



Job Description

Program Coordinator - [Emerald Cities Bay Area](#)

Please forward resume and cover letter to Avni Jamdar, ajamdar@emeraldcities.org - Emerald Cities Collaborative, San Francisco Bay Area Regional Director. Subject line should include "Program Coordinator - [Your Name]". Open until filled.

About Emerald Cities Collaborative

Emerald Cities Collaborative (ECC) is a national nonprofit network of community, labor, business and sustainable development organizations working together to build high road - sustainable, fair and democratic - economies. ECC envisions a future in which American cities are the greenest and most equitable in the world, leading the way to head off global climate change while creating a vital new economic sector. ECC is based in Washington, D.C and works in 5 regional markets across the US.

Emerald Cities Bay Area (ECBA) is implementing and managing several initiatives in the Bay Area focused on the clean energy and sustainable food industries.

Overview of Position

The Program Coordinator will organize, plan, and implement programs that advance Emerald Cities Bay Area's high road agenda. The particular focus is on "building our communities" by creating family wage careers, business opportunities and community ownership, wealth, especially for low-income communities of color by leveraging significant investments in green infrastructure projects.

The Program Coordinator will report to Emerald Cities Bay Area Director and is responsible for day-to-day needs in handling aspects of various program objectives and goals. The program coordinator will support the ARC Manager as well as Senior Economic Inclusion Manager with program deliverables and needs.

The goal is to ensure that historically underrepresented groups are full participants in the emerging green economy. The candidate will help ensure that local infrastructure investments lead to job quality jobs and career access, ensuring strong labor and community standards in our local markets.

The Program Coordinator position is based in the San Francisco Bay Area.

Program Logistics

- Administrative support and coordination of the Bay Area programs including [Anchors in Resilient Communities \(ARC\)](#), E Contractor, RENEW Multifamily, SF Climate Equity and Community Engagement Collaborative, Building Electrification advocacy and technical assistance, and other local and national initiatives;
- Supporting ARC team in coalition building, community engagement, and stakeholder communication
- Oversee and maintain contacts, salesforce needs, and collecting of data/metrics that are critical for program deliverables.
- Support the delivery of project requirements like community engagement support, information delivery, agreements and material development, and recruitment from underrepresented communities.
- Strengthen local workforce collaboratives and infrastructure to support job access for disadvantaged workers and support of local small business, especially from communities of color.
- Coordinating with staff and participating in regular weekly development meetings for programs as needed.

Partnership and Project Development

Serve as the secondary liaison and facilitator between EC East Bay partners, the national ECC, and other Emerald Cities sites.

- Facilitate collaboration of local partners to develop strategic work plans for meeting program objectives, and metrics for monitoring progress in programs.
- Forge and develop relationships with new organizations.
- Actively engage and maintain positive and productive relationships with and between local partners, anticipating and overcoming barriers to progress and success of work plan and maintaining member participation

Communications and Marketing

Overall responsibility for every aspect of communications and marketing for EC Bay Area, including but not limited to:

- Coordination with national ECC staff on marketing strategies and promotion of Emerald Cities and specifically local Anchors in Resilient Communities (ARC) initiative
- In collaboration with local partners and under guidance of leadership team, create marketing strategies and local EC Bay Area identity needed to achieve program goals
- Motivate and provide support to EC Bay Area partners to increase consistency and efficacy of communications regarding EC Bay Area to their organizations
- Create “success reports” or ‘case studies’ or ‘lessons learned’ on program achievements for EC Bay Area and ARC website, partners, and media

QUALIFICATIONS

Skills and Knowledge Required

- Bachelor degree with 1 - 3 years of professional work related experience.
- Familiarity with energy efficiency, water, climate resiliency, community benefits agreements (CBA), and community workforce agreements.
- Exceptional writing, editing, presentation and verbal skills as well as knowledge of communication platforms and social media applications.
- Strong organization, strategic planning and analytic skills.
- Ability to work independently and with a team of varied partners, understanding the political dynamics in which they operate.
- Group facilitation and communication skills with varied stakeholders including business, labor, government officials, and community organizations.
- Analytic, clear thinker who can translate complex problems for partners unfamiliar with program goals and strategies in a clear and objective manner.
- Exceptional social skills in a professional, multi-disciplinary context.

REMUNERATION

Full-time Salaried Position, \$50,000 to \$65,000 DOE. Benefits include health, eye & dental insurance & vacation. Please send resume and cover letter to Avni Jamdar at ajamdar@emeraldcities.org.

Emerald Cities is an affirmative action employer, and strongly supports the social goals of affirmative action. We therefore make special efforts to recruit individuals from groups that are historically under-represented in professional environments, or that suffer from broader societal discrimination.