

Job Description:

## Coalition Program Manager (Volunteer - 20 hours per month)



We are looking for an experienced Program Manager volunteer to oversee our new Coalition Program and provide guidance and support to three program coordinators. The Coalition Program supports organizational growth and impact through sponsorships, memberships, and partnerships. Reports to Executive Director

### 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.

### RESPONSIBILITIES

- Guide and support three program coordinators
- Develop, support, and improve all aspects of the Coalition Program
- Positively represent the Coalition Program to targeted audiences
- Utilize and improve membership tools and software
- Set goals and track metrics for each program
- Meet regularly with program coordinators
- Report progress of program at monthly leadership meetings
- Work collaboratively with supporting roles including IT Manager, Equity Advisor, Marketing Manager, Executive Director, and others

### SKILLS AND QUALIFICATIONS

- Must have experience working in a leadership role
- Must be able to communicate effectively
- The ability to work effectively and collaboratively in a mostly volunteer community-based organization
- Must be able to represent yourself professionally
- Excellent networking skills. Well connected throughout SLO County is a plus!

Our ideal candidate would be organized, an effective communicator, a connector, have an available and flexible schedule, be a self-starter and a self-manager, and have basic knowledge of climate change and climate action practices.

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

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