



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

Sustainable San Mateo County – Program Manager Indicators Report (Part-time, non-exempt position. 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 year's report takes an in-depth look at the wellbeing of children, youth and families in San Mateo County (people up to age 18 and the households in which they live), and it will determine ways the cities and the county can help families with children thrive and set them up for success. We'll look at this topic through our "3E's" framework: a healthy environment, social equity and a green economy. 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. Hours are somewhat flexible during regular business hours except for regular meeting times. Benefits include paid vacation and sick leave. SSMC supports a healthy work-life balance for its employees.

RESPONSIBILITIES

- Main responsibility: Manage SSMC's annual Indicators Report, including producing content, verifying/collecting data, seeking key stakeholders' input, conducting roundtables and interviews with experts, developing a sponsorship program and soliciting sponsors, and formatting and producing the report
- Manage, collect and interpret data to visualize and explain sustainability performance and drive sustainable policies by local governments in San Mateo County
- Use information-gathering tools to track economic, social equity and environmental progress related to sustainability
- Recruit, retain and manage SSMC volunteers and interns working on sustainability measurement projects and graphics
- Assist in planning and promoting key events and programs, including the Sustainability Dashboard and other core SSMC programs and projects that align with our organization's mission
- 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 3 years of professional experience in the sustainability field. Experience in project management, research and/or data analytics and metrics a plus
- Excellent oral, written and presentation skills
- Solid quantitative and analytical skills, detail oriented, methodical
- 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 and graphic design software (such as Canva) a plus
- Able to interact effectively with technical personnel, elected officials and general public

Hourly rate: \$28 to 35, 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. While most work may be done remotely, we require employees to come to occasional in-person meetings in San Mateo County.

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.