

Job Description:

## MCC Program Manager

paid position - 30 hours per week @ \$35 per hour (¾ time)  
12 month contract for independent contractor



We are looking for a paid **Program Manager** for the Micro-Community Collaborative (MCC), one of SLO Climate Coalition Flagship programs. This role will report to the Co-Executive Director of the SLO Climate Coalition.

This is a minimum one-year contract with potential opportunities beyond the first year. Preferred start date is October 1, 2022, with flexibility through October if necessary.

MCC is a grassroots people's movement that inspires, educates, and empowers local residents. It encourages community collaboration to build a sense of belonging, foster resiliency, protect and conserve the environment. Our mission is to empower the development of resilient and sustainable neighborhoods – one Micro-Community at a time.

### RESPONSIBILITIES

#### Program Management

- Manage Budget
- Fund Development
- Attend SLOCC Monthly Leadership Team Meetings and report on progress
- Attend SLOCC Monthly General Meeting to give general update on MCC
- Attend bi-weekly Resilient Central Coast Meetings
- General Volunteer Management
- Event Coordination

#### BrightAction Administration

BrightAction is the platform for our ResilientSLO.org website that households can use to sign up to learn how to decrease emissions from their homes and increase community / neighborhood resiliency. As Program Manager you will be responsible for:

- Resource Setup & Maintenance
- Creating a subject matter expert panel and coordinating educational material to help reduce Greenhouse Gas Emissions (GGE) and increase resiliency in SLO County
- Define and track important metrics on sign ups, engagement, GGE reduction and increased resiliency
- Work with Equity Advisor to conduct and deliver Equity Screening Grant of the platform and resources requirements.

## **Community Engagement & Fellow Coordination**

- Lead 20 MCC Fellows in partnership with Community Climate Solution's Community Organizer who will be managing 75 fellows.
- Work closely with the CCS team to create a plan and strategy for supporting and managing the cohort of fellows.
- Train, coach and support fellows in climate solutions community empowerment
- Manage fellows one-on-one and small group meetings.
- Track fellows' progress and participation.
- Prepare reports as required for the program.
- Develop connections with leaders in the community.

## **REQUIREMENTS**

- 2+ years of experience as a community organizer, engagement coordinator or equivalent. Experience with college students or youth is a plus!
- Passionate about empowering people and communities on climate change solutions.
- Strong communication and empathy skills.
- Ability to build trust and communicate effectively with a broad range of diverse community members and leaders.
- Self-motivated and proactive team player with strong leadership and project/time management skills.
- Live in or near San Luis Obispo, with ability to travel to Cal Poly SLO and Allan Hancock College for in person meetings as necessary.
- Have the ability to work from home and to work on evenings and weekends as needed.
- College degree preferred.

Applications can be submitted by going to: <https://forms.gle/sTVxy7QZuwygVWAC8>

### **Our Vision and Mission:**

The SLO Climate Coalition is a community organization committed to creating a vibrant, just, and climate-resilient Central Coast. Our mission is to bring together community expertise, creativity, and resources to champion high impact regional climate solutions that inspire other communities to do the same.

For more information about the SLO Climate Coalition please visit our website at <https://sloclimatecoalition.org/>