

Groundwork Jacksonville is the primary non-profit organization working to restore and connect the streams and parks of Jacksonville's Emerald Necklace to revitalize the historic neighborhoods of our city's urban core. The gems of the Emerald Necklace are Hogans Creek in Springfield, The S-Line Rail Trail, and McCoys Creek in north Riverside. We are committed to environmental restoration and stewardship of these urban parks, trails and waterways. We engage the neighboring communities, including young people, to fulfill our mission.

Groundwork Jacksonville (GWJax) offices are located at FSCJ Downtown Campus. The following position is currently available.

Program Manager

Job Summary

The Program Manager oversees the coordination and administration of all aspects of ongoing programs, and the development of new programs, including planning, organizing, staffing, leading and controlling program activities. The position is a full-time salaried position. The Program Manager will report to the CEO of the organization.

Primary Duties and Responsibilities

The Program Manager performs a wide range of duties including the following:

Program Development

- Lead the implementation of a long-term programmatic vision that builds upon GWJax's strengths and increases its capacity to fulfill its mission and address community needs, including youth engagement.
- Planning, coordinating and implementing to provide opportunities for growth of existing programs and development of new programs to include:
 - Current program grant reporting;
 - Green Team Youth Corps. funding and potential expansion;
 - Workforce development by way of vacant lot and/or green infrastructure development and maintenance:
 - Research;
 - Program development, implementation and operations;
 - Partnership development.
- Help to secure program funding via grant research and writing, and donor cultivation.

Green Team Youth Corps.

- Provide play, learn, work, serve opportunities for youth living or active in GWJax's operating area to include:
 - Planning, coordinating and implementing park or community-based conservation and/or neighborhood improvement projects;
 - Planning, coordinating and implementing enrichment activities including but not limited to financial literacy, resume building, career pathway exposure, wellness, outdoor recreation, etc.

Volunteer and Recreational Activities

- Planning, coordinating and implementing to provide opportunities for volunteers to be engaged with the GWJax mission including but not limited to the following activities:
 - Hogans Creek litter cleanups;
 - Day of service projects;
 - Group bicycle rides.

Other Responsibilities

- Participate in GWJax projects, community programs and events;
- Promote GWJax and its activities on social media;
- Contribute content for quarterly newsletters;
- Collaborate with local colleagues and organizations to implement new and existing programs;
- Assume other duties as needed.

Qualifications

- Must share a passion for Groundwork's values and mission;
- Must be a self-starter and work well independently, as well as value collaboration;
- Bachelor's degree and 2-4 years prior work experience;
- Love of the outdoors and willing to learn how to plan and implement environmental projects;
- Advanced training and/or work experience in youth education/development, environmental studies, urban ecology, and/or related fields is preferred;
- Work experience managing outdoor projects is preferred;
- Demonstrated outstanding organizational skills;
- Strong oral and written communication skills;
- Excellent interpersonal and management skills;
- Basic computer skills: Word, Excel, and PowerPoint;
- Basic electronic communication platform skills including Mail Chimp, Facebook, Instagram and Twitter;
- Ability to balance competing priorities and deadlines and handle multiple tasks;
- Demonstrated ability to work collaboratively with colleagues;
- Ability to organize time and meet deadlines;
- Candidate must be reliable and flexible;
- Experience working with youth, volunteers and residents from diverse backgrounds and cultures;
- Valid driver's license.

Compensation

Salary range for this position is \$40,000 - \$50,000 per year, commensurate with experience.

Paid holidays and vacation.

To apply: Please submit a resume and cover letter no later than October 1, 2018 describing your relevant experience and interest in Groundwork Jacksonville to Groundworkjacksonville@gmail.com

GWJax is an equal opportunity employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation/identification or any legally protected status.