state historic preservation laws.
- Excellent communication, organizational, and report-writing skills.
- Self-motivated and entrepreneurial mindset.
- 2–5 years of relevant cultural resource management (“CRM”) experience in the Southeast or Mid-Atlantic.
- Familiarity with cultural resources compliance under Section 106, NEPA, and relevant state laws.
- Strong writing and research skills; prior experience with technical report preparation.
- Ability to assist in proposal writing and client communications.
- Proficiency in GPS/GIS-based field mapping.
- Valid driver's license and willingness to travel for future fieldwork.

Preferred Qualifications

- Prior coordination with SHPOs in the Southeast of Mid-Atlantic regions.
- Register of Professional Archaeologists (“RPA”) designation or eligibility.
- Experience working with or for federal agencies (e.g., USACE, NRCS, NPS).
- Knowledge of regional cultural history, including Native American, Colonial, and Civil War-period resources.
- Experience in early-stage business development or launching new service lines is a plus.

Benefits:

- Compensation is based on experience.
- All work-related mileage incurred in execution of responsibilities using a personal vehicle will be reimbursed at the current federal mileage rate.
- Opportunity to help build and shape a new program from the ground up.
- Flexible remote and hybrid work options.
- Supportive and collaborative team culture.
- Room for career advancement as the program and company grow.

To Apply:

If you are passionate about conservation and cultural resource documentation, we invite you to apply for this exciting opportunity. Please submit your cover letter addressing your interest and

qualifications, your CV or resume, an example of your work, and contact information for three references to Amy Gaddy ([Amy@mtmenvironmentallc.com](mailto:Amy@mtmenvironmentalllc.com)).