



PROGRAM MANAGER JOB ANNOUNCEMENT

Summary

The Program Manager position is a key member of Coalition for Clean Air's policy team. This full-time non-exempt position requires an individual comfortable working in a team setting while also being able to work independently and take initiative. Objectives include the development, expansion, and management of Community Learning Enhances Air Resources (CLEAR), an air quality sensor network and education program in California. Other responsibilities may include assisting with policy advocacy, administration, and fundraising as assigned and necessary. The Program Manager reports to and works directly with the President and CEO and is based in downtown Los Angeles. The Program Manager is expected to work an average of 40 hours a week including weekends and evenings when needed.

About Coalition for Clean Air

Established in 1971, the nonprofit Coalition for Clean Air (CCA) is California's only statewide organization exclusively advocating for healthy air. CCA is dedicated to protecting public health, improving air quality, and preventing climate change. CCA is known for spearheading innovative air quality policies, such as clean car standards and targeting climate protection funding investments in the communities that suffer the worst pollution and historic disinvestment. With offices in Los Angeles and Sacramento, CCA achieves its goals by partnering and engaging with diverse stakeholders and through policy advocacy and public education activities.

Job Responsibilities

The Program Manager has three main responsibilities:

1. Develop, expand, and manage, CCA's air quality sensor network. Low-cost air quality sensors have made community-based air quality monitoring viable. The Program Manager works with community members, non-profit organizations, local government agencies, schools, researchers, and businesses to build an air quality sensor network in California. Key issues include device deployment and maintenance, data management, interpretation, analysis, and display, community education, social media communications, and using the network to enhance policy advocacy effectiveness.
2. Manage an air quality sensor education program. Work with contractors, school administrators, teachers, students, and funders to build the educational capacity of California schools to teach students about air quality and the use of air quality sensors. Use education and outreach efforts to complement and enhance CCA advocacy programs, including the involvement of policy-makers with students and teachers.
3. Oversee the implementation of a two-year California Air Resources Board Community Air Protection Program grant. The grant involves heavy-duty truck counts, the deployment of air quality sensors, community health surveys, and public health fairs in partnership with four environmental justice organizations in Los Angeles County. Other project partners include the Los Angeles County

Department of Public Health and the University of Southern California. The Program Manager will coordinate and lead project activities.

Tasks & Activities

- Keep up with evolving low-cost air quality sensor technologies and identify new opportunities.
- Purchase and deploy air quality sensors.
- Perform data analysis and visualization on air quality data.
- Manage program budget.
- Conduct outreach activities and organize educational events to build awareness of CCA and the air quality sensor program.
- Coordinate education program activities with teachers, students, scientists, and policy-makers.
- Secure new partnerships with schools.
- Improve CCA technological capacity to use, store, retrieve, display, and communicate sensor monitoring results, including but not limited to developing a system to alert sensor network members during periods of high air pollution and creating a program to provide monthly air quality summary reports.
- Create, develop, and conduct training workshops to help community members understand how to interpret data from the air quality sensor network.
- Work with development staff to help with fundraising to support the air quality sensor program.
- Conduct media interviews and briefings.
- Meet deadlines to produce update, budget, and annual reports.
- Travel required.

Position Qualifications

Qualified applicants should be able to demonstrate the following skills and experience:

- A minimum of two years of experience in program management with nonprofit experience at an environmental organization preferred
- Experience working with middle school and high school administrators, teachers, and students preferred
- Expert knowledge and experience with MS-Word, Excel, Outlook, and PowerPoint; proficiency with Python or MATLAB
- Knowledge of basic statistics and the presentation of statistical analyses
- Ability to fulfill job responsibilities with meticulous attention to accuracy and detail
- Excellent written and oral communication and interpersonal skills
- Strong organizational skills including the ability to prioritize and carry out multiple tasks requiring rapid turnaround
- Ability to use a power drill and other basic tools (e.g., screwdriver and hammer) when necessary to install air quality sensors
- Spanish language ability (written and oral) strongly preferred
- Possession of or ability to obtain a valid California driver's license at time of hiring
- Ability to maintain a professional image

Physical Demands: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and visit various sensor deployment and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity and ability to work with basic tools is needed to install air quality sensors, access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. An employee in this job may be required to climb a ladder, frequently bend, stoop, kneel, and reach to perform repetitive movements of hands or wrists, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

Compensation: This is a full-time non-exempt position (average of 40 hours per week). CCA offers competitive pay commensurate with experience and qualifications plus a generous benefits package. CCA has established the pay range for this position as \$46,000 to \$51,000 per year.

Additional Information: The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. CCA reserves the right to modify or change the duties and essential functions of this job at any time. Nothing in this job announcement should be considered as an offer or guarantee of employment.

How to Apply: *Interested applicants should submit a cover letter and resume in .pdf format to jobs@ccair.org, subject: Program Manager Position. Coalition for Clean Air is an Equal Opportunity Employer. People of color are encouraged to apply. The successful candidate for this position may start immediately and the position will remain open until filled.*