**Land Resilience Partnership Senior Program Coordinator - Full Time**

Daily Acts’ water-wise work is growing thanks to several grants from CA Department of Water Resources focused on building localized drought resilience in Petaluma. We are looking for someone with great people skills, who is passionate and excited to build their knowledge around water-wise gardens, rainwater catchment and graywater. Are you a team player that likes to get stuff done? Do you enjoy working alongside the community for collaborative impact? Join our fun and enthusiastic team to help take our low tech, low cost, nature-inspired solutions to climate change to the next level!

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**

For over 20 years Daily Acts has been 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 and self-development practices.

**About this Position**

Under the guidance of the Regional Manager, the Land Resilience Partnership (LRP) Senior Program Coordinator will support the planning and implementation of our grant funded water programs. This position will engage and educate residents on grant programs and rebates; conduct site assessments to support development of project plans; and help coordinate all aspects of volunteer installation days at 75 sites over 4 years!

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. This position spends 75% of time in the office and 25% in the field. The percentage of field work may increase during the spring and fall.

**Responsibilities**

- Coordinate and develop all aspects of on the ground grant programming including: community engagement, educational presentations, site assessments, and installations
- Take the lead planning and management of on the ground contractors and volunteers for residential installation programs
• Support site assessment process through development of concept plan and final landscape designs
• Provide mentorship to existing and new Programs staff on program planning and design
• Build and foster relationships with key community partners, agencies and businesses
• Track and report on all program and grant-related activities
• Assist other Daily Acts programs to enhance delivery and maximize collaboration
• Support organization-wide fundraising events and campaigns
• Represent Daily Acts at community events and meetings

Required Qualifications

• Landscape design experience, Sketch-up and Illustrator preferred
• Knowledge of CA native plants, graywater re-use systems and rainwater catchment practices
• Experience using Microsoft Office Suite, and project management tools such as Asana
• Comfortable public speaker with proven verbal and written communication skills
• Ability to develop relationships and communicate with sensitivity and respect with cross-cultural community members, partners and stakeholders
• Team player with excellent interpersonal communication, group facilitation and collaboration 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
• Ability to thrive in a fast-paced environment with competing demands, while maintaining a grounded, positive and proactive attitude
• Integrity, credibility and a commitment to and passion for the Daily Acts’ mission

Preferred Experience

• Bilingual Spanish speaker; minimally an ability to understand and to make oneself understood in Spanish
• Experience designing and installing graywater re-use systems and in-ground and above ground rainwater catchment
• Well-developed network of contacts (community, business, municipal, school, etc.) within Sonoma County

Perks of Working for Daily Acts

• Make a difference in your community
• Be a part of a passionate team committed to the mission and culture of the power of small daily actions to change the world
• Participate in staff trainings to increase knowledge and skills in key competencies such as water conservation, equity, and personal leadership practices
• Ability to work remotely with expectation of office work at least 3 days/week
• 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 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

The Land Resilience Partnership Senior Program Coordinator is a non-exempt position with a range of $24/28/hour. Compensation will be commensurate with experience. Daily Acts offers a benefits package including medical and dental 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 Land Resilience Partnership Senior Program Coordinator in the subject line. Position open until filled. Cover letter should detail your qualifications for the position.

No Phone Calls Please