



JOB TITLE

Program Manager–Reports to Executive Director, 20 hours/week.

DEFINITION

The Four Corners Office for Resource Efficiency (4CORE) program manager is responsible for assisting the Executive Director in building a coalition with a mission to promote resource conservation, energy efficiency, and the use of clean, renewable sources of energy in order to decrease the emission of pollutants, protect public health, and strengthen the economy. The Program Manager will help build and maintain the organization by providing programmatic and project management support, exercising independent judgment and discretion about programs to which the Program Manager is assigned. This is a part-time, exempt, hourly position.

PROGRAM ASSIGNMENT

Manage the **CARE and Energy Smart Colorado** programs for 16 hours per week from the 4CORE office. The job may also involve an estimated 7 trips to Pagosa Springs (reimbursed) and 5 trips to other SW Colorado communities throughout the year, Marketing and Outreach tasks (4 hours/week) Other organization assistance as needed.

ESSENTIAL AND ADDITIONAL FUNCTIONS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- **Program Development and Management: CARE and Energy Smart Colorado** involves knowledge of energy efficiency building practices and ideally a basic understanding of a Level 1 energy assessment. Ensure that the programs are implemented, data tracked, outreach and education to communities is conducted and the programs are managed in accordance with original contracts and agreements.
- **Planning & Coordination:** Establish schedule and strategies for maintaining each program. Coordinate assigned programs with partners effectively and respectfully.
- **Data Management/Tracking:** Utilize spreadsheet, Google Docs, and shared files to collect and management program data.
- **Financial Management:** Monitor assigned program budget and report to Executive Director.
- **Volunteer Relations and Management:** Recruit and manage to support program goals.
- **Marketing and Outreach:** Develop and maintain social media, website, outreach, press releases and public engagement related to your programs. Maintain connection with partner organizations and their events for cross marketing.

SUMMARY OF EXPECTED RESULTS

- Exercise independent judgment and discretion about programs to which assigned.
- Develop and implement a work plan and general marketing & outreach obligations for the program and the organization.
- Develop and help facilitate project activities through Steering Committees.
- Maintain necessary program-related paper and electronic files.
- Design, produce and effectively introduce and implement outreach, education, and events in the community.
- Respond affirmatively with positive action to clients, volunteers and community members.
- Professional, data specific reporting for grant or contractual requirements.



QUALIFICATIONS

Knowledge of:

- Energy efficiency practices
- Research methods and techniques
- Effective verbal and written communications techniques
- Modern office procedures, methods, and equipment
- English usage, spelling, grammar, and punctuation.
- Social media expertise and basic website management skills.

Ability to:

- Use MS Office program and Windows 7 with refined abilities in Excel and Word.
- Write business letters and prepare reports
- Salesforce knowledge
- Work with a variety of personalities
- Function independently and manage own time and work tasks.
- Communicate clearly and concisely, both orally and in writing
- Motivate volunteers to achieve organizational and project goals
- Coordinate multiple projects and inter-committee activities
- Analyze problems, identify alternative solutions, project consequences, of proposed actions and implement recommendations, once approved, in support of goals
- Research, analyze, and evaluate potential programs and initiatives
- Operate and use modern office equipment including a computer and a variety of software.
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Respond to customer, volunteer, and public concerns in a prompt manner both orally and in writing.

BACKGROUND

A Bachelor's Degree in a related field is preferred, such as environmental education, conservation, energy policy and analysis, science, business administration, marketing and non-profit management, but relevant project management and energy efficiency education acceptable.

You have a commitment to the environment, resource conservation, water efficiency and solar energy for sustainable community programs. Ideally, you have a broad range of connections and resources of businesses and contacts in the region to cultivate for sponsorships and funding.

Proven success in most or all of the following: program management, resource conservation and energy efficiency, program development and delivery, community outreach, group facilitation and volunteerism.

WORKING CONDITIONS

Normal office environment: Essential and marginal functions require maintaining the physical conditions necessary to sit for prolonged periods of time. Note: May be required to travel throughout the five-county region.

Email resume with subject: "Program Manager" to info@fourcore.org or call 970-259-1916,ext110



Indeed: You will help build and maintain 4CORE by providing programmatic and project management support, exercising independent judgment and discretion about programs to which you are assigned. 4CORE is small, but effective. This is a part-time, exempt, hourly position.

This position will oversee the CARE and Energy Smart Colorado programs. You have a passion and basic understanding of energy efficiency building practices and ideally, you have some knowledge of an energy assessment. Salesforce experience is preferred. Training will be provided. Helping underserved residents in the region towards energy and cost-savings is the goal. This position provides outreach and education to communities, ensures data is input and tracked and that the programs are managed in accordance with original contracts and agreements.