Program Coordinator - Full Time

We are thrilled to offer this opportunity to join our Climate Resilience Programs team! Do you want to learn about and educate others on water saving actions like water-wise gardens, rainwater catchment and graywater? Are you ready to roll up your sleeves and get a little dirty? Join our fun and enthusiastic team to expand our training on low tech, low cost, nature-inspired solutions to climate change into Sonoma County communities and beyond. Along with other program coordination activities, this position may help support neighborhood scale change in partnership with the Cool Petaluma program. We are looking for someone who is organized, passionate, and ready to build community one garden at a time!

Our daily actions can make a big impact; are you ready to take heart, take part, and take action in your community? Apply today!

About Daily Acts
Now celebrating its 20th year, Daily Acts is at the forefront of small groups driving big change by unleashing the power of community. In the last five+ years we have provided a leadership response to repeated record fires, drought, pandemic and the climate emergency. This has ranged from launching grassroots funding initiatives and installing gardens for fire survivors to fostering networks and coalitions, training community and youth leaders and driving a people-powered approach to climate policy. Because we believe change starts with each of us, Daily Acts is committed to staff self-care and resilience, offering mindfulness practices and self-development on a range of topics, from mind-body medicine to racial equity.

About this Position
Under the guidance of the Programs Manager, the Programs Coordinator will plan, implement, track and administer education, outreach and volunteer programs; work to build community stewardship of municipal landscape model sites; and represent Daily Acts within the community with the highest possible level of inspiration and professionalism.

This is a full-time (40 hours/week), hourly position that is based in Petaluma. It allows for a flexible schedule with weekend and occasional evening hours required to coordinate programs, averaging 3 - 4 programs/month. Pre-COVID, this position spends 75% of time in the office and 25% in the field.

Responsibilities
- Design and coordinate all aspects of educational programs such as presentations, workshops, tours, and installations
- Build and foster relationships with key community partners, agencies and businesses
- Help develop and coordinate community stewardship of landscape model sites
- Track and report on all program and contract-related activities
- Assist other Daily Acts programs to enhance delivery and maximize collaboration
- Support organization-wide fundraising events
- Represent Daily Acts at community events and meetings
Required Qualifications
• Comfortable public speaker with proven verbal and written communication skills
• Ability to juggle a diverse array of tasks to a high standard
• Self-starter, who can take initiative and troubleshoot problems effectively
• Ability to perform field work involving digging, shoveling, planting, and lifting (up to 50 lbs) and loading heavy materials
• Team player with excellent interpersonal communication, group facilitation and collaboration skills
• Ability to thrive in a fast-paced environment with competing demands, while maintaining a grounded, positive and proactive attitude
• Experience using Microsoft Office Suite, especially Excel and Word
• Integrity, credibility and a commitment to and passion for the Daily Acts’ mission

Preferred Experience
• Previous program or event coordination experience
• Knowledge of water conservation, stormwater management and watershed health
• Well-developed network of contacts (community, business, municipal, school, etc.) within Sonoma County
• Bilingual Spanish speaker

Perks of Working for Daily Acts
• Make a difference in your community while building your network of support
• Be a part of a passionate team committed to the mission and culture of proactive action
• Participate in staff trainings to grow knowledge and skills in water conservation, equity and personal leadership practices
• Work virtually during 2022 with expectations of returning to office in 2023 and/or periodically as needed
• Enjoy casual office attire and attitude with potential for flexible schedule

Statement on Equity
Daily Acts believes that, in order to support connected, climate-resilient and healthy communities for all, historically underrepresented people must be empowered decision makers in mitigating and adapting to climate change. This means all people - no matter color, age, income level, physical attributes, gender identity, sexual orientation, religion, citizenship status, and country of origin or language - are empowered in the co-creation of a healthy, inclusive, and equitable world. We believe we can perform our mission better with a team that is diverse and inclusive and we bring this belief to our employment decisions.

Our team is working to expand Spanish language programs and resources, to deepen into equity as a process and a goal, and to advocate for policies that ensure a fair distribution of resources. We believe in

buy local, organic, fair trade • question disposable lifestyles • reduce, reuse, recycle • empower, enrich, enlist others
the power of our daily actions to be the change by embodying a culture that celebrates the diversity and wisdom in all worldviews. We invite you to view our Equity Framework on our website for further details.

**Compensation**
Pay for this position ranges from $20 - $24/ hour. Compensation will be commensurate with experience. Daily Acts offers a benefits package including medical insurance (50% employer paid), paid holidays (11.5 days annually), paid vacation (10 days annually), and paid sick time.

**How to Apply**
Please submit a cover letter and resume to jobs@dailyacts.org with Programs Coordinator in the subject line. Position open until filled. Cover letters, which must be no longer than 2 pages, should detail your qualifications for the position.

**No telephone inquiries, please.**