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JOB ANNOUNCEMENT

Community Programs Manager

Literacy for Environmental Justice (LEJ) is a place-based nonprofit organization which for 20 years has strengthened at-risk communities and the natural environment in Southeast San Francisco, with an emphasis on engagement with children and youth. Our work has ranged from campaigns to address food deserts in the Bayview/Hunters Point District, to organizing grassroots momentum to close polluting energy plants, to development of San Francisco's first net zero energy and Bayview Hunters Point's first LEED Platinum-Certified green building, and spearheading a major park infrastructure and habitat improvement project for Candlestick Point State Recreation Area on the SF Bay Shore including the creation of new walk, boat, and hike in only campsites. LEJ links extensively with public agency, non-profit, grassroots community, and corporate partners. We received an Environmental Justice award from the US EPA in 2011, among other awards and recognition.

But our core activities have always revolved around connecting marginalized youth and other San Franciscans with nature by getting their 'hands on the land' through experiential environmental education, service-learning, habitat stewardship, outdoor recreation, and 'green-collar' workforce development for upwards of 600 mainly low-income youth of-color annually. The two programs through which LEJ achieves this are:

- *Eco-Adventures* – A combined culturally relevant environmental education, service-learning, and outdoor recreation program, inclusive of classroom presentations, overnight campouts, habitat stewardship sessions, kayaking, hiking, and more for several hundred low-income youth ages 9-18 annually. The Eco-Adventures Program is keyed to new non-motorized campsites, other recreational opportunities, a new interpretive center, and habitat parcels which we're creating and partnering with at Candlestick Point State Recreation Area, along with local open-space tracts & Southeast San Francisco's shoreline.
- *Eco-Apprentices* – Prepares 16-25 high-school, local college and disadvantage transition-age youth annually for entry into the rapidly-growing 'green-collar' employment sector, driven by skyrocketing interest in green infrastructure approaches to water conservation, habitat restoration, and climate-smart landscaping. Our own rapidly-growing mission-related commercial native plant nursery and increasing role in local urban greening projects provide well-aligned venues for Eco-Apprentices' training.

LEJ also engages Southeast San Francisco community residents in parks planning & development decision-making as well as in hundreds of volunteers in hands-on open-space stewardship by hosting environmental, corporate, civic, and faith-based service organizations in the restoration of San Francisco's environmental legacy.

The Community Programs Manager will lead and support implementation of our public engagement programs at a time of steady organizational growth and development.

Program Management and Development 70%

- Lead manager and administrative support staff of all LEJ's public serving programs: Eco-Apprentice Program, Eco-Adventures Pilot Program, Eco-literacy programs, and Special events with support from LEJ with LEJ Executive Director, Community Engagement Director, Nursery Manager, Finance and Administrative Manager, and Youth Stewardship Coordinator. This includes: Planning; preparation and execution of programs and record-keeping; providing content for social media updates to consultants; and regular daily check-ins with program, nursery, and restoration staff;
- Implements and manages data collection and documentation for program evaluation reports on a daily, weekly, monthly, quarterly and annual basis;
- Co-mentor to LEJ youth Interns following best youth practices;
- Lead for program purchasing and budget tracking;
- Support staff to aid youth with travel to and from sites on program days;
- Supports the development and management of strategic partnerships in coordination with LEJ staff and board;
- Integrates restoration, nursery operations, advocacy, youth enrichment, youth development, environmental education, and recreation values into all programs under the direction of LEJ's Executive Director, and in close collaboration with LEJ's Community Stakeholder Director, Youth Stewardship Coordinator and with the Urban Greening Team;
- Meets weekly with Youth Stewardship Coordinator and Restoration Coordinator around programmatic activity, planning, & development; and bi-monthly with Executive Director and Finance Manager regarding grant billing, expenses, program deliverables, and compliance;
- Keeps calendar updated and maintains quick reply to emails, calls and texts on a daily basis;

Facilities and Equipment Maintenance 10%

- LEJ staff support personnel for programs office, all recreation-based gear, vehicle and program equipment purchase, upkeep and maintenance. Tasks includes record-keeping and regular check-ins with Executive Director and appropriate LEJ staff on these topics;
- Works with Urban Greening Team to identify, propose, and plan for infrastructure and facilities improvements. Work with LEJ team to develop and support light in-house construction projects.

Administration and Budget Management 5%

- Creates, operates under, and maintains an Executive Director-approved Annual Work Plan for the position's scope of work by January 15th each year;
- Manages tracking of billable activities on earned income contracts and program grants.
- Evaluates effectiveness of programs quarterly and shares results with LEJ team to better inform program design and implementation
- Creates and enhances program structure
- Under ED guidance and direction develops new programs and improves existing programs
- Responsible for developing outreach materials and branding material for programs
- Creates forums to listen to LEJ audiences and stakeholders to better inform program design and implementation

Organizational Support 10%

- Fully participants in organization-wide development and professional development opportunities;
- Lead support staff for “people care” and light administrative duties for onsite staff at 1150 Carroll Avenue;
- Serves as an ambassador to LEJ’s mission and programs, and participates in active networking and stakeholder engagement, as called-upon. Seeks relevant outreach opportunities to further LEJ’s work.
- Meets monthly with LEJ’s Urban Greening Team, and as needed with LEJ’s Community Engagement Director and Development Teams.

Special Events 5%

Position plays support role for LEJ special events such corporate workdays, groundbreakings/openings, seasonal youth crews, 20th Anniversary Celebration, Coastal Clean-up Day, Earth Day, and other special events on an as-needed basis.

Attributes

- Knowledgeable and enthusiastic about community outreach among low-income urban constituencies.
- Communicates with at-risk children & youth in terms that are relevant to them.
- Has got the linkages between health and justice for the environment and for vulnerable urban constituencies down cold.
- Collaboration-minded. Understands the phrase, 'power with – not power over.'
- Balances big-picture and detail thinking and action; can lead the activity & then do the paperwork.
- Hasn't a problem managing scenarios where people from different backgrounds interface.
- Not the first rodeo when it comes to managing multi-level programming.
- Loves the outdoors and sharing it with others.
- Patience and diplomatic skills are in the toolbox.
- Works well in fast-paced environment.
- Is goal-oriented.

Schedule- Five days a week with occasional overnight youth activities and evening meetings. General schedule is Tuesday through Saturdays 8:00am to 4:00pm.

Special Events- Lead coordinator and personal support for the execution and reporting of all LEJ special events such as monthly Saturday workdays, corporate workdays, seasonal Youth Internship crews, Coastal Cleanup day, Earth Month events and other annual community events.

Terms- Full-Time @ \$26/hour or \$54,000/year. Benefits package includes paid sick leave, paid vacation, and a reimbursable health benefits account through the City and County of San Francisco City Option Program. Preferred start date: *June 15th, 2018*. Tuesday through Saturday schedule required.

Apply by e-mail- Please email your resume and thoughtful cover letter describing your achievement of the requirements to: Patrick Marley Rump, Executive Director Literacy for Environmental Justice, patrick.rump@lejyouth.org. **Application open until filled**. Please no phone calls about this position.

LEJ is committed to inclusion and representation of cultural diversity in our staffing. Applicants who represent the diverse audiences whom LEJ serves are strongly encouraged to apply.