

PROGRAM MANAGER

Sacramento, CA
(Full-time Permanent)

About the California Product Stewardship Council

The California Product Stewardship Council (CPSC) is a non-profit organization which formed in 2007 and is considered the leading educator and thought-leader on producer responsibility policy in California. CPSC is comprised of local governments and their associations, businesses, and the general public. CPSC works with product manufacturers, retailers, and others in the product chain to encourage a Producer Responsibility approach to end-of-life product management either voluntarily or through legislation and regulation.

CPSC has a fourteen member Board of Directors. The Executive Director (ED) serves at the pleasure of the Board and manages the operations and activities of CPSC. There are currently five full-time staff. The staff currently manages 16 grant projects and two award winning campaigns. In addition, CPSC is a key participant in many California discussions on solid and hazardous waste management, particularly in regard to product stewardship programs, such as mercury thermostats, paint, carpet, mattresses, packaging, and sharps & pharmaceuticals.

About this position

The Program Manager (PM), under the supervision of the Special Projects Manager II (SPM II), scopes, manages, and executes grant projects to ensure high quality final deliverables on-time and on-budget. Advises and develops, creates, and coordinates production of communications materials for all project work. Assists in fundraising, grant seeking and development of projects. Plans and coordinates activities of designated projects to ensure that goals or objectives of project are accomplished within prescribed time frame, funding parameters, and high-quality standards. Assists the Executive Director including board activities, publications, volunteerism, special projects, and events planning, to create and maintain favorable public image for the non-profit organization by performing the following duties. Manages staff that are working on the grant projects for their work on those projects no matter what their rank.

The successful candidate must be willing to reside in the greater Sacramento area. The ideal candidate should be capable of performing in a value-based working environment that is fun, cutting edge, and mutually supportive. The ideal candidate will possess knowledge and passion for policies and campaigns for environmental sustainability. This individual would also be knowledgeable about the solid and hazardous waste and recycling industry. Experience in non-profit employment, the legislative process, and public campaigns is highly desired, but not required.

CPSC's office is located in a restored historic Victorian home, known as the Edgar Institute with like-minded organizations. It is located on 21st Street, near S Street in mid-town Sacramento and is a block from light rail, as well as a 10-minute walk to the Capitol.

Program Manager Essential Duties and Responsibilities:

Administration/Operations:

- Provides review and suggestions on improving internal operations processes and protocols and identifying areas for improvement with external communications
- Provides outstanding customer service to internal and external stakeholders and keeps them informed of CPSC activities.

Technical Program and Policy Work:

- Maintain an enthusiasm for and understanding of CPSC's mission and goals.
- Plans for CPSC workshops, webinars, seminars, strategies and schedules, and coordinates related promotional project activities and public education campaigns. Attends these events as needed and assists in the successful execution of such events.
- Plans and executes research for technical project work including focus groups, surveys and collection events and programs.
- Prepares special project reports and communication materials for the SPM II and/or ED, or others as directed.
- Assists the SPM II and/or ED in identifying opportunities for volunteer projects and ways to further engage the Board and supporters.
- Drafting articles for various publications as well as model letters of support for legislation.
- Manages project "campaigns" to encourage Producer Responsibility or take back programs, such as "Refuel Your Fun" and "Don't Rush to Flush".
- Manages communications projects, including print, electronic, social media, special events, and direct mail, to fulfill those aspects of the organization's objectives.
- Prepares and distributes fact sheets, news releases, photographs, or scripts to media and others interested in learning about or publicizing organization's activities or services as requested.
- Represents CPSC during community projects and at public, social, and business gatherings.
- Generates internal and external publications, including gathering data, writing articles, taking photographs, selecting graphics, designing format of publication, and determining distribution methods.
- Assists with special events such as fund raisers, anniversary celebrations, and awareness functions.

Other Duties and Responsibilities:

Supervisory - Supervises Sr. Associates, Associates, and Interns as requested.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics or people.

Technical Skills – Use of computer, Outlook and other Windows programs are required. Experience with the MailChimp newsletter program, Adobe applications, and WordPress for website postings is highly desired. Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Annual Goals – It is the job of all CPSC employees to ensure the organization stays funded and that some work time is billable to project contracts. Targets for fundraising, billable time, and time management will be determined prior to an employment offer. An example of these targets is as follows:

- **Fundraising Goal:** Assist the SPM II and/or ED in identifying funding opportunities.
- **Billable Time:** 50% of time each month is billable to a project.
- **Time Management:** No less than 80% of time each is program work (no more than 20% of time spent on management and fundraising).

Education and/or Experience:

The position requires a Bachelor's Degree from an accredited four-year college or university in engineering, planning, industrial hygiene, environmental science, public administration, business administration, a physical or biological science, or in another field that is related to the position. The ideal candidate will possess educational and practical knowledge and experience in the following: government grant/project management; presenting to large and difficult audiences; working constructively with a variety of stakeholders and developing strong coalitions.

Requirements:

- Excellent writing, editing and speaking skills; able to synthesize complex concepts into concise and compelling messages, and exercise message discipline throughout the organization and with partners.
- Strong planning and project management skills; superior judgement to set priorities, meet deadlines, practice accountability, solve problems, and manage multiple relationships with attention to detail.
- Experience with, and commitment to, creative positive change through direct advocacy and political action. Prior experience working for an environmental Non-Governmental Organization (NGO) is desired, but not required, as CPSC seeks candidates from a broad spectrum of backgrounds, including those with experience engaging diverse constituencies.
- Enthusiasm for CPSC's mission, goals, and programs.
- Computer proficiency in Windows environment, including word processing, spreadsheet, and web publishing applications. Proficiency with specialized web applications, such as MailChimp, Doodle polls, Survey Monkey, etc. is highly desired.
- Clean background check, valid driver's license, proof of auto insurance, and favorable driving history.

Compensation and Benefits:

The PM is a mid-management exempt position offering salary between \$70,000 to \$80,000, commensurate with experience. CPSC's excellent employee benefits include financial compensation for health insurance and paid vision and dental insurance; paid vacation, paid holidays including two flexible personal holidays per year, sick time. All employees at CPSC serve in an "at will" capacity.

To apply:

Please email your resume and cover letter to doug@calpsc.org with the subject line: Project Manager – [Your Last Name]. Position open until filled. No phone calls please.