

## Sustainable Solano

### **Resilient Neighborhoods Program Manager Job Description**

#### **Job Purpose**

The Program Manager designs, develops and oversees all aspects of the Suisun City Community Resilience project under the Resilient Neighborhoods program: planning, organizing, leading and controlling program activities. This extreme flooding mitigation project is built on the principles of community education, inspiration and unity, with an additional focus on government/community relationships and youth involvement. The four main areas of the projects are: 1) guided community meetings resulting in the creation of the Suisun City Flood Resiliency Action Plan; 2) installation of various green infrastructure elements as part of creating a Resilient Neighborhood in a target community; 3) Youth Environmental Leadership internship; 4) government engagement and coordination.

The Program Manager reports to the Executive Director.

This is a flexible half-time position. The position will require 80-90 hours per month (some fixed deadlines, some tasks are flexible, many weekend and evening events).

#### **Primary Duties and Responsibilities**

The Program Manager performs a wide range of duties, including some or all of the following:

##### Plan the program

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of the organization, and the Resilient Neighborhoods vision:
  - Together with Sustainable Solano's partners and the city's leadership team plan public outreach and public meetings to discuss flood risks and draft the Suisun City Flood Resiliency Action Plan
  - Together with the Sustainable Landscaping Program Manager, plan design and installation of various green infrastructure elements in the target neighborhood
  - Together with the Youth Leadership and Workforce Development Manager, design the Youth Leadership Internship for the program
  - Develop deep understanding of the current Climate Action and Mitigation plans in Solano County and public / private entities involved in this work
- Develop and implement long-term goals and objectives to achieve the successful outcomes of the Suisun City Community Resilience program
- Finalize a program evaluation and reporting framework to assess the strengths of the program and to identify areas for improvement
- Finalize legal and financial framework for the program using resources created during the first Resilient Neighborhood projects in Vallejo.
- In cooperation with the Communications Manager, design a powerful and inspiring public outreach campaign for all of the program's areas
- Bring other elements to the program to expand its scale and impact (e.g. disaster preparedness)

### Organize the program

- Build strong relationships with program partners – city councils, mayors, city officials, community organizations, small businesses, San Francisco Bay Conservation and Development Commission and others
- Identify and recruit contractors for the program
- Identify and recruit youth interns for the program
- Identify, engage and enroll members of the Advisory Board for the program
- Ensure that program activities operate within the policies and procedures of the organization
- Oversee the collection and maintenance of program records according to the internal policies of the organization and program's objectives

### Lead the program

- In collaboration with city staff and partners, organize and lead community meetings to discuss flood risk within Suisun City and potential means of mitigation; summarize the meeting discussions and outcomes
- Ensure timely creation of the Suisun City Flood Resiliency Action Plan by actively working with partners and consultants
- In collaboration with local partners, identify, engage and enroll Suisun City residents in a selected neighborhood in designing and installing green infrastructure elements; work closely with residents and landowners of the selected sites to finalize the legal framework of the project and prepare for the installations
- In collaboration with a professional designer, coordinate design and installation of the projects, including promotion, sourcing of plants, supplies and materials, and volunteer management
- Identify, recruit and manage youth interns for the program
- Establish good working relationships with public and private entities involved in climate mitigation work; lead the efforts to create a coalition to address shared climate vulnerability in the county
- Organize, manage and lead public events, workshops and lectures relevant to the activities of the program
- Contribute to the Sustainable Solano website, blogs, newsletter, social media channels, and other communications venues
- Cultivate relationships with professional and community partners
- Communicate with members, volunteers and other stakeholders to gain community support for the program and to solicit input to improve the program

### Control the program

- Write reports on the program for management and for funders
- Identify and evaluate the risks associated with program activities
- Monitor the program activities on a regular basis and conduct regular evaluations according to the program evaluation framework
- Report evaluation findings to the Executive Director and recommend changes to enhance the program, as appropriate
- Regularly meet with the funder and Sustainable Solano Board of Directors to report on the program's progress

- Identify funding options to expand the program beyond the pilot stage; actively participate in grant application development and fundraising activities

## Qualifications

### Education

University degree in a related subject (environmental studies / horticulture; communication / marketing; urban planning / public service & government)

### Knowledge, skills and abilities

- Passionate about global sustainability and local community resilience
- Willing and capable to closely follow sustainability movement and continuously learn
- Capable of working across multiple sectors and diverse stakeholders
- Community organizing experience and ability to lead activities with diverse groups of people
- Formal permaculture design certificate strongly desired
- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Impeccable attention to detail, well-organized and self-motivated
- Willingness and ability to work outdoors
- Bi-lingual (Spanish) strongly desired

### Proficiency in the use of computers for:

- Word processing
- Databases
- Spreadsheets
- E-mail
- Internet
- Social media

### Personal characteristics

The Program Manager should demonstrate competence in some or all of the following:

*Behave Ethically:* Understand Sustainable Solano's organizational culture, ethical behavior and business practices, and ensure that their own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization

*Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization and its mission.

*Communicate Effectively:* Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Keep open channels of communication with team members.

*Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities to further its mission.

*Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Actively participate in Sustainable

Solano team meetings and collaborate with other team members; assist with other programs and activities when feasible.

*Lead:* Positively influence others to achieve results that are in the best interest of the organization and its mission. Sustainable Solano is striving to be a self-managing organization; authentic leadership practiced by all team members is crucial to the success of this approach.

*Make Decisions:* Assess situations to determine the importance, urgency and risks, and make clear decisions that are timely and in the best interests of the organization and its mission. Consult team members and program's stakeholders, if needed.

*Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.

*Plan:* Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.

*Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

*Personal Growth and Development:* Practice continuous self-improvement, learning and development; actively participate in the overall organization's development and management.

### **Experience**

3-5 years of experience in a related field required.