



**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 in which the environment, the economy and social equity are in balance. 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. 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

- Main responsibility: Manage, collect and interpret data to visualize and explain sustainability performance by local governments in San Mateo County
- Assist in preparation of SSMC's annual Indicators Report, Sustainability Dashboard and other core SSMC programs and projects that align with our organization's mission
- Use information-gathering tools to track economic, social equity and environmental progress related to sustainability
- Recruit, retain and manage SSMC volunteers working on sustainability measurement projects and graphics
- Assist in outreach for key events and programs
- Perform other job-related duties as assigned

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
- At least 2 years of professional experience in the sustainability field. Experience in project management and/or data analytics and metrics (KPIs) a plus.
- Excellent oral, written and presentation skills
- Solid quantitative and analytical skills, detail-oriented, methodical
- Strong organizational skills and ability to manage multiple competing project timelines
- Experience in data collection, compilation and analysis; familiar with database management.
- Web/computer savvy is essential, including experience with Microsoft Office Suite, Google Drive, Excel and database management; Experience with WordPress, Tableau is highly desired, and knowledge of graphic design software (such as Canva, Inkscape or Visme) is a plus
- Able to interact effectively with technical personnel, elected officials and general public

Hourly rate: \$25 to 30, depending on experience. This is an independent contractor part-time position. Average of 15 to 20 hours per week, depending on workload. Flexible, but consistent, with most work done remotely.

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