

Activate Programs Manager

Immediate Opening

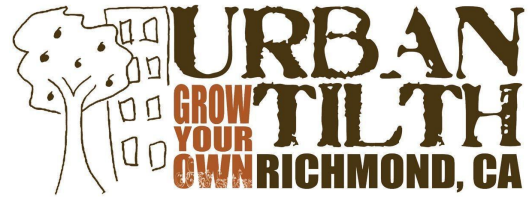
Urban Tilth has an immediate opening for a full-time Activate Programs Manager. The ideal candidate will have a wealth of experience organizing social and environmental justice campaigns and initiatives as well as doing direct on the ground, base-building activities. They will also have excellent social and communication skills and understand and embrace the importance of strategy, and long and short-term planning. Most importantly they will understand that social, environmental, racial and economic change is rooted in strong positive relationships with people.

Position Description

The ACTIVATE Programs Manager will work with Urban Tilth's Community Organizer and Community Engagement teams to implement annual action plans to advance Just Transition (social, racial, health, environmental and climate justice) in Richmond. The Activate Programs Manager will be responsible for holding the long-term strategic plan for this program area, providing strategic direction, and mentorship that supports the development and leadership of ACTIVATE Programs staff.

Position responsibilities:

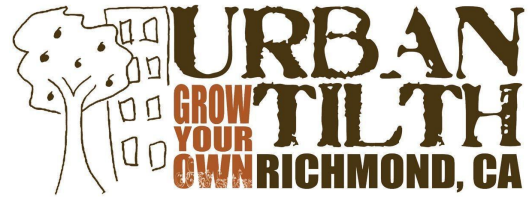
- Support the development and insure the implementation of ACTIVATE Programs annual action plans, budgets and goals.
- Work with the ACTIVATE Programs staff to design and lead at least one central Richmond based Just Transition policy campaign each year focusing on Just Transition as it applies to land, food or water resources in Richmond, San Pablo or North Richmond.
- Set, monitor and report on progress towards annual action plans, budgets and goals and other program level measures of accountability.
- Make sure that all staff are well oriented, have clarity on their work responsibilities and have support along their professional development journey.
- Coordinate and facilitate weekly team meetings with ACTIVATE Programs staff.
- Work on site with each team at minimum for one day per month, per team.
- Stay informed about emergent and ongoing issues driving climate change and other social, racial, economic, health and environmental challenges facing low income, communities of color in Richmond and San Pablo and coordinate opportunities to share this information with Activate team members and local residents.



- Develop and improve training for Activate Teams, including assessing professional development needs, working with teams to create professional development plans, and support and track progress towards those plans.
- Support Community Organizers, Community Engagement Managers and Communications Associates so that they can deliver high quality effective campaigns, initiatives, community workshops and events.
- Make sure Activate Programs teams maintain daily, weekly and monthly data collection in order to track measurable goals set in annual action plans this includes, but is not limited to: photos, sign in sheets, logs, community survey or community meeting reports, residents testimonials, and monthly manager reports.
- Make sure the Activate Programs teams tell the story of Just Transition initiatives to the larger North Richmond, Richmond, West County and Urban Tilth community and Urban Tilth funders via weekly social media posts.
- Make sure the Activate Programs Team completes all timesheets, takes and documents mandated breaks and submit all expense reports on a weekly basis to support funder billing.
- File monthly reports before the 5th day of each month for the prior month.
- Create and maintain relationships with community members, stakeholders, organizations and individuals
- Support Urban Tilth staff assigned to coalition spaces and projects.
- Assist in fund development for ACTIVATE Programs and Urban Tilth as a whole
- Attend ALL Urban Tilth staff meetings
- Attend workshops and conferences as needed to continue to improve and update skill sets and or expand knowledge of the areas of food, health, social, economic and environmental justice in which Urban Tilth works.
- Support and attend “all staff” events, special work days, special annual events, trainings and annual board and staff retreats

Required Skills:

- 3+ years experience in community and environmental justice organizing
- Experience in communications and community outreach
- Computer savvy, including: Microsoft Office Applications, Google Drive, Dropbox, Social Media platforms
- Experience creating, tracking and updating program budgets
- Experience working in workforce development and with youth and immigrants within racially, ethnically, and socioeconomically diverse organizations and urban communities.



- Excellent organizational skills
- Excellent verbal and written communication skills
- Collaborative yet self-driven work style
- Comfortable managing multiple tasks and picking up new tasks as needed
- Personal commitment to efficient and accurate detail-oriented work

Desired Skills:

- Bilingual Spanish

Compensation:

- Full time position (40 hours per week): Monday - Friday 9am - 5pm
- Salaried position: \$70,000-\$75,000 depending on experience + benefits (medical, dental, sick leave, wellness fund, holidays & vacation and annual paid winter break from Dec 21 - Jan 3rd.
- Some evenings, weekends and holidays required

*People of color, North Richmond, Richmond and San Pablo residents, and LBGTQI encouraged to apply.

How To Apply:

Send cover letter, resume and references via email to: employment@urbantilth.org

ATTN: Activate Programs Manager Hiring Committee

Urban Tilth has a great team and we are doing great things. To learn more about our work visit our website: www.urbantilth.org, facebook page: facebook.com/urbantilth or google Urban Tilth.