



Reverence • Ripples • Relationships • Resilience

### **Programs Coordinator – Full Time**

We are thrilled to offer this opportunity to join our Programs team! Do you want to learn about and educate others on water saving actions like water-wise gardens, rainwater catchment and greywater? Are you ready to roll up your sleeves and get a little dirty? Join our fun and enthusiastic team to expand our training on sustainable, cost-effective, nature-based solutions to climate change into Sonoma County communities and beyond. 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**

Daily Acts is a Petaluma-based educational nonprofit that is actively addressing the overwhelming challenges posed by climate change through focusing on building water and climate resilient communities. For 23 years, Daily Acts has been a leader in sustainability and climate action, educating on practical, holistic landscape solutions, advocating for impactful policy change, and disseminating our successful models and approaches. 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 and outreach programs such as presentations, tours and workshops in collaboration with the Programs Team. This position will also support planning and implementation activities for residential and public site projects, including: community engagement, residential site assessments, development of project plans and installation events, and coordination of volunteers in the field.

Program Coordinators will work together 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 per week), non-exempt hourly position that is based in Petaluma. The schedule may be flexible and will be determined by your manager. Evening and weekend work will be required at times. Field time increases during spring and fall seasons, with an expectation for about 75% office time throughout the year.

## **Responsibilities**

- Design and coordinate all aspects of education programming including: community engagement, educational presentations, tours, workshops, site assessments, and installations
- Supervise and educate interns, community and corporate volunteers, and workforce development groups in on-the ground activities
- Support site assessments and landscape design through use of GeoPlanner, Adobe Illustrator and Sketchup
- Educate on water conservation topics such as sheet mulching, rain water harvesting, rain gardens, and laundry-to-landscape greywater
- Build and foster relationships with key community partners, agencies and businesses
- Help develop and coordinate community stewardship of landscape model sites
- Participate in field activities involving digging, shoveling, planting, and lifting (up to 50 lbs) and loading heavy materials
- Track and report on all program activities using project management software Asana and Monday.com
- Participate in Team planning meetings, utilizing tracking tools such as Mural and Google Suite
- 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
- Clear and professional communicator with colleagues, participants, and external contacts
- Team player with excellent interpersonal communication, group facilitation and collaboration skills
- Works effectively with volunteers and team members, providing basic support as needed
- Treats all individuals with respect and is open to diverse perspectives
- Proactively responds to changing priorities, seeks guidance when facing challenges
- Committed to growth and education on work related topics to improve performance
- Ability to juggle a diverse array of tasks to a high standard and completes assigned tasks on time
- Self-starter, who can take initiative and troubleshoot problems effectively
- Ability to lift and move heavy objects up to 50lbs
- 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
- Ability to work outside in all weather conditions including heat, cold, and rain

## **Preferred Experience**

- Bilingual Spanish speaker
- 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

### **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
- 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.

### **Compensation**

Pay for this position ranges from \$25 - \$28/ 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 (10 days annually). If applying for a part time position all benefits will be prorated.

### **How to Apply**

Please submit a cover letter and resume to [jobs@dailyacts.org](mailto: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.

*\*Disclaimer - We are happy to offer a translated job description upon request, however English will be needed in this position as it is still the primary language spoken in our organization.*

**No telephone inquiries, please.**