



POSITION OPENING

Job Title: Program Manager (Location: AZ, CO, MN, PA or VA preferred. Can be flexible)

Position: Full-time, exempt

Compensation: Salary \$47,000-\$50,000; Benefits include health, dental, vision, life, and long-term disability insurance, flexible spending account plan, and 401(k) plan

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: In a time when communities face increasing environmental challenges, we believe it is critical that young people develop the civic skills necessary to be effective environmental citizens. Our vision is to grow the number of young people working within civic structures to solve environmental problems by ten times.

What We Do: We provide educators and organizations with training, support, and innovative tools to facilitate environmental action civics with youth.

Organizational Overview: The foundation of a functional democracy is representation of citizens' voices in decision-making processes. Earth Force is committed to ensuring that young people whose voices have been historically excluded in environmental decision-making have the tools and skills to make their voices heard. 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.

Position Overview:

This position is responsible for developing and supporting Earth Force community partner organizations. This includes identifying organizations, building partnerships, and providing professional development and program support in a blended learning setting.

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 partner organizations to use Environmental Action Civics through both in-person and virtual training venues;
 - Support the development and implementation of Earth Force's Environmental Action Civics Train-the-Trainer Workshop;
 - Create and host meaningful events to connect partners and provide support as they work to integrate Environmental Action Civics and train others. Examples include virtual panels and forums, as well as collaborative and problem-solving workshops.
- Manage the national components of Earth Force's RISE Challenge;
 - Coach nonprofit partners implementing the RISE Challenge in their communities;
 - Facilitate RISE funder and partner organization meetings;
 - Recruit and onboard new nonprofit partners as required by RISE program contract;
 - Ensure partner organizations are on track to meet program benchmarks;
- Guide the development and implementation of a budding Community of Practice to support Earth Force partner organizations;
- Establish relationships with and serve partners in the roles of: consultant, collaborator, coach, and evaluator as appropriate;
- Ensure that partners participate in Earth Force's annual student and educator evaluation;
- 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 wants to increase youth participation in environmental decision-making.

Qualifications:

- Partnership development and support and/or community organizing experience
- Knowledge of and experience with at least one of the following: problem solving, action civics, formal/informal education, and/or inquiry or project-based learning
- Professional development facilitation and/or adult education experience
- Excellent written and oral communication skills (includes public speaking)
- 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 (10% - 20%)
- Stable, reliable internet connection

To Apply: Please submit an updated resume and cover letter to: jobs@earthforce.org by May 10, 2023. Please include three professional references in your cover letter.