Program Manager

for Carbon Drawdown, Environmental Justice, and Waste Reduction Initiatives

Job Description (5/10/2021)

Organization: Bedford 2030 is a 501(c)3 that addresses the urgent issue of climate change through the reduction of greenhouse gas emissions and preservation of natural resources. Since 2010, we have engaged and inspired our community, in Bedford and beyond, to be a part of this movement. Campaigns, tools and programs that drive action combined with clear communication, effective partnerships, deep community engagement and inclusivity are essential to our success. Last fall we relaunched our organization (formerly Bedford 2020) with a new name, new look, and new goal to reduce greenhouse gas emissions by 80% by 2030. We are building a strong, highly-motivated team to achieve our mission for Climate Action Now.

Role: The Program Manager develops new programs, tools or campaigns to engage the public or policymakers in actions or measures that reduce greenhouse gas emissions and preserve natural resources.

The Program Manager also provides strategic direction and operations leadership regarding communication and outreach around existing programs, and evaluates program effectiveness, replicability, and fundability.

The Program Manager will focus on these priority action areas:

- The Bedford Carbon Drawdown Initiative, a project to measurably increase GHG drawdown through natural resources in alignment with Bedford Climate Action Plan
- Environmental Justice
- Sustainable Food, Food waste and Zero waste initiatives

Reporting and Package:

- Reports to Executive Director
- Full-Time Position with health benefits
- Commensurate with the skill set of the candidate, minimum $50,000 / year

Principal Responsibilities:

- Work closely with Executive Director to identify priorities and goals for programming
- Manage the development and launch/implementation of 3-6/year specific programs, tools, campaigns, or projects that will drive greenhouse gas emissions reductions in the community. This includes both new and on-going programs:
    - Identify strategy, tactics, timelines, budgets, materials, and metrics for internally created programs and tools
    - Provide strategic direction and evaluation for promotion and engagement around externally created or existing programs
- Guide development and launch of programs, tools, or campaigns, track results, and evaluate success (track program data, manage GIS/map each year, calculate net sequestration each year)
- Gather, stay on top of and contribute to GHG sequestration research: (sector is evolving)
- Manage Project team and workflow; make sure project is on-track
- Work closely with Community Engagement Manager on strategy for program-related communications, execution, and evaluation
- Work closely with Bedford conservation community to advance collaborative initiatives
- Advance policy at the town and state levels
- Consider ways to replicate or expand projects, programs, or campaigns
- Consider ways to position projects to funders and help draft materials for grants or sponsors

Education and Experience:

Bachelor's degree with 3+ years relevant experience in environmental campaigns, project planning and management, and communication/marketing.

Demonstrated Ability to:

- Propose, plan, and carry out challenging projects with minimal direct support
- Develop effective budgets, timelines, strategies, tactics, timelines
- Track results and evaluate success of a project
- Manage outside contractors (graphic designer, printer, for example)
- Write clear and compelling plans, reports, emails
- Forge and maintain relationships with stakeholders
- Meet goals on a tight schedule
- Understand and communicate environmental problems and solutions (and the science behind these) effectively

Qualifications/Competencies:

- Course work and/or working knowledge of GIS
- Able to synthesize data and communicate findings in easy-to-understand format
- Knowledge/understanding of the role plants and soils play in carbon sequestration
- Experience with ecological/environmental assessment in the field and in the office
- Organization and management of volunteers acting as citizen scientists
- Knowledgeable in carbon equivalency calculations
- The ability to communicate effectively in Spanish

Personal Skills/Attributes:

- Self-starter with a high energy level and proven ability to multitask
- Excellent communicator, both orally and in writing
- Strategic and creative, out-of-the box, thinker
- Efficient, highly organized person
- Team player and collaborator who works comfortably with variety of people

Other Requirements:

- 3+ years experience in program and/or project management
- Experience managing a team including other employees and/or volunteer
- Passionate about protecting the environment; experience in this space is a plus
- Committed to advancing diversity, equity and inclusion
- Proficiency in web-based communication platforms
- Software capabilities including: word processing, spreadsheets, data management and slide presentations
- Licensed and insured driver with a reliable car

Location: Some in person office hours are required. Work-from-home is encouraged. Bedford 2020 office is located in St. Luke's Parish house in Katonah, in the Town of Bedford, NY.

Compensation: for this full-time position will be commensurate with the skill set of the candidate, minimum $50,000 / year.

To apply: Please submit a resume and a statement of interest to our Google Form (http://bit.ly/ProgramManagerApplication) no later than June 15, 2021.

Application instructions can also be found at https://bedford2030.org/were-hiring-may2021. If you have any trouble, please email info@bedford2030.org.