

## **Position Description:**

### **Food Scraps & Recycling Program Manager**

#### **Who We Are**

Breathe California Sacramento Region (BREATHE) is a nonprofit organization that is dedicated to promoting and achieving clean air and healthy lungs in the Sacramento Region through education and community outreach. Our ability to connect with diverse communities has assisted in implementing creative solutions that help reduce harmful pollutants in our air to protect and preserve public health in a variety of innovative programs.

#### **Overview**

Under direct supervision of the Air Quality Programs Director, the Food Scraps & Recycling Program Manager (Program Manager) will oversee the implementation of the program in the El Dorado County region. This program provides a suite of services to bring schools in compliance with California's mandatory organic recycling laws with the goal of reducing methane emissions in landfills and assisting with food recovery systems outreach and education in the region. The Program Manager will work directly with schools, school administration, district staff, and El Dorado County's Solid Waste Division to train students and staff on how to properly sort food waste, provide on-site technical assistance, and develop educational and outreach materials to students, staff, and the community.

Specific responsibilities include:

#### **Program Management (95%)**

The Program Manager will be responsible for the planning, management and implementation of the Food Scraps & Recycling Program in El Dorado County.

Candidate will be responsible for:

- Coordination and facilitation of meetings in collaboration with project partners.
- Management of program staff, project budget, and assist with project invoicing.
- Grant reporting and documentation.
- Support grant writing for renewal of existing grants and new grant funding
- Planning and participating in community and special events.
- Community Engagement and Outreach
  - Set-up and breakdown of outreach events.
  - Must be able to stand for extended periods of time and lift up to 25 lbs.
- Deliver on-site training presentations to students on how to correctly sort their waste and the importance of recycling and composting in relation to air quality.
- Collaborate with school leadership to ensure smooth implementation of food scraps recycling programs.
- Find creative ways to engage students of different age groups and incentivize them for sorting their waste correctly.
- Provide on-going support for schools after program launch and monitor waste stations.
- Design and update outreach and education materials (i.e., presentations, classroom activities/lessons, infographics, newsletters, social media content, etc.).
- Prepare and report on any progress, challenges, lessons learned on food scraps recycling implementation for El Dorado County.
- Stay up to date with research on air quality, food waste issues, relevant state laws.

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#### **Other Duties as required (5%)**

- Assist with the agency's fundraising events.
- Attend regular staff meetings.

#### **Required Skills and Experience:**

- Bachelor's degree in Environmental Science/Studies, Urban Planning, Public Policy/Administration, Non-profit Management, Event Planning, Communications, or related field is required.
  - Bilingual applicants are highly encouraged to apply! (Not required).
- Strong communication skills with at least one year of customer service experience.
- A passion for and basic understanding of food waste and air quality related issues.
- Strong interpersonal, listening, speaking and written communication skills.
- Ability to prioritize and independently handle multiple projects simultaneously.
- Strong attention to detail and effective organizational skills.
- Ability to interpret state laws and mandates.
- Ability to develop and implement programs to assist schools by meeting state standards on food waste and food recovery efforts.

#### **Desired Qualifications:**

- Comfortable with public speaking and training large and diverse groups of students, school/district staff, and community members.
- Comfortable with remote working and in-person/on-site work:
  - **Applicant must have a valid Driver's License and reliable transportation.**
- Familiarity with Applications:
  - **Applicant must be comfortable using Google Suite, Microsoft Office Suite, Zoom, etc.**
- Familiarity with design software: (e.g., Adobe, Canva, or other editing platforms).

#### **Position Available**

- We are seeking one (1) well-qualified individual.
  - Must be a non-smoker (electronic cigarettes and vapes included).
- This is a full-time, exempt position offered with a \$53,000 - \$55,000 starting salary. Breathe California Sacramento Region provides health, vacation, sick leave, and other benefits.
- **The selected candidate will primarily be working in the El Dorado County region.**
- Upon supervisor approval, there is a possibility to work a hybrid schedule with time split between working remotely from home (if the candidate resides in El Dorado County) and in person at our main office (located in Downtown Sacramento).
- **The position will begin on January 2, 2024.**

#### **How To Apply**

Resumes and cover letters can be emailed to Carolyn Tran at [ctran@sacbreathe.org](mailto:ctran@sacbreathe.org) via a PDF attachment with the subject line "FSRP Program Manager Application". Applicants without detailed cover letters, resumes or required experience will not be contacted.

**Breathe California Sacramento Region is an equal opportunity employer.**