



**POSITION: PROGRAM MANAGER
NON-EXEMPT / FULL-TIME**

Who We Are

Community Nature Connection (CNC) is a non-profit organization and a leader in the efforts to increase outdoor equity across Los Angeles County. Our work is centered on dismantling some of the major barriers to accessing the outdoors. These barriers are an issue of equity and are directly addressed through our efforts to connect communities to nature, advocate for equitable access, advance diversity in park careers, and collaborate with community based organizations. We believe that communities we serve must be centered in the work that we do, and that these communities have been disproportionately hurt by systems of oppression - including black, indigenous, people of color, people from working class backgrounds, people with disabilities, women and LGBTQAI people. As we strive to have a staff that is representative of the diverse communities we serve, we encourage applicants of any *race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status*. Why work for us? We value accessibility, community, equity, inclusivity, justice, and shared leadership. Working for us also means a commitment to personal and professional growth. You will have the ability to participate in professional development opportunities, shape programs, and work towards a future where all communities in Los Angeles County have access to public lands, are included in programming, and are represented in outdoor careers and political decision making.

The Role

Our team is seeking an experienced Program Manager to assist in its work of increasing access to the outdoors for communities impacted by racial, socio-economic, and disability injustices. The Program Manager will manage and deliver community-centered programming for our William O'Douglas Outdoor Classroom (WODOC) Programs which includes our Volunteer Program, Schools Program, and Public Programs at Franklin Canyon Park. The Program Manager must be able to engage with partners, develop and deliver programs, mentor and supervise volunteers and staff, and carry out critical administrative tasks. This position requires a Tuesday through Saturday schedule, Wednesday through Sunday or Wednesday through Saturday schedule with occasional evenings, overnight, and weekend work. The Program Manager reports directly to the Director of Programs.

An Ideal Candidate Will Be:

- Self-motivated and capable of working independently after training and transition.
- Confident in seeking support and/or asking questions.



- Willing to collaborate with other team members, partners, and stakeholders in work leading to cross-collaborative endeavors and projects.
- Experienced at managing programs and projects.
- Experienced at designing & delivering interpretive programs, trainings, and program outlines.
- Eager to provide professional support to program teams and other colleagues.
- Able to speak, write, and deliver programs in Spanish, Mandarin, ASL, or other high need language.

Primary Responsibilities

- Directly responsible for the management and implementation of the WODOC Programs and development and coordination with partners;
- Mentor and supervise, recruit, train, retain, evaluate, and coach CNC Volunteers and program staff for the success of all WODOC programs;
- Responsible for the development of a successful volunteer recruitment plan;
- Manage and deliver a calendar of engaging volunteer training programs, events, gatherings;
- Monitor and review programming to ensure that standards and guidelines are met and adhered to;
- Responsible for the development of successful outreach plans for participant recruitment;
- Design, advance, deliver, and lead programs and provide support on programs and special events;
- Serve as the main point of contact with LAUSD schools to schedule and coordinate school visits and programming;
- Review program agreements and maintain accurate records;
- Produce needed monthly, quarterly, yearly, and final reports in a timely fashion;
- Evaluate existing programming through the co-development and implementation of an evaluation plan;
- Host the nature center at Franklin Canyon Park by performing front desk and guest relations tasks such as answering questions from the general public, maintenance of the nature center, providing guided interpretive tours, and updating park kiosks when needed;
- Document and record accurate records of program data, successes, lessons learned, incidents, injuries, and group behavior;
- Respond to inquiries from the public pertaining to CNC programs with accurate information and in a timely manner;
- Attend CNC team meetings and maintain positive, punctual, and clear communication with all staff regarding updates including but not limited to trainings, schedule changes, and upcoming events;
- Ability to substitute for CNC team members and provide support when needed;
- Represent CNC at meetings, conferences, and other industry-related events in a professional manner;



- Maintain professional relationships and communication with community partners, government partners, vendors, volunteers, program participants, and the public at large;
- Responsible for taking photos of programs and supporting CNC's social media strategy and protocols;
- Collaborate with the Training Institute Manager to deliver training content to staff, program participants, alumni, and the general public;
- Perform administrative duties in a timely fashion and according to CNC protocol; and
- Perform other duties as assigned.

Position Requirements:

- At least 21 years of age.
- 3-5 years related experience managing projects or programs for government agencies, non-profit organizations, or in the private sector.
- Experience teaching, leading, mentoring, and managing a team.
- Experience with community engagement and relationship building.
- Experience with lesson planning and executing established curriculum. Knowledge of Next Generation Science Standards NGSS, Project Wet/WILD, Project Learning Tree, and BEETLES curriculum is a plus.
- Experience with and knowledge of best practices in environmental education.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Possess a current Pediatric/Child/Adult CPR, First Aid, and AED certification or ability to obtain prior to hiring date.
- Reliable transportation for travel to various program sites (rideshare and public transportation accepted). Note that not all job sites are accessible via public transportation.
- Flexibility to work occasional evenings, weekends, overnights, and some holidays and flexibility with assignments.
- Must receive Class B Driver's License with a passenger endorsement within the first 6 months of hiring.
- Transport program participants in agency vehicles.
- Ability to pass a background check including fingerprinting; Reference checks will be conducted.
- Must pass a physical examination including a drug test.
- Must have a valid California Driver's License; occasionally required to drive a work vehicle.
- Ability to prepare a project and program scope of work, budget, and timeline.



- A general understanding and knowledge of ecosystems, climate change, and environmental justice. Possessing knowledge on the flora, fauna, ecology, and geology of the Santa Monica Mountains and L.A. area, or a willingness to learn
- A general understanding and knowledge of land acknowledgements and the cultural history of the Los Angeles area with an emphasis on the Chumash, Tataviam, and Tongva/Kizh or a willingness to learn.
- Must be proficient in Google Suite and using a computer for assignments.
- Must be able to work independently and cooperatively as part of a team.
- Excellent time management and task prioritization skills.
- Good judgment and decision-making when working with the public, youth, and children.
- Experience facilitating group and risk management techniques for groups of various sizes and backgrounds on and off the trail.
- Ability to relate to people of diverse backgrounds and experience.
- A commitment to CNC's mission, vision, and values.

Work Location(s):

Office is located at [Franklin Canyon Park](#). Travel to other work sites in the greater Los Angeles area which includes the local mountains and coast is expected and required.

Compensation & Benefits:

\$28 hourly. Full benefits package including 13 paid holidays and paid annual leave. Employee contribution only retirement plan.

How To Apply:

Please email the following in PDF form: a cover letter, resume, and a list of 3 references to careers@communitynatureconnection.org. In the subject line, please write "Program Manager Job Application" by 5:00pm on Friday, June 3, 2022. This recruitment is open until further notice and can close any time.

What to Expect After Applying:

Applicants will receive an email confirming receipt of their materials. The CNC team will review applications on a rolling basis. Candidates moving forward in the interview process will be contacted by email regarding an interview. 1st Interviews are scheduled for Friday, June 10, 2022 between 9am and 2pm. 2nd Interviews are scheduled for Friday, June 17, 2022 between 9am and 2pm.

This position will remain open until filled and may close at any time.



We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.