



**Sustainable
San Mateo County**
Economy. Equity. Environment.

Sustainable San Mateo County – Program Manager
(Independent contractor position, part-time, must live in San Francisco Bay Area)

Established in 1992, Sustainable San Mateo County (SSMC) is a nonprofit dedicated to driving impactful action that advances sustainability in San Mateo County with a systemic approach that encompasses the environment, the economy and social equity. SSMC measures sustainability progress, encourages sustainable practices and celebrates sustainability achievements by local government, businesses, individuals and organizations. More info can be found at <https://sustainablesanmateo.org>.

The **Program Manager** works closely with and under the supervision of the Executive Director. This person creates, manages, writes and presents a variety of reports measuring sustainability progress in San Mateo County, culminating in the Indicators Report that is released each year with a celebratory event. This is an excellent opportunity for anyone wishing to interact with sustainability professionals and advance their career in the sustainability field with a well-respected nonprofit that has strong connections with leaders throughout San Mateo County.

RESPONSIBILITIES

- With direction, manage, plan, gather and interpret data to visualize and explain sustainability performance by local governments and agencies in San Mateo County on a specific topic
- Assist Executive Director and others in preparation of SSMC’s annual Indicators Report, Sustainability Dashboard, Awards program and other projects
- Update sections of SSMC website on a regular basis
- Use information-gathering tools, mapping and statistical models to track economic, social and political, and environmental progress
- Recruit, manage and coordinate SSMC volunteers working on sustainability measurement projects and graphics
- Assist in creation of databases and search queries for Indicators Reports and Sustainability Ideas Bank

QUALIFICATIONS

- Passion for sustainability and commitment to Sustainable San Mateo County’s goals
- Education: Bachelor’s degree, major in sustainability related field preferred, or relevant experience
- Minimum 2 to 4 years of professional experience
- Excellent oral and written communication and presentation skills, both in-person and online
- Solid quantitative and analytical skills, detail-oriented, methodical
- Ability to visualize data models and prepare preliminary models for review
- Has experience in database gathering, compilation and management.
- Working knowledge of common statistical programming software

- Web/computer savvy is essential, including experience with MS Office Suite, Google Drive, database management, and video/photo software; experience with WordPress and graphic design software a plus
- Able to interact effectively with highly technical personnel, elected officials and general public

Hourly rate: \$22 to \$27, depending on experience. This is an independent contractor part-time position. Flexible schedule. Average of 10 to 20 hours per week, depending on workload. Flexible, but consistent, with most work done remotely. Must be able to work occasionally during evenings and come to the office in San Mateo, CA, from time to time.

TO APPLY: Please send your resume and cover letter indicating your experience and qualifications to: terry@sustainablesanmateo.org with “**Program Manager**” in the subject line. Applications accepted until position is filled. No phone calls, please.