



Qualifications

Experience:

- Project Management, 3 years (Preferred)

Education:

- Bachelor's (Required)

License:

- Driver's License (Required)

Full Job Description

Napa Green's aim is to set the highest bar for sustainability and climate action in the global wine industry. We are one of only four programs nationwide that offers the opportunity for comprehensive, soil to bottle third-party certification for both vineyards and wineries, currently focused on Napa County. The Napa Green program has existed since 2004 and became an independent nonprofit in fall 2019. Our members implement over 200 standards across the Six Pillars of Sustainable Winegrowing Leadership:

- Water Efficiency & Savings
- Energy Efficiency & Savings
- Waste Prevention & Supply Chain
- Proactive Farming, Soil Health & Biodiversity
- Social Justice, Diversity & Inclusion
- Climate Action & Regenerative Agriculture

Napa Green has four full-time team members. We are seeking a half-time Program Assistant with the flexibility to support general operations, but primarily focus on supporting Napa Green Winery certification. In this role you will work closely with the Winery Program Manager and our consulting Program Engineer to help facilitate the Winery certification and re-certification processes. This will include interfacing with winemakers, cellar managers, and facility/operations directors to help guide them through the certification process. The most important skillset is exceptional organization.

Example Tasks:

- Assist with scheduling

- Organize, facilitate and provide follow-up materials for winery "Integrated Resource Audits" - one-stop energy, water and waste assessments (onsite audit led by program engineer)
- Support data collection and entry (e.g., PG&E electricity/natural gas use; waste diversion reports)
- Draft winery Action Plans
- Lead annual "Desk Audits" – working with certified members to update data in the portal and validate continuing improvement on their Action Plans
- Interface with third-party auditors to facilitate final onsite review to complete certification and re-certification
- Assist in management of Napa Green Winery application database, including reviewing checklists, answering system questions
- Assist in creating and designing new communications and PR materials (including feature stories on Napa Green champions)

Necessary Skills:

- Passionate about sustainability and climate action
- Exceptional organizational skills
- Professional communication
- Enjoy working collaboratively and able to follow directions
- Able to juggle multiple tasks
- Responsive and time efficient
- Fluent with Word, Excel, PowerPoint, and Google documents
- Must have your own vehicle

Desired Experience

- Background in environmental management and/or wine business
- Web design/management
- Marketing/PR

Start Date: Mid-January 2023

Hours: 20 hours/week M-F (may expand to full-time position)

Compensation: Negotiable; Minimum \$30/hour.

Application Deadline: Open until filled.

Benefits:

- 50% health insurance coverage
- Five-days paid vacation
- 401k w/1% salary match from Napa Green

If interested, please email a cover letter and resume/CV to Anna Brittain, CEO of Napa, anna@napagreen.org