



INSPIRING TOMORROW'S ENVIRONMENTAL LEADERS. TODAY.

POSITION: Program Manager

SALARY RANGE: \$40,000 - \$47,000 DOE

POSTED DATE: July 22, 2022

DESIRED START DATE: September 2022

APPLICATION DEADLINE: August 14, 2022

LOCATION: Ability to commute to our office in Cedar Crest, NM; hybrid work option available

REPORTS TO: Executive Director

JOB TYPE: Full-time Salaried, Exempt

How many young Greta Thunbergs, Xiuhtezcatl Martinez's, or Vanessa Nakates are there in central New Mexico? How do we find them, train them, and mobilize them as the next generation of leaders and change-makers in the face of the climate crisis?

PROGRAM MANAGER POSITION SUMMARY:

This is an exciting time to join Talking Talons Youth Leadership (TTYL). The successful candidate will have the unique opportunity to participate in the creation and development of a whole new climate education and youth leadership program from the very beginning. As the Program Manager you will be encouraged to contribute your voice and your ideas as a critical part of a small, supportive, and energetic team. We are seeking a creative and ambitious problem-solver who is fired up about the urgent need for climate change action, and is passionate about supporting young people to effect real change in their communities.

The Program Manager will work closely with the Executive Director to support TTYL's efforts to develop and implement our new program. Our long-term leadership program is designed to cultivate the next generation of climate leaders, staying engaged with our students from 5th-12th grade while providing them with a continuum of training, mentorship, resources and social action experiences that will prepare them to thrive in a world marked by increasingly complex social and environmental challenges.

This upcoming school year, we will be piloting our 5th grade Climate Club as a monthly after-school program. We will also be working with our Program Development Committee to develop the leadership programs for middle and high school students, which we aim to launch in fall of 2023.

ABOUT TALKING TALONS YOUTH LEADERSHIP:

Talking Talons Youth Leadership (TTYL) is a 501 (c)(3) non-profit organization with a 30-year history of delivering high-quality environmental education programming in Albuquerque and the East Mountains. Throughout this history, TTYL provided a range of programs including field trips and classroom visits, community presentations, and the Youth Advisory Council. TTYL also operates a thrift store in Cedar Crest, providing local jobs while raising funds to support the operation of our youth programs.

Today in 2022, TTYL is launching the development a new climate education and youth leadership program. *TTYL believes that the most critical strategy for securing a sustainable and equitable future is to invest in the mentorship and training of emerging young leaders.* We aim to provide a continuum of support and nurturance for those students who are particularly passionate about tackling climate change. The goal is to gather these students into a leadership cohort and stay engaged with them from 5th – 12th grade, supporting their growth long-term as we facilitate activities that set them up for success in their field and empower them to take action on issues they care about.

The challenges of climate change that we face at all scales of society are urgent, complex and deeply entangled with social issues. The next generation of leaders will need many tools at their disposal in order to approach these challenges in an innovative, strategic and interdisciplinary way. This includes knowledge of science and history, an understanding of politics and activism, skills in technology and media, diverse modes of creative expression and storytelling, leadership and teamwork skills, and an understanding of movement ecology. They will need to think in systems, and to know how to identify the leverage points where they can make a real difference. They will need to know themselves and their community deeply, stand proud in their strengths and talents, understand their weaknesses, and know how to take care of themselves or their comrades when the going gets rough. Through the continuum of TTYL's new program, students will have a chance to grow these skills while learning about a variety of career paths and ways of engaging with socioenvironmental issues.

PPROGRAM MANAGER RESPONSILILITIES AND SCOPE:

Program Management, Development and Support:

- Supports the Executive Director to research, design and implement TTYL's new program model
- Applies creativity, entrepreneurship, and collaboration to support the implementation of 5th grade after-school Climate Clubs, and the development of the Middle and High School programs
- Coordinates with partners, schools, teachers, parents and community members to build strong partnerships and advance our organizational goals and programs
- Creates and facilitates presentations or activities for students, parents and community members
- Develops marketing, outreach and education materials including presentations, flyers, lessons
- Manages TTYL's social media accounts, as well as the WordPress website
- Supports grant writing and other fund-raising efforts
- Supports program assessment, tracking and reporting, other administrative tasks
- May supervise volunteers or temporary staff
- May occasionally spend up to a full day standing, hiking or leading others in the outdoors
- Other responsibilities as directed by the Executive Director

YCC Program (ongoing but only in the summer season):

- Supervises the Crew Lead and supports the Crew Lead to supervise the Crew Members
- Leads recruitment and hiring efforts for YCC crew
- Coordinates with partners to schedule on-the-ground conservation work for the YCC season
- Develops and facilitates training week and risk management plan for the crew
- Collaborates with other youth corps organizations to improve TTYL's program
- Manages the schedule, tools, supplies, transportation and daily activities of the crew
- Supports all grant related activities and reporting

EPA Watershed Stewards Field Trip Program (August 2022 – Feb. 2024):

- Leads the coordination and delivery of this field trip program, with guidance from the Executive Director
- Coordinates with schools and partners to schedule field trips and on-site education/ stewardship sessions, including partner presentations and bus transportation
- Works with temporary educator staff to develop and facilitate watershed stewardship activities and lessons both on site and in the field
- Supports all grant related activities and reporting

MINIMUM QUALIFICATIONS:

- Bachelor's or Associate's Degree in a relevant field of study and at least 2 years of professional work experience in areas such as education, environmental/outdoor education, youth development, natural resources, ecological science, conservation, community organizing, coalition building and partnerships, program coordination (or equivalent combination of education and experience)
- Excellent written and verbal communication skills
- Experience with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Creative problem-solving skills
- Eagerness to learn new skills: a self-starter with an excellent work ethic
- Ability to stay organized while managing and prioritizing multiple different projects in a fast-paced, dynamic working environment; attention to detail
- Must be willing to work some occasional evening and weekend hours
- Willingness to work outside in various weather conditions
- Valid NM State driver's license

DESIRED QUALIFICATIONS:

- Working knowledge of current trends in education, youth development, the conservation field, social movements and/or climate change issues

- Ability to build and maintain strong professional relationships while coordinating with diverse groups and partners, including teachers and parents
- Experience in project or program management; especially in building a project from scratch
- Experience working with, leading and/or educating youth (5th – 12th grade)
- Experience developing and facilitating curriculum or lesson plans
- Experience working with Youth Conservation Corps (YCC)
- At least some experience leading or supervising others
- Bi-lingual skills, Spanish in particular; multi-cultural experience appreciated
- Experience with social media management, marketing and messaging strategies
- Experience with website management (WordPress)
- Basic graphic design skills (ability to make professional flyers, posters, presentations etc.)
- Strong interest in tackling the challenges of climate change
- Knowledge of natural and cultural history of New Mexico and local environmental issues

BENEFITS:

- Health insurance stipend
- Generous paid time off policy
- Free Costco membership
- Potential for end of year bonus
- Hybrid work option

HOW TO APPLY:

For best consideration, send your application to sstimson@talkingtalons.org before the application deadline, **August 14, 2022**. In your email, please include:

- Updated resume
- Cover letter, including a brief description of your “theory of change” and some discussion of how you would help advance TTYL’s mission.
- 3 professional references
- Subject line reading: TTYL Program Manager Applicant

Please don’t hesitate to reach out with any questions about the position or the organization. Our website is currently undergoing an update, and so the best way to get more information is to connect with us directly. You may reach Shelby Stimson, the Executive Director, at sstimson@talkingtalons.org or (505)-604-0098. Thank you for your interest.