



JOB OPENING

Sachamama is looking for passionate individuals to fill the position of:

PROGRAM MANAGER

JOB DETAILS

JOB DESCRIPTION:

As a Program Manager, you'll lead, manage, develop, and measure Sachamama's initiatives goals, activities, and outcomes. You will oversee partnerships with allied organizations, determine strategic programming priorities, and contribute to advancing the overall mission of the organization in collaboration with the Sachamama family.

This position requires some travel across the U.S. The Program Manager will report to the Executive Director and work closely with everyone: partners, volunteers, and staff.

Position: Program Manager

Employment type: Full-time, remotely

Salary: \$45,000 - 50,000

Salary/Benefits: Salary will be based on experience. Health benefits and 401k

Applications: Send resume, one original writing sample, and a cover letter to clau.zegarra@sachamama.org with subject line "Program Manager 2021". No phone calls, please.



About Sachamama. We work to build a clean energy economy for all and cultivate sustainable attitudes, behaviors, and lifestyles. Through media engagements, storytelling strategies, and community-led climate solutions, we are informing and activating individuals to advocate for healthy more regenerative communities, while developing a nurturing movement that supports self-exploration, diversity, and civic participation.

Job Function. As a Program Manager, you'll lead, manage, develop, and measure Sachamama's initiatives goals, activities, and outcomes. You will oversee partnerships with allied organizations, determine strategic programming priorities, and contribute to advancing the overall mission of the organization in collaboration with the Sachamama family.

Key Responsibilities.

1. Direct & manage organizational initiatives (80%)

- a. Develop, implement, monitor, measure, and report of annual and quarter goals to carry out Sachamama's mission and vision.
- b. Identify and implement processes to monitor program activities, impact evaluation, and data collection.
- c. Identify, recruit, train, and support a diverse network of active and conscious leaders, through leadership development.
- d. Develop collaborative processes to involve leaders, base, and allies in decision-making.
- e. Work with the staff to represent Sachamama with key external relationships including partners, coalitions, donors, and brands.
- f. Develop policy, budgets and programs in accordance with diversity, inclusion and equity priorities.

2. Develop, direct, and implement communication campaigns in collaboration with the Executive Director. (10%)



- a. Develop campaign strategy and tactical plans, coordinating and organizing campaign actions.
- b. Advice on digital strategies with the goal of expanding audience reach and deepening engagement with the organization.

3. Collaborate and coordinate with other Sachamama components - HR, Development - (10%)

- a. Strategic planning and tracking of long and short-term goals.
- b. Leading and coordinating annual and quarterly reports for staff meetings.
- c. Develop strategic documents and information on programs - lessons learned, institutional experience, success stories, etc.
- d. Meeting regularly with Executive Director to shape foundation's proposals and reports.

Minimum Qualifications and Requirements.

- Commitment to the principles, mission, and values of Sachamama
- At least 3 years' experience training, directing, and supervising staff
- Extensive experience developing planning materials, including annual and quarter plans, and executing these plans with various staff teams
- Excellent interpersonal, teamwork and communication skills
- Ability to coordinate, present and facilitate meetings
- Computer skills, including MS Suite, Google services, and program management software



Skills and Competencies

Program Management/Organizing: Expertise at managing a project lifecycle, overseeing the implementation of several related projects, leading and organizing groups, and handling multiple activities at one time.

Sector Knowledge: High knowledge of concepts, methodologies, and techniques, including expertise in community organizing, and climate change. Clear understanding and commitment to issues related to Equity, Diversity, and Inclusion. Innovative mind-set blending creative problem-solving, proactive strategic development and thought leadership.

Networking: Strong contacts within the Latinx community, governmental and non-governmental institutions, the development sector, and other relevant stakeholders. Demonstrated ability to identify new opportunities, establish partnerships and design programs that leverage different stakeholder capacities.

Communication: Ability to communicate fluently and effectively in English and Spanish. Effective communicator across a variety of platforms, constituencies, and stakeholder groups. Skilled at cross-cultural communication and collaboration. Knowledge of computer applications and ability to integrate technology into office and program activities.