

ReScape California Rated Landscapes Program Manager

ReScape California is seeking an outstanding Program Manager to lead the development, implementation and regionalization of the Bay-Friendly Rated Landscapes program. The Program Manager reports to the Executive Director and will work collaboratively with managers and staff of other ReScape California programs, such as landscape professional trainings, home gardener events and other professional and community workshops and outreach opportunities. The Program Manager, along with administering the Bay-Friendly Rated Landscapes program, will also be responsible for overseeing tasks related to general operations of ReScape California.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Develop and implement a program plan, including pilot projects around the Bay Area, eventually expanding throughout California
- Develop model policies and practices for public agencies, businesses and institutions
- Promote and encourage the adoption or endorsement of program
- Explore opportunities for partnering with public agencies, industry associations and non-profit organizations
- Process project submittals and provide technical support for project teams seeking rated landscape designation, including managing project records including project tracking sheets, payments, correspondence and all submittals
- Manage and upkeep ReScape California databases and website systems including Salesforce, Click & Pledge, and WordPress
- Attend and assist with Board, committee, technical, program and other meetings as needed and prepare and distribute agendas, minutes, packets and other information
- Other administrative task as needed to maintain core operations
- May require travel throughout the Bay Area and occasionally may take place on weekends
- Other duties as assigned

SKILLS AND QUALIFICATIONS:

- Project management and administrative skills, as demonstrated by previous experience, preferably in the landscape and/or non-profit sector
- Excellent interpersonal, verbal and written communication skills, including the ability to juggle shifting organizational and program priorities in a diverse and dynamic workplace
- Ability to work both independently and as part of a team
- Excellent computer, web and data management skills – Salesforce, QuickBooks, Google Apps, Google Analytics, and Microsoft Office, and able to troubleshoot technical issues independently
- Familiarity with Bay Area local government agencies and landscape industry
- Detail oriented with strong organizational and time management skills
- Reliable transportation along with valid, current CA Driver's License and insurance

HOW TO APPLY:

To apply, please email your resume and cover letter with Program Manager – Rated Landscapes in the subject line to jobs@bayfriendlycoalition.org. The position will be open until filled, with the first round of interviews starting mid-August. ReScape California is an Equal Opportunity Employer.

For further information about our organization, please visit www.ReScapeCA.org

