



Position Announcement: Part-time Program Manager

Job Duties and Responsibilities

The role of the Program Manager is to work with the Executive Director and the Board's Stewardship Committee to build and sustain stewardship capacity across the organization's portfolio of protected sites and to assist with various events, activities and fundraising throughout the year. The Program Manager will:

1. Recruit, develop and deliver training for neighborhood volunteers and other constituents who have indicated an interest in volunteering on NeighborSpace sites;
2. Facilitate implementation of the management plan for each site, including prioritization of tasks and regular, periodic monitoring;
3. Recruit, as necessary, and work with neighborhood volunteers to develop a common vision for programming at our sites;
4. Establish relationships with allied organizations that can serve as resources for neighborhood volunteers;
5. Assist in the development of philanthropic support for stewardship through grant-writing;
6. Assist the Executive Director and the Board with various other activities such as fundraising drives, events, and preparation of annual reports, strategic plans and Committee agendas.

Qualifications

1. Environmental background
2. Experience managing, organizing and/or recruiting volunteers
3. Experience developing and/or offering volunteer training
4. Experience with programming and event planning
5. Self-starter capable of working remotely and achieving results with a minimum of supervision
6. Experience with grant writing
7. Experience developing partnerships with allied organizations preferred
8. Experience with fundraising preferred
9. Associate's Degree or higher preferred

This is a part-time, hybrid, 25-hour per week position reporting to the Executive Director of NeighborSpace. Community outreach and engagement events occur on weekday evenings and weekends; the successful applicant will be expected to lead those efforts. The appropriated, 12-month salary is \$32,812. The job will remain open until filled.

Interested and qualified persons may apply by uploading a resume and cover letter addressed to Phyllis Joris, Executive Director, using this link: tinyurl.com/yc6zsmu