



# JOB OPENING

Sachamama is looking for a passionate individual to fill the position of:

## PROGRAM MANAGER CLIMATE INNOVATION HUB

## JOB DETAILS

### JOB DESCRIPTION:

As a Program Manager of our Climate Innovation Hub, you'll lead, develop, and measure program goals, activities, and outcomes. You will oversee partnerships with allied organizations, design training programs and instructional materials, conduct needs assessments and evaluations, and contribute to advancing the overall mission of the organization in collaboration with the Sachamama family

**Position:** Program Manager.

**Employment type:** Full-time, hybrid, Florida-based.

**Salary:** \$70,000

**Benefits:** Health, retirement savings plan, generous paid time off, and an emphasis on individual development.

**Applications:** Send resume and cover letter to Claudia Zegarra @ [clau.zegarra@sachamama.org](mailto:clau.zegarra@sachamama.org) with subject line "HUB Program Manager 2023". No phone calls, please.



**What we do.** We work to build a green and sustainable economy where all communities thrive, especially the ones most vulnerable to global warming. We do this through our accredited leadership curriculum, online communities, media campaigns, self-development tools, and community-led actions. To date, we have informed and activated thousands of individuals, while developing a nurturing movement that supports self-exploration, diversity, and civic participation.

**Who we are.** We are individuals committed to rebuilding the relationship between the sacred within ourselves and the sacred within our planet. We do this by:

- A deep commitment to our personal development
- Cultivating sustainable behaviors and lifestyles
- Challenging ourselves every day
- Taking care of each other
- Having reverence for LIFE!

**Why work with us.** *You are passionate about building a sustainable, healthy, and thriving planet.* A future where all communities come together - under universal shared values of sustainability, justice, and equity - to live healthy lives and thrive to the best of their abilities.

At Sachamama, you will work with a team who is constantly pushing the boundaries to inform and mobilize more people worldwide. Your work will help inspire individuals to build support for a clean energy economy and cultivate sustainable attitudes, behaviors, and lifestyles.

### **Key Responsibilities.**

1. Direct & manage educational and organizing efforts (70%)
  - a. Develop, implement, monitor, measure, and report annual and quarterly program goals.
  - b. Identify and implement processes to monitor program activities, impact evaluation, and data collection.
  - c. Design, develop, facilitate, and maintain training and educational materials for e-learning platforms.



- d. Evaluate the effectiveness of the programs through surveys, interviews, and data analysis.
- e. Work with the staff to represent Sachamama with key external relationships including partners, coalitions, donors, and brands.
- f. Develop budgets and programs in accordance with diversity, inclusion, and equity priorities.

## 2. Coalition development efforts (25%)

- a. Organize and facilitate coalition development and capacity-building efforts.
- b. Development of partnerships with new organizations and groups.
- c. Assess training needs from partner organizations, through surveys, interviews, and/or focus groups.
- d. Report and present coalition and program findings through reports and partner meetings.

## 3. Collaborate and coordinate with other Sachamama components - HR, Development - (5%)

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

## **Minimum Qualifications and Requirements.**

- Commitment to the principles, mission, and values of Sachamama.
- At least 3 years' experience as an instructional design, educational specialist, or related field.
- At least 3 years' experience facilitating trainings and educational content.
- Demonstrated experience in learning and development.
- Strong familiarity with adult learning and instructional design principles.
- Experience with learning management systems.
- Ability to motivate members, staff, and allies to take action, as well as inspire a diversity of people and communities.



## Minimum Qualifications and Requirements.

- Excellent interpersonal, teamwork and communication skills – English and Spanish.
- Ability to manage work and time effectively.
- Ability to coordinate, present and facilitate meetings.
- Computer skills, including MS Suite, Google services, and program management software.
- Based in South Florida.