

Program Manager

Truckee River Watershed Council

P.O. Box 8568

Truckee, CA 96162

530-550-8760

Attention: Lisa Wallace, Executive Director

JOB TITLE: Program Manager

STATUS: Hourly, Non-Exempt

HOURS: 3 days/24 hours week, with some evening and weekend activities.

GENERAL SUMMARY OF DUTIES: The program manager responsibilities will include:

- Implementing all aspects of the Weed Warrior volunteer and landowner program (terrestrial invasive species)
- Managing two- three urban-based restoration and protection projects annually
- Managing revision/update of a watershed management plan/strategy
- Facilitating frequent stakeholder meetings
- Producing grant reports and invoices

The mission of Truckee River Watershed Council is to bring the community *Together for the Truckee*. We restore, protect and enhance the Truckee River watershed.

SUPERVISION RECEIVED: Reports to Executive Director.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Requires prolonged sitting, frequent standing, bending, stooping and occasional lifting up to 50 pounds. Requires normal range of hearing and manual dexterity sufficient to operate keyboard, telephone, photocopier, calculator and other office equipment as needed. Requires ability to at times work under stressful conditions and to work irregular hours and deal with irate individuals.

TYPICAL WORKING CONDITIONS: Work is performed in an office environment and in the field. Involves frequent contact with staff and the public. Work may be stressful at times. Contact may involve dealing with angry or upset people.

PERFORMANCE REQUIREMENTS:

1. At least 5 years program management experience.
2. Available to work weekends and evenings for volunteer-based events.
3. Ability to manage multiple projects, adjust to shifting priorities, and meet deadlines.
4. Focused, efficient, and able to effectively prioritize work projects and manage time under rigid deadlines.

5. Experience in establishing and maintaining effective working relationships with technical consultants, volunteers, and donors.
6. Ability to work independently and as a member of a team.
7. Ability to facilitate meeting with a wide range of participants.
8. Ability to produce high quality work with accuracy and attention to detail.
9. Excellent communication skills, including writing, proofreading, and speaking.
10. High level of computer literacy, including MS Office, web/internet and social media and established email, word processing, spreadsheet and database programs.

EDUCATION/EXPERIENCE:

Bachelor's degree (B. A./B.S) from four-year college or university in botany, environmental science, environmental management, or a related field.

Five years demonstrated experience in project management in an environmental or conservation position.

Experience with a non-profit organization is preferred. Highly motivated, independent, self-starter.

SALARY AND BENEFITS:

Salary is \$23.00/hour (based on 3 days/24 hours per week, the annual salary is \$23,920).

Some benefits are available including Paid Time Off and limited medical benefits.

APPLICATION:

Please send a complete application to jobs@truckeeriverwc.org.

Only complete applications will be accepted.

Only electronic applications are accepted.

Applications will be considered on rolling schedule and accepted until March 2, 2012, 5:00pm

A complete application includes:

- cover letter
- resume
- writing sample up to one page of 'environmental writing' (can be an excerpt from a longer document)
- three professional references