



Stewards of the Coast and Redwoods

Program Manager

Job Description

Full-time

Stewards of the Coast and Redwoods (Stewards) is a nonprofit California State Parks Cooperating Association serving Armstrong Redwoods State Natural Reserve, Austin Creek State Recreation Area and Sonoma Coast State Park, with co-management responsibility for Armstrong Redwoods SNR and Austin Creek SRA. Stewards delivers critical funding, visitor services, and field operations, along with environmental education and stewardship volunteer programs in our parks; manages visitor services at Armstrong Redwoods SNR and Austin Creek SRA; and is responsible for campground operations in Austin Creek SRA. We provide training and support to 250 volunteer docents and stewards who give over 10,000 hours annually. Stewards' office is located in Armstrong Redwoods SNR.

Stewards' **Program Manager** supervises our Volunteer Coordinator and provides leadership to design and deliver our programs to the public. This position is focused on program delivery and will work with staff, volunteer program coordinators, and outside experts to create and provide engaging public programming and educational opportunities for adults and youth. This position is supervised by Stewards' Executive Director and will work closely with volunteers and an incoming State Parks' Interpreter.

Essential Duties and Responsibilities:

1. Manages the State Parks Volunteers in Parks Program providing educational, interpretive, recreational and community science programs in Russian River sector
2. Supervises Volunteer Coordinator
3. Manages development and scheduling of an engaging community education program. The Program Manager recruits new presenters to provide relevant content for participants and works with staff and volunteers to oversee the logistics of workshops and seminars
4. Develops objectives, in partnership with Executive Director, to build diversity, equity, and inclusion into our volunteer and education programs
5. Manages program events and volunteer trainings/orientations with staff and volunteer program coordinators to ensure procedures and logistics are implemented and to build the knowledge, skills, abilities, and confidence of our cadre of volunteers
6. Collaborates and communicates with volunteer program leads and staff to support scheduling volunteers; maintaining information and equipment they need for programs; updating training materials and provide resources to schedule and deliver programs
7. Collaborates with staff to market program and volunteer opportunities, updating and distributing online and print materials, and assists in developing marketing plans for both free and revenue generating program
8. Assists in developing program, interpretive, and volunteer materials in Spanish
9. Oversees community science monitoring programs in partnership with program coordinators including pinniped monitoring, seabird monitoring, and fern watch. Develops new programs consistent with Stewards' priorities, funding, volunteer resources, and State Park needs

10. Models good teamwork and collaborative communication that promotes and ensures a comfortable, congenial, enjoyable and effective working environment
11. Engage docents, Stewards staff, and Parks staff in program reviews to continually improve program delivery
12. Ensures that an effective process for evaluating program success is implemented. Ensures that evaluation procedures outlined in grants are implemented and accountable for grant reporting
13. Other duties as assigned

Qualifications:

1. BA degree and/or experience managing community or environmental education programs and/or experience in environmental sciences and/or work in national, state or regional parks
2. Supervisory and organizational skills, strategic and relationship management skills, able to handle multiple priorities and manage multiple projects within deadlines
3. Knowledgeable about the natural and cultural resources in parks and open spaces and experienced working with nonprofit volunteer programs
4. Excellent interpersonal skills, including excellent listening, verbal, and written communication skills, is comfortable and adept at speaking in front of groups and facilitating groups, and remains calm and courteous under pressure
5. Ability to work in a fast paced work environment that values relationships, working as a team, and giving and receiving respectful, honest feedback
6. Able to collaborate and partner with State Park personnel and diverse organizations including schools, businesses, government, and other nonprofits
7. Bilingual Spanish-speaker desired
8. Proficient with social media, MS Office, Google docs, databases, Facebook, and web updates.
9. Experience training and/or leading individuals and groups of volunteers
10. Committed to diversity, equity, and inclusion values
11. Clean driving record

Working Conditions:

1. Regularly sits at a desk or computer workstation, flexibility for some telework
2. Frequently moves about the office to coordinate work and collaborate with colleagues
3. Regularly required to walk and hike on uneven ground and park trails
4. Occasionally lifts, carries, moves and positions objects weighing up to 50 pounds

Salary range: \$20-\$25 hourly to start. Employee 403b and medical stipend plan offered. Stewards is an at-will employer.

To Apply: Please send a cover letter and resume to Stewards of the Coast and Redwoods at stewards@stewardscr.org with "Program Manager" in the subject line. We will begin to review applications March 27th, 2023 and afterwards they will be accepted on a rolling basis. This position will be removed from our website when the position is filled. We urge you to apply ASAP.

Stewards of the Coast and Redwoods is an equal opportunity employer. Fluent English speakers who are bi-or multilingual, including indigenous language speakers, are encouraged to apply.