



Program Manager Position Announcement

Job Type: Full-Time, Exempt

Salary Range: \$60,000- \$72,000, commensurate with experience

Location: Los Angeles County, San Gabriel Valley focus

Application Deadline: Friday, September 2, 2022 by 8:00 p.m.

Organization Overview

Nature for All works to ensure that everyone in the Los Angeles area, especially from our underserved and park-poor communities, have equitable access to nature, and the wide range of benefits that nature provides.

Nature for All is an organization committed to protecting and increasing access to nature, advancing policies that will protect our public lands and developing the next generation of diverse environmental leaders via leadership development and outdoor access programs. We seek to improve communities and the quality of life of individuals through effective training, All Aboard for Nature Trips and advocacy. Since 2008, Nature for All, formerly known as San Gabriel Mountains Forever, has worked with coalition members to build support for the 2014 designation of the San Gabriel Mountains National Monument and further protect it.

Position Summary

The Program Manager is a key member of the program management team and is an integral player as Nature for All evaluates its programmatic impact and program focus, and develops a sustainability strategy to maximize impact for community members. The Program Manager will balance their time between managing, planning, coordinating, staffing, and facilitating Nature for All's leadership development and access programs. The Program Manager will also advise and train participants, community ambassadors, stewards and volunteers to ensure achievement of program goals and translation to potential grant opportunities; oversee monitoring, and evaluation of program data; drive programmatic strategy and development support grant writing and reporting; and collaborate on community engagement and strategic partnership initiatives.

Our ideal candidate is a community-oriented individual who possesses a focus on equity, inclusion, and cultural competency, and someone who has a love for the outdoors. Their outgoing passion will inspire and program participants from throughout Los Angeles County to learn more about, protect and enjoy nature. The role requires a highly responsible, organized, detail-oriented and self-motivated individual who is committed to continuous learning; and can work both independently and as part of a team. This role will work to deliver a variety of live, in-person and virtual experiences.

Key Responsibilities

Program Management

- Manage and coordinate the planning, implementation, and evaluation of program activities
 - Oversee and implement a sustainable program growth plan that upholds program service quality and maintains operational excellence
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- Evaluate programming to ensure it is engaging, relevant and meets the emerging needs of the communities we work with
- Provide recommendations, alterations and improvements to Program implementation and development
- Maintain standards of excellence for all programs, ensuring high-quality implementation and achievements of goals for participation and desired outcomes
- Research, plan, develop and deliver interpretive programs, which demonstrate the best practices of interpretation and visitor service for program activities and leadership development programs
- Prepare and share knowledge about specific points of interest, their natural history, local flora, fauna, and geology of the San Gabriel Mountains, Watersheds and other locations as presented
- Oversee collection and analysis of program evaluation data, including; participation and trip data, participant pre and post-program questionnaires, and other data collection tools
- Ongoing review and development of program curricula and training materials
- Coordinate, train, supervise and manage part-time team members as needed

Operations / Leadership

- Attend required staff, one-on-one meetings, trainings, and other events to support the mission of Nature For All
- Work closely with team members to represent Nature for All at existing partner events, activities and assist with the development of new strategic collaborations
- Manage relationships with community partners with Nature for All's mission and strategic vision in mind
- Execute administrative and operations functions in a timely fashion and according to Nature for All protocol, including time recording, expense reporting, internal and external correspondence and vendor management
- Maintain project calendars, program data and budgets for up to date program updates and reporting purposes
- Ensure program operates in compliance with funding sources so that intended results are achieved

Development / Communications

- Work closely with staff responsible for communication to push out effective content, photos and highlight our programs externally
- Work closely with staff responsible for communication to maintain all community program-related content on the Nature for All website
- Support or lead grant development and cultivation of fundraising efforts
- Maintain and provide information about past and planned events for planning and external communications purposes
- Provide information about program and other stakeholders
- Work closely with team members in the development of new grant proposals and opportunities

Qualifications and Personal Profile



The Program Manager will be thoroughly committed to Nature For All's mission and exhibit excellent leadership, coaching, and relationship management experience. The Program Manager will regularly exercise independent judgment and discretion about matters of significance, as well as maintain a high degree of diplomacy and discretion. The Program Manager has proven experience with program management, naturalist, interpretive program facilitation, and is comfortable speaking and presenting to the public and audiences. The role requires a highly responsible, organized, detail-oriented, and self-motivated individual who can learn quickly and work independently and as part of a team. The position requires leadership and cooperative team work and the ability to receive constructive feedback from team members and program participants. The Program Manager has a high level of discernment and professionalism at all times. Concrete, demonstrable experience, and other qualifications include:

Required

- Minimum of 5 years of professional experience working with issues related to conservation, public lands, regional habitats, environmental justice and other environment-related experience, including internship or volunteer experience
- Bilingual: ability to read, write, speak, understand, and communicate in English and Spanish
- Demonstrate excellent oral and written communication skills, with an ability to write, read and speak with diverse audiences
- Excellent intercultural and interpersonal skills
- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Creativity and flexibility to undertake new assignments and identify new opportunities
- Ability to be effective independently in a remote environment, while also being a resourceful team-player
- Professional behavior and demeanor consistent with the organization's cultural values
- Experience leading workshops, training and creating experiential lessons
- Ability to effectively train, mentor and coach people of all ages
- Maintain open and positive communication with coworkers and supervisors
- Ability to work independently and carry out assignments with little or no supervision
- Ability to work evenings and weekend hours, with occasional overnight travel
- Experience and knowledge of the greater Los Angeles area either by working or living in the area
- Able to work outdoors for hours at a time for tours to local watershed areas, parks, the San Gabriel Mountains, and other destinations
- Community-oriented individual who is great at mobilizing and understands the needs of the communities we work with
- A First-Aid Certificate must be obtained within 60 days after hiring and must be kept valid during the term of employment
- Possess reliable transportation, a valid California Driver's License and insurance coverage to travel within Los Angeles County

Preferred

- Demonstrated commitment to working with diverse communities and strong passion for the environment
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- A philosophy of valuing people, listening, and creating equal partnerships and collaborative efforts that are inclusive and results oriented
- Some degree of experience in organizing and working at the grassroots level, prior community organizing experience is strongly recommended
- Familiarity with California-level tribal history, conservation, and climate issues
- Certified Interpretive Guide or Certified Interpretive Guide Trainer
- Wilderness First Aid (WFA), Wilderness First Responder (WFR) or advanced medical training
- Leave No Trace (LNT) Trainer

Physical Demands

The physical demands described here represent those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions. While performing this position, the employee is regularly required to operate a personal computer for up to 8 hours a day, to talk on the telephone or webcam for multiple hours per day, and to have the ability to talk and hear. The employee is occasionally required to support outdoor events and to lift and/or move up to 50 pounds.

Equal Opportunity Policy

Nature For All is an Equal Opportunity Employer. We recruit, hire, upgrade, train and promote for all positions without regard to race, color, gender, religion, creed, sex, pregnancy, marital status, age, national origin or ancestry, physical or mental disability, medical condition, military and veteran status, sexual orientation, genetic information or characteristics or any other consideration protected by federal, state or local laws. We value a diversity of experiences and welcome BIPOC+ and LGBTQI+ community members as part of our team and extended network. Learn more about Nature for All at: <https://lanatureforall.org>

Nature For All will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

Apply: Interested applicants are encouraged to submit a current resume, cover letter and a list of 3 references via email to belen@lanatureforall.org
