PECAC Program Coordinator – Part Time

We are thrilled to offer this opportunity to join our Leadership Institute team at Daily Acts! Are you passionate about community-led efforts to address climate change equitably? Do you want to ensure that Petaluma community members who have systemically been left out of decision making have a say in local policy design? Then join our team to expand your training on community-led climate action and to help uplift the voices of our most impacted communities.

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 Leadership Institute Programs Manager, the Petaluma Equitable Climate Action Coalition (PECAC) Program Coordinator will help plan, outreach, implement, and track the PECAC program.

This is a part-time (20 hours/week), hourly position, that is based in Petaluma. This is a term position for the duration of the PECAC program, approximately 9 months. It allows for a flexible schedule with weekend and evening hours required to coordinate programs, averaging 2 evening programs a month during the 6-month program period. In addition to supporting Leadership Institute programming, the PECAC Program Coordinator will have the opportunity to work with the Climate Resilience Program team to engage community and implement on the ground climate solutions.

Responsibilities
● Help design, coordinate and deliver all aspects of PECAC program
● Oversee outreach and recruitment process of program participants
● Provide on-going support to program participants throughout training
● Creatively engage the PECAC alumni network to grow program advisors
● Build relationships with key community leaders, City staff, organizations, agencies, community organizers, speakers, participants, alumni and venue hosts
• Track and report on all program and contract-related activities to quantify program metrics and outcomes
• Collaborate and support other Daily Acts Climate Resilience programs to maximize opportunities for greater program integration
• Support organization-wide fundraising events
• Represent Daily Acts at community events, meetings, coalitions and speaking events.
• Work virtually during 2022 with periodic office meetings and in-person programs. Expectations of returning to office in 2023. If work space is needed, we are happy to do our best to accommodate.

Required Qualifications:
• Strong organizational and time management skills; ability to track and prioritize tasks
• Strong verbal and written communication skills
• Confident public speaker
• Detail-oriented with the ability to juggle a diverse array of tasks to a high standard
• Self-starter, who can take initiative and troubleshoot problems effectively
• 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 proactive attitude
• Experience using Microsoft Office Suite, especially Excel and Word and google documents
• Integrity, credibility and a commitment to and passion for the Daily Acts’ mission

Preferred Experience:
• Program or event coordination experience
• Have genuine relationships within communities in Petaluma who are most impacted by systemic inequities
• Familiarity with the Petaluma Equitable Climate Action Coalition (PECAC)

Perks of Working for Daily Acts
• Have the opportunity to make a difference in your community
• Build your sense of community and expand your network of support
• Grow your skills and knowledge about water conservation, climate change and personal leadership
• Be a part of a passionate team deeply committed to the mission and culture of proactive action
• Participate in staff trainings on water conservation, equity and personal leadership practices
• 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, systemically underrepresented people must be empowered decision makers in mitigating and adapting to climate change. This means all people - no matter race, 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 the power of our daily actions to be the change by embodying a culture that celebrates the diversity and wisdom in all worldviews.

Folks who are queer, trans, non-binary, Black, Indigenous, people of color, disabled, parents, are/have been system-impacted, are immigrants, and anyone who has experienced systemic oppression and/or gender-based violence are encouraged to apply.

**Compensation**
Pay for this position begins at $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. If applying for a part-time position all benefits will be prorated.

**This is a part-time termed position for 9 months from approximately mid-July to mid-April.** We will be actively seeking additional funding and hope to continue, and even expand the position next spring, but cannot guarantee that at this point in time.

**How to Apply**

Please submit a cover letter and resume to kerry@dailyacts.org with PECAC 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.