

Seattle Tilth Position Description

Environmental Programs Manager

Application Deadline: Open until filled, apply asap	Wages: \$20 to \$22 per hour, depending on qualifications
Desired Start Date: February 25, 2008	Benefits: Health Plan, generous ETO, Non-matched 403(b)
Hours: Full time, exempt	

Founded in 1978, Seattle Tilth is a nationally recognized non-profit organization dedicated to cultivating a sustainable community, one garden at a time. We do this by providing more than 300 unique educational programs each year that teach urban and suburban dwellers to improve water and soil quality, reduce pesticide usage, and limit their contribution to the waste stream by growing organic food, composting, building their soil and supporting local food systems.

The Environmental Programs position has been developed to support key environmental initiatives, including the Natural Soil Building Program, sponsored by Seattle Public Utilities, King County's Local Hazardous Waste Management Program and the Saving Water Partnership.

Roles and Responsibilities:

Manage environmental programs based on contracts up to \$500,000 negotiated with partners, including the Natural Soil Building Program.

Communicate closely with partners, negotiate scope of work, coordinate all reporting.

Prepare and manage budgets for contract activities and non-billable activities.

Supervise 2.25+ FTE Environmental Educators and 1 FTE Volunteer Coordinator, plus contractors.

Oversee development of public programs, volunteer training, print pieces, web resources.

Coordinate as needed with Program Managers for Adult and Children's Programs to enrich Seattle Tilth's public service and educational offerings.

Participate in all-staff activities such as strategic planning work and major events.

Qualifications:

Experience: At least 3 years demonstrated experience with the following:

- Diverse program management and development, preferably with an environmental non-profit or business.
- Management of complex, multi-faceted contract activities.
- Budget management, financial reporting, invoicing.
- Experience managing, motivating and working with a diverse, knowledgeable staff.
- Effective partnerships with outside organizations and agencies.
- Experience with coordinating adult education programs.

Education

- Extensive knowledge of Pacific Northwest gardening techniques, plants, pests and their management using sustainable methods.
- Education qualifications and/or experience with Environmental Science, or related fields.
- Familiarity with local and national gardening resources and how to access them.
- Knowledge of backyard composting and soil building techniques.

Other qualifications

- Excellent writing skills and careful attention to detail are essential.
- Proficient in Microsoft Word and Excel, familiarity with database management and developing websites.
- Ability to multi-task and prioritize projects with competing deadlines.
- Ability to work in a busy office with lots of activity.

To Apply:

Submit a cover letter, resume and three professional references. **Only completed applications will be considered.** We recommend that you apply by February 15, 2008 to:

Karen Luetjen, Executive Director
Seattle Tilth
4649 Sunnyside Ave N Room 120
Seattle WA 98103

Questions only may be directed to
Karen Luetjen at 206-632-1999 or
karenluetjen@seattletilth.org.

For more information about Seattle Tilth, see www.seattletilth.org.