



JOB DESCRIPTION

Job Title: Program Manager (Location AZ, CO, MD, MI, MN or VA preferred. Can be flexible for the right candidate)

Position: Full-time, exempt (Salary \$45,000)

Supervisor: Chief Program Officer

Organizational Mission: Earth Force engages young people as active citizens who improve the environment and their communities now and in the future.

Our Vision: We envision a world where everyone has the knowledge, skills and motivation to participate in civic decision making around environmental issues.

What We Do: We provide middle school educators and nonprofit organizations with the training and support they need to create an engaging, hands-on classroom that empowers students to solve environmental problems using the tools of civic engagement.

Organizational Overview: Earth Force is a national organization dedicated to expanding the engagement of young people in civic decision making to address environmental concerns. Members of the team pride themselves on our commitment to the mission and ability to meet challenges head on. Earth Force strives to create a workspace that is reflective, creative, responsive and collaborative. Successful team members are those who set high standards for themselves, are comfortable with both giving and receiving feedback, and are willing to support other team members. Our organization thrives on robust internal communication where successful team members are comfortable proactively engaging colleagues working virtually across the country.

Position Overview:

This position is responsible for supporting Earth Force community partners in delivering programs across the U.S.. This includes identifying and building partnerships with organizations across the country and providing professional development and program support in a blended learning setting. We are looking for an experienced candidate who believes in engaging young people directly in our civic system as the means to develop environmentally aware and civically engaged people and has the ability to work with adults in nonprofit settings.

The successful candidate has the ability to work independently while being a part of a virtual team and is able to work with people from a wide range of backgrounds. Because we are a virtual organization, team members must have access to a comfortable (and efficient) workspace in their home/community. The position requires a highly organized and dynamic leader and strategic thinker who has the initiative to grow, enhance, and maintain current programs in order to achieve the organization's strategic goals.

Essential Duties:

Duties generally include but are not limited to the following areas:

- Recruit, train, and support Earth Force's partners to use the Community Action and Problem Solving Process through both in-person and virtual training venues for a variety of our programs;
- Support the development and implementation of Earth Force's RISE Challenge;
- Support educators and parents directly on Earth Force's new sustainable agriculture initiatives
- Establish relationships with and serve partners in the roles of: consultant, collaborator, coach, and evaluator as appropriate;
- Coordinate with other Earth Force programs including:
 - Ensuring that partners participate in annual student competitions (RISE Challenge/Sustainable Agriculture Challenge)
 - Ensuring that partners participate in Earth Force's annual student and educator evaluations
- Develop, maintain, and distribute resources to partners;
- Organize and maintain records for program tracking;
- Coordinate, draft, and submit necessary reports; and
- Reflect on program effectiveness and make ongoing recommendations for improvement.

Ideal Candidate: We are looking for individuals who are creative problem solvers, self-starters, capable of multi-tasking and taking initiative. In particular, we are looking for a person who can demonstrate that they are an innovative thinker, who can make a contribution to a high-functioning team, and above all is committed to engaging young people in civic decision making around environmental issues. This position requires the ability to multitask as well as speak publicly.

Qualifications:

- Partnership development and support and/or community organizing experience
- Knowledge of and experience with problem solving, inquiry-based and project-based learning action projects
- Professional development facilitation and/or adult education experience
- Experience working in corporate and/or school district environments
- Excellent written and oral communication skills
- Excellent organizational skills
- Proven ability to produce high quality projects, ahead of deadlines and on budget
- Ability to prioritize and manage multiple tasks and duties
- Experience working in virtual environments
- Required to pass a background check
- Must provide personal, insured transportation for reimbursed business use
- Must provide personal cell phone for reimbursed business use
- Overnight travel is required (20% - 30%)
- Stable, reliable internet connection
- Knowledge of civic change efforts
- Passionate about civic engagement of youth

To Apply: Please submit an updated resume and cover letter to: jobs@earthforce.org. Please include three professional references in your cover letter.