



**Job Title:
Program Manager**

EarthGen is searching for three program managers to lead and partner in its evolving Programs department.

Salary/Wage: \$65K - \$75K	Exempt/Non-Exempt Status: Salaried Non-exempt
Location: Looking for state representation. Could be remote, hybrid or in-person, but must be able to come into the office at least quarterly	Department/Program: Programs
Regular/Temporary: Regular	Part-Time/Full-Time: Full Time
Reports to: Director of Programs	Supervises Employees (Y/N)? N

Who is EarthGen?

EarthGen, founded in 2011, is a 501(c)3 nonprofit organization that guides and supports youth, educators, and school communities to become leaders for a healthy environment. Our programs are focused on youth, helping them find their voice as leaders and changemakers. We know that investing in and partnering with young people is a powerful way to address climate change—youth action is climate action. We aim to support their efforts to improve their environment today and for the future. At EarthGen, we partner with educators and K-12 school communities to provide learning opportunities for their students that are anchored in science and offer engaging, place-based, and authentic learning experiences right on their school campus. We have a statewide presence and are strategically focused on increasing that presence across Washington.

We are committed to the journey of racial equity. In service to that commitment, we have a racial equity policy to support our efforts to seek out areas where our commitment is evident throughout the organization and where it needs to grow.

As we evolve and expand, we are undergoing a rebuild of staff and board, including an Executive Director, to help set the path forward for the next phase of EarthGen's development as an organization. Programmatically, we are eager to continue developing environmental and sustainability education programs that elevate the knowledge and experiences of all students and can support youth and communities in learning and growing together as we work toward identifying best practices in youth-centered education and engagement.

Our small but mighty team of talented professionals is excited and ready for this next stage of evolution. We are dedicated to creating and maintaining a culture of quality work, mutual respect, collaboration, strategic and thoughtful growth, and a commitment to being excellent partners both internally and externally.

As EarthGen reimagines its team, we are looking for new members who are ready to join us on this growth journey. Together, we aim to build a culture of kindness, care, and excellence for one another and the students, teachers, and communities we serve. We seek individuals who represent diverse lived experiences and cultural backgrounds.

We want EarthGen to be a great place to work and have recently assessed how we show up for our team. As a result, we now offer winter and summer holiday week-long breaks, an intentional focus on self-care, competitive wages, and a hybrid work environment.

To successfully navigate our current change process, we need team members who are committed to our mission, values, and continuous improvement—recognizing that perfection is not the goal, but rather excellence in our service and learning. We believe that changemakers can be anyone, especially students, and we seek individuals who are ready to show up alongside us as reliable, dependable collaborators with our partners and elevate the EarthGen brand in positive ways. If this resonates with you, please review the job posting below and apply. We want to talk with you.

Job Summary

The Program Manager works collaboratively with program staff to create, manage, support, and evaluate educational programming for teachers, students, and schools in order to advance EarthGen's mission. Equipped with environmental and climate education

expertise and a strong commitment to equity, the person in this position will help EarthGen meet the unique needs of school communities furthest from educational and environmental and climate justice. The Program Manager oversees and supports programs held within our three focal program areas: direct learning, curricular resourcing, and collective action. These include projects such as EarthGen's Climate Education (ClimEd), Stormwater Stewards, and Bilingual Environmental Education. They oversee the creation and execution of proposals, grants, and contracts and their respective budgets for these programs. This person also oversees systems that support outreach, evaluation and engagement analysis of programs.

While EarthGen staff will often work collaboratively to progress the totality of our work, we are looking for candidates to support specific programmatic areas of our work: Migrant education, bi/multilingual education, Native education, stormwater, youth action and broadly, environmental and climate science education for teachers and students.

Primary Responsibilities and Duties:

Program Development, Implementation, and Evaluation

- Manage, develop, adapt, and implement place-based educational resources in environmental and climate science, and social justice, driven by the Next Generation Science Standards (NGSS) and other relevant standards/guidelines
 - Create and share classroom resources, in-person and virtual, that engage students to learn about and address local environmental and climate issues
 - Co-design and co-facilitate professional learning experiences focused on climate change and climate justice with an emphasis on educator relationality and expertise, social-emotional wellbeing, critical reflection, and iterative practice through cohort-based experiences
 - Ensure materials are OER compliant and ADA accessible
- Partner with contractors, community partners and EarthGen staff to organize the design, build, installation, and stewarding of green stormwater infrastructure installations at schools
 - Meet/coordinate with partners at school sites, plan concept designs, develop and implement feedback processes from greater school community
 - Coordinate and facilitate one to multi-day in-person installations with school community and partners
- Oversee and manage program budgets
- Connect with external partners and leaders relative to climate science education and subsequent program development
 - Learn from and convene climate science and climate science education experts

- Attend regular meetings with partners to create efficient and collaborative work
- Coordinate regularly with an external evaluator to develop an annual plan and evaluate all programs according to organizational learning questions and indicators
- Initiate and develop partnerships with the Office of Superintendent of Public Instruction (OSPI), school districts, Educational Service Districts, tribes, corporate partners, governmental agencies, and other community-based organizations

Outreach & Systems Management

- Promote events, courses, and offerings via in-person meetings, emails and other forms of communication
- Partner in the development of program systems development and implementation centered around EarthGen's values of equity, community, collaboration, growth-mindset and integrity
- Monitor and manage current systems to ensure their accuracy of program engagement data

Additional Responsibilities and Duties:

- Support EarthGen's Development and Communication efforts through meetings with consultants and grantees, attending and coordinating development events, drafting promotional materials, writing thank you cards to donors and program partners, inviting program partners to fundraising events, etc.
- Send outreach emails for programmatic events
- Partner with Communications to share EarthGen successes with various audiences online, in-person, and in print
- Support development-related events, including recruiting school staff and students to participate
- Purchase materials for programs
- Print materials
- Travel via bus or car during nights and weekends as often as multiple times a month depending on the time of the school year (ex. October and April)
- Pick up rental cars, drive rental cars, arrange for travel and lodging
- Meet at school to receive truckloads of construction and installation project materials
- Process a high amount of information quickly and organize it into tangible work plans for a team on Google Drive or Dropbox
- Manage multiple, overlapping, and demanding deadlines using an online program management system, Asana

Work Environment:

- Mostly indoor at home or in office
- Some school site visits to classrooms and outdoor campuses

- Some visits to district and educational service districts offices, or other partner locations throughout WA state currently, with potential to expand beyond WA state

Physical & Other ADA-Related Requirements:

- Working hours occasionally include nights and weekends
- Type and stare at a screen, 8+ hours a day, most days of the week
- Sit for long periods of time, 8+ hours a day, most days of the week
- Drive for several hours at a time, days/nights, as well as weekends
- Climb stairs or use wheelchair accessible ramps, ADA facilities with ease
- Carry boxes
- Bend down to plant, weed, plus haul material via wheelbarrows, buckets etc. for days of service
- Pick up yard tools and/or use yard tools for school installations

Qualifications, Education & Experience:

- Bachelor's degree in science education, environmental science or related field (Master's preferred)
- 3+ years of experience in educational programming or nonprofit
- Teaching credential/experience helpful
- Ability to hold space for educators' social-emotional, psychological, and intellectual responses to (in)justice, identity work, and other challenging topics
- Excellent written and interpersonal communication skills; cultural sensitivity, curiosity, and humility; high level of comfort speaking in public
- Able to work with data and numbers, especially in tracking program evaluation data, outputs and outcomes
- Experience developing high-quality environmental education materials for school settings
- Familiarity with public education system in Washington state
- Ability to communicate effectively in different ways (via email, phone, text, Zoom, in-person), including across sectors (ex. Teacher vs. construction worker)
- Manage political or other dynamics with carrying out programming around climate change and social injustice
- Willingness to learn computer-based systems, including: Salesforce, Canvas, Asana, Gusto, Abacus, Harvest, SurveyMonkey, Google Drive, Dropbox, Microsoft Office Suite, Zoom

A background check will be required.

Benefits:

- Healthcare (dependent deductible coverage), vision, dental; winter and summer holiday week-long breaks, intentional focus on self-care, competitive wages, hybrid work environment.

How to Apply:

Email a cover letter that speaks to your experience and a resume to hr@earthgenwa.org with the subject line: PROGRAM MANAGER. We must have both the cover letter and resume for you to be considered

Date revised: 9/2024

EarthGen values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition, or pregnancy. EarthGen encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LBGTQ, people with disabilities, veterans, and those with diverse life experiences. EarthGen is an Equal Opportunity Employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This job description is not a comprehensive list of the duties and responsibilities of the position - duties and responsibilities may change without notice.