



JOB ANNOUNCEMENT

Community Programs Manager

Immediate, Full-Time

\$20 to \$24.50 DOE

ESRCD & PROGRAM DESCRIPTION:

The East Stanislaus Resource Conservation District, a special district dedicated to resource concerns in and around Eastern Stanislaus County, has an immediate opening for a temporary, full-time Community Programs Manager with an emphasis on nutrition education and outreach to help with the implementation and reporting of resource conservation projects that the District and/or its partners undertake under contract with various agencies, organizations and individuals.

The East Stanislaus Resource Conservation District (RCD) is seeking an energetic, organized and creative person to serve as Community Programs Manager. The Manager, working with the Executive Director and other staff, is responsible for developing and carrying out outreach and education programs for the community, including adults and children, and will work collaboratively with other staff as well as citizen groups and other agencies. The Manager will also help identify funding needs and potential sources to support education programs and will establish project budgets and be responsible for project implementation, evaluation and reporting.

General Responsibilities

Typical responsibilities may include, but are not limited to:

- Participating in the development and implementation of educational and outreach programs that further the RCDs mission, including the speaking at events and jr chef, and clean-up events.
- Developing education and outreach materials and presentations for RCD Programs and projects in collaboration with RCD staff and other partners, including social media and publications.
- Developing and managing education/outreach/volunteer projects, including associated budgets and deliverables.
- Assisting with the coordination and facilitation of nutrition/community group meetings.
- Assisting in the preparation of grant applications.
- Maintaining positive working relationships with RCD co-workers, community-based organizations and other local, State, and Federal resource agencies.
- Assisting with other RCD events, projects, and programs as necessary.

Desired Qualifications

This is a full-time position that requires a cluster of different skills. Prominent among them is the ability to work with people in a non-judgmental way, but organizational skills, an aptitude for design, and scientific training are also important. The ideal candidate will combine strong “people” skills with a general knowledge of ecology, and artistic/design abilities. The candidate should also have:

- A Bachelors Degree in environmental studies, business management, natural sciences, nutrition or related field and a minimum of 2 years working experience in environmental education/outreach.
- Excellent organizational skills. Ability to set priorities, manage time, work under pressure and manage multiple projects effectively.
- Excellent communication skills, verbal and written. Ability to work well independently with a minimum amount of supervision and an ability to work collaboratively with a diverse group of co-workers, participants, and partners.
- Competency with current computer technologies, including Outlook, Word, Excel, the Internet.
- Demonstrated ability to develop outreach materials using PageMaker or other design software.
- Experience with web design.
- Demonstrated ability to present information to groups of people and/or facilitate community meetings.
- Commitment to the mission and goals of the RCD.

Conditions of Work

The position is full-time, grant-based, and currently funded for a period of 12 months with an excellent possibility of continued employment depending upon availability of funding. RCD full-time employees receive sick leave, vacation, an employee and employer-paid health insurance plan, and an employee paid dental and vision insurance. Work and/or office hours are generally from 8 a.m. to 5 p.m.; however the Community Programs Manager will be required to attend occasional evening and/or weekend events. The work of the Manager is partially in an office setting; however programs presented onsite at schools, farms and other locations where walking is required when on tours or when coordinating field activities such as creek clean-up's and other events. Compensation will be commensurate with education and experience.

Close Date:

Monday, April 5, 2021

How to Apply:

APPLICATION PROCESS: Send a cover letter outlining your current duties and how this position will align or enhance the RCD function with your resume and references to EMAIL: andrea@eaststanrcd.org.