



New Voices Are Rising Program Director Job Announcement

October 2021

About the Rose Foundation for Communities and the Environment

The Oakland-based Rose Foundation for Communities and the Environment supports community driven action for the environment, community health, and people’s rights. Our *New Voices Are Rising* program engages high school students from the most impacted neighborhoods in Oakland and the wider Bay Area, encouraging youth to step forward as a new generation of environmental justice leaders. Each year our Summer Climate Justice Leadership Academy provides intensive training for 15-30 students, and our school year Fellowship program engages 3-5 high school student Fellows in organizing, research, and outreach projects around climate justice and environmental equity. Staff and Fellows also lead workshops and service activities on high school campuses and in the broader community. And our community-based grantmaking approach has earned national recognition for building grassroots power for conservation and social justice.

Position Summary

The Program Director is the lead staff member of New Voices Are Rising. They spearhead a collaborative process to shape the long-range vision for the program; set the program’s goals for youth leadership development and advancing environmental justice; maintain partnerships with funders, community partners, and government officials; and coordinate the overall management of the program. The Program Director supervises the Youth Coordinator, and shares supervision of seasonal staff, students and fellows with the Youth Coordinator.

The Ideal Candidate

The ideal candidate is deeply committed to and experienced in youth development and community-driven environmental justice education and advocacy, and is excited to work collaboratively with students, staff, and community members to advance the overall program direction and vision. They are comfortable working with youth of color, including queer youth, and are passionate about nurturing young people to step forward as community leaders. They are a strong project manager, and have experience with program planning, assessment, and fundraising, including complex government grants. We encourage applications from candidates who were born and raised in heavily impacted communities, and who are comfortable conversing in Spanish or another language commonly spoken in Bay Area communities of color. We also strongly encourage people of color to apply, as well as candidates who identify as women, femme, non-binary, or LGBTQ+.

Duties and Responsibilities

Program Design and Management (30%)

Lead a collaborative process to develop and implement a workplan which achieves the program's vision of fostering young environmental leaders in communities most impacted by environmental injustice, while advancing environmental justice and climate protection.

- Lead annual planning for the program, and identify annual campaigns, policy and budget goals.
- Develop specific projects in collaboration with students, community partners, government agencies, the Youth Coordinator and other staff.
- In collaboration with the Youth Coordinator, shape the overall curriculum arc for the Summer Academy, and school year Fellowships and Internships
- Lead evaluation of program impact. Identify metrics for measuring outcomes, set up and maintain tracking systems which provide data about student achievements and grant deliverables, and coordinate with the administrative team in tracking expenses/budget.
- Supervise the Youth Coordinator, and coordinate supervision of other New Voices staff, Interns and Fellows with the Youth Coordinator.

Fundraising, Grants Management and Communications (35%)

Play a leadership role in identifying and implementing funding strategy for New Voices.

- Establish and cultivate positive relationships with government agencies, foundations, and individual donors.
- Partner with Rose's development team to research and identify funding opportunities, help draft and submit grant proposals and reports, and ensure that grant and contract deliverables are completed.
- Ensure that funding proposals align with New Voices' programming and evaluation metrics.
- Work with the development and communications team to plan and shape New Voices messaging, fundraising campaigns such as the annual Crowdfunding Campaign, and communications.

Youth/Student Engagement (20%)

Guide the implementation of New Voices' youth engagement and leadership development programs, affirm a culture of youth leadership and collaboration around environmental and social justice issues, and support the Youth Coordinator in youth-facing work.

- Support the Youth Coordinator in recruiting, interviewing, and selecting youth to participate in the program, and in developing community involved action projects.
- Support and guide the Youth Coordinator as they implement the curriculum and program activities.
- Guide and mentor youth participants, including career, professional, and academic development.

Partnerships (15%)

Lead the New Voices team in establishing and maintaining partnerships with government agencies and elected officials to coordinate collaborative projects and advance environmental justice.

- Nurture partnerships with community groups and local schools.
- Work with community partners and government officials to identify opportunities for youth to advance environmental justice issues and inform pending policy decisions.
- Coordinate with community partners to involve youth in meaningful environmental justice projects.

Qualifications

- Demonstrated commitment to environmental protection and social justice.
- Strong experience in youth leadership development, community organizing and environmental advocacy or policy work, including experience working with youth of color and queer youth.
- At least two years of combined experience related to program planning, implementation and evaluation, curriculum development and delivery, and fundraising.
- Demonstrated relationship-building skills.
- Strong project management skills, and a collaborative approach to managing a team and working with other departments and programs.
- Strong writing skills.
- Attention to detail, ability to work under multiple priorities and deadlines with a collaborative problem-solving approach, and the adaptiveness and flexibility to thrive in a small office.
- Must be willing to work a flexible schedule based on student activities, and agency and partner scheduling constraints, including some evenings, early mornings, and weekends.

Desired Qualifications

- Experience working with youth in urban frontline communities and on environmental justice issues at a community level.
- Familiarity with local, regional, and statewide decision-making bodies, community organizations, environmental advocacy organizations, and organizations serving youth.
- Four-year college degree, or equivalent experience.
- Experience in program evaluation, including setting up evaluation systems for accurate and valid assessment, and analyzing data to draw conclusions and make recommendations, or a strong commitment to learning these skills.
- Experience in supervising staff, and acting as a mentor helping more junior staff develop their full potential.
- Bilingual fluency in English and Spanish or another language commonly spoken in the Bay Area.
- Licensed driver able to transport students to and from activities and events.

Salary, Hours, and Benefits

The Program Director is a full-time, exempt, at-will position. Starting annual salary is in the range of \$65,000 - \$75,000 depending on experience and qualifications. Benefits include fully paid health insurance (medical/dental/vision/life/LTD); sick leave which exceeds California standards; generous vacation and paid holidays; Flexible Spending Accounts; and 401k with employer contribution and match; plus, sabbatical and professional development opportunities. General hours are 9:30am-5:30pm, Monday through Friday; evening, early morning, weekend hours required based on program activities.

Workplace Considerations

During the ongoing COVID-19 pandemic, most Rose staff are working remotely. The Rose Foundation will work with the hired candidate to ensure proper equipment setup and connectivity as needed. The Rose Foundation strongly encourages all employees to be vaccinated against COVID and any staff who come to the office are required to show proof of vaccination. We will return to the office once it is safe to do so, and it is expected that this position will eventually require a significant amount of in-office time. Due to the nature of the job, which requires a high-level of interaction with students and community partners, the Program Director will be required to be vaccinated against COVID even if they initially work on a remote basis.

Our office is in a commuter-friendly location five blocks from Lake Merritt BART, located near Jack London Amtrak, AC Transit including the 72R, 12, and Broadway Free Shuttle, and Oakland's network of bike lanes.

How to Apply

Send your resume and cover letter to Anya Diamond, adiamond@rosefdn.org. Please write "Program Director—[Your Name]" in the subject line. In your cover letter please describe:

1. A past experience you have had involving youth in advancing environmental justice;
2. Why you are interested in working for the Rose Foundation; and
3. How you learned about this position.

Please also include a writing sample which illustrates your capacity around curriculum development, grantwriting, program evaluation, or advocacy and policy development.

Applications will be reviewed as received. We are looking to fill this position as soon as possible – please apply early!

The Rose Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.