



Position Announcement

Program Manager – Living Arroyos

Urban Creeks Council seeks a manager for our ambitious Living Arroyos program. Based in the upper Alameda Creek watershed in eastern Alameda County, Living Arroyos is an innovative partnership that will restore over 45 miles of streams and streamside habitats, while helping protect communities from flooding and facilitating groundwater recharge. Volunteers from local schools, businesses and the community are the backbone of the program. Apprentices from the local junior college help prepare for and lead volunteer workdays.

The Living Arroyos program manager is responsible for the following:

- Volunteer recruitment and retention – Manage volunteer program. Develop schedule of volunteer workdays and ensure that sufficient volunteers are present to achieve work objectives. Assess volunteer experience and identify ways to enhance it. Develop recognition program for top volunteers.
- Outreach, marketing, and communications – Manage web site/blog, Facebook page, and Twitter feed. Develop and manage relationships with traditional print and broadcast media. Manage and develop program brand.
- Educational programs – Work with local high schools to help integrate Living Arroyos activities into curricula. Assist with development of Apprenticeship program.
- Fundraising – Build and maintain a local donor base of foundations, businesses and individuals sufficient to provide one half of total program expenses. Secure in-kind donations of supplies for volunteer days as appropriate.
- Budgeting and financial management – In consultation with partner agencies, develop annual program budgets. Manage expenses to ensure that program services are delivered within budget.

Required education and experience

- Bachelor's degree and 5+ years of post-college employment in increasingly responsible positions
- Significant experience recruiting, training, and working with volunteers
- Strong familiarity with social media outreach techniques
- Experience in major gift and/or foundation and corporate fundraising
- Experience in setting and managing budgets

Additional requirements

- Access to reliable car transportation
- Valid California driver's license
- Ability to work Saturdays (typical work week is Tuesday-Saturday)
- Passion for nature and helping people

Salary: mid- to upper \$40s annually depending on qualifications. Full benefits including paid vacation, health/dental/vision, 401(k) match.

This position is based in Berkeley, and will include frequent travel within the Bay Area.

Email résumé and cover letter to Phil Stevens, Executive Director (phil@urbancreeks.org). Applications must be received no later than 5:00 pm on January 23rd, 2014. No phone calls, please.

About Us

Urban Creeks Council is a 25-year-old nonprofit dedicated to protecting, preserving and restoring urban streams and riparian habitats. Our small organization emphasizes novel solutions to ecological challenges and restoring a balance between humans and nature. Learn more about us at <http://urbancreeks.org>.