



Title: Program Manager – Rock Creek Conservation Corps (RC3)

Location: Bethesda

Reports to: Director of Programs & Operations

Type: Full-time

Our Mission: Rock Creek Conservancy exists to restore Rock Creek and its parklands as a natural oasis for all people to appreciate and protect.

Position Overview:

Rock Creek Conservation Corps, or "RC3," is a summer youth conservation program that helps protect and revitalize Rock Creek and its parklands while providing transformative experiences to youth and empowering non-traditional leaders in conservation to develop and sustain a culture of environmental stewardship for future generations. July 2017 marked the third year for the program and included 40 students, ages 16-19. In 2018, the program will be expanded to include 60 students.

The RC3 Program Manager will oversee the management of the Rock Creek Conservation Corps, including youth stream teams, which are an integral part of the program. The selected candidate will work closely with the Director of Programs & Operations to plan for and implement the continued growth and expansion of RC3. The RC3 Program Manager will also provide support, when needed, to other Conservancy programming, especially volunteer programs.

Responsibilities:

Youth Program Management (85%)

Rock Creek Conservation Corps (RC3)

- Manage RC3, a summer work program that engages youth from underserved communities in conservation work throughout the Rock Creek watershed
- Work with the Director of Programs & Operations to plan for and implement the continued expansion of RC3
- Coordinate with the Communications Manager to create marketing materials and develop a social media strategy for RC3
- Supervise a team of 3-5 temporary field employees
- Oversee the recruitment of program participants including leaders and corps members
- Communicate and coordinate with leaders and participants to provide directives, information, resources, permits, and other support for RC3 as needed
- Plan and coordinate work projects for RC3 with partner organizations including, but not limited to, the National Park Service, Maryland-National Capital Park and Planning Commission, Audubon Naturalist Society, and partner schools
- Identify opportunities for training, skills development, and new partnerships
- Develop and maintain program budget, including invoicing, purchasing, and receipt tracking
- Ensure that all hiring paperwork for leaders and corps members is completed and properly filed

- Conduct end of season program evaluation with leaders and corps members
- Oversee and coordinate the purchase, use, and maintenance of supplies, materials, and equipment related to RC3
- Manage grants including tracking deadlines, preparing and submitting reports, and tracking program deliverables
- Identify and submit proposals to potential funders
- Conduct field visits and develop educational project ideas with partner organizations

Youth Stream Team Program

- Manage the Youth Stream Team program, which is a key, long-term, engagement tool for schools, and encourages youth community members to take an active role in organizing and leading environmental stewardship activities
- Coordinate with the Communications Manager to create marketing materials and develop a social media strategy for Youth Stream Teams
- Increase and expand program reach to new schools within the Rock Creek Watershed
- Create and find youth friendly activities for Stream Teams to complete including trash cleanups, invasive plant removals, storm drain marking, bird house construction, planting projects, and community outreach events
- Maintain up-to-date database of Youth Stream Team leaders and actively recruit for additional members and sites
- Manage inventory and order supplies including educational materials, watershed models, water quality testing kits, and other materials

In-School Programming

- Maintain existing relationships with schools where the Conservancy currently provides in-class and stewardship opportunities
- Work with the Program Manager for Volunteer, Outreach, and Restoration to coordinate stewardship opportunities for existing partner schools

Organizational and Administrative Support (15%)

- Provide support, when needed, to other Conservancy programming, including leading volunteer events
- Manage RCC table at community events and meet with community groups, faith institutions, nonprofits, schools, and businesses to promote the Conservancy, volunteering, and environmental education
- Provide on-going support to the Director of Programs & Operations for program activities and deliverables
- Prepare newsletter articles, blogs, social media content, presentations, and other communication materials as needed
- Other administrative, fundraising, and organizational support as needed

Position Requirements

- Bachelor's degree in environmental education or environmental science strongly preferred
- Project management experience including budget management and supervisory experience required
- Demonstrated success managing and implementing youth and education programs required
- Grant writing/management preferred, but not required
- Experience in the development/design of environmental education based curriculum activities with youth and adult participants
- Experience planning and leading environmental stewardship activities such as invasive species removal, tree planting, and trail maintenance
- Knowledge of invasive plant identification and management, Weed Warrior Certification preferred, willing to train for certification within first month of employment
- Excellent written and oral communication skills
- Proficiency with Microsoft Word, Excel and PowerPoint
- Excellent interpersonal skills, ability to work independently and as part of a team
- Creativity, flexibility, and strong problem-solving skills
- Ability to manage multiple tasks simultaneously
- Must be able to establish, track, and meet deadlines under time pressure
- Must be flexible to work evenings, weekends, and extended hours when needed
- Must have a car or access to a car when needed for travel throughout the Rock Creek Watershed

Compensation:

Rock Creek Conservancy offers a dynamic and flexible work environment including paid time off, sick leave, and medical, dental and vision insurance. Salary is commensurate with experience. Rock Creek Conservancy is an equal opportunity employer.

Applicants must email a cover letter and resume as attachments to jobs@rockcreekconservancy.org by **Friday, October 20th**.

No calls please.