

## Breathe California Sacramento Region Program Associate



### Who We Are

Breathe California Sacramento Region (BREATHE) is a nonprofit organization that has been dedicated to promoting and achieving clean air and healthy lungs in the Sacramento Region through education and community involvement. Our ability to connect with diverse communities have assisted in implementing creative solutions that help reduce harmful pollutants in our air quality to protect and preserve public health in a variety of innovative programs. We strive to create a future of tobacco-free youth, clean transportation, and pedestrian-friendly land use. BREATHE is committed to our communities and the people who breathe Sacramento air every day.

### Our Community CarShare

The Our Community CarShare (OCCS) is a pilot program, designed by the Sacramento Metropolitan Air Quality Management District (SMAQMD), that launched in mid-2017. OCCS provides access to free, zero-emission electric vehicles to more than 600+ registered participants at eight sites in Sacramento County. BREATHE assists SMAQMD by implementing outreach and education strategies that would provide necessary mobility options to disadvantaged, low-income, and underserved communities. In 2021-2022, we will be bringing two additional sites online, partnering with Greentech's Mobility Hub to introduce OCCS to an untethered community, and are gearing up to introduce a sustainability model for the program. We are excited to continue providing excellent outreach and building trust in our community so that we can spread the word about the benefits of clean air and electric vehicle driving!

### School Food Waste Recycling

Breathe launches food waste recycling program into ten K-8 schools each year. We provide a suite of services to bring local schools on board with and increase the scale of awareness of California's mandatory organic recycling laws. The program was on hiatus in the 2020-21 school year and will resume this coming school year. We plan to adjust program design and implementation to meet safety standards contingent upon COVID-19 prevention strategies in each school district. Currently, the program operates in elementary schools and has the possibility of expanding into middle and high schools. We will be working on the ground in schools to ensure students are trained and understand how to properly sort food waste so can we prevent methane emissions in landfills!

### Desired Qualifications:

As a Program Associate, you will help build upon four successful years of the OCCS program and help expand electric vehicle access in underserved communities along with working closely with local schools to implement the food waste programs in the Sacramento area. We are seeking passionate, friendly, and responsible individuals who enjoy working with diverse communities. The ideal candidate should be an individual who is patient and understanding towards community needs, have some experience working with data entry, customer service, and event planning.

- Bachelor's degree in Urban Planning, Environmental Science, Public Policy/Administration, Non-profit Management, Event Planning, Communications, or any related qualifying major or comparable experience
  - Bilingual (Spanish, Cantonese, Mandarin, Russian or Farsi) applicants are highly encouraged to apply! (Not required)
- Strong communication skills with at least one year of customer service experience
- Comfortable with public speaking and training large groups of students
- Comfortable with remote working and in-person/on-site work.
  - **Applicant must have a valid Driver's License and reliable transportation**
- Ability to interpret state laws mandating schools to recycle food waste and green waste; develop and implement programs into schools that meet state standards
- Familiarity with Google GSUITE (ex. Microsoft Office Suite; Zoom; Skype)

## Breathe California Sacramento Region Program Associate



- **Applicant must be comfortable using Microsoft Word, Excel and Outlook**
- Familiarity with design software: (ex. Adobe, Canva, Microsoft Publisher, Microsoft Office, etc.)

### Program Associate can expect to work on the following activities:

#### 1. Registrations, Data Entry, Research, Reviewing Records, & Documentation

- Utilize, track, and updating Mailchimp, Textedly, SurveyMonkey to maintain the OCCS membership database;
- Participate in survey construction, distribution, and monitoring for OCCS post-trip, participation, membership review and outreach surveys
- Translating documents and/or finding appropriate translators
- Auditing and maintaining records for visa incentives and monthly timesheets for Community CarShare Representatives
- Assisting in research on electric vehicles, air quality, public transit, food waste, local school district demographics, community engagement, and outreach
- Drafting minutes from stakeholder meetings and documenting activities

#### 2. Designing Marketing/Collateral Materials

- Prepare marketing materials (drafting and designing information flyers, postcards, emails, presentations, etc.), and create signage for registration visits and community events using approved SMAQMD Brand Guidelines
- Maintain database of partner logos to ensure their branded logo is current on collateral material
- Design and update user guides and comms used for OCCS to facilitate day-to-day operations

#### 3. Community Engagement and Outreach

- **Previous customer service experience is a plus**
- Works as a team with school leadership to ensure smooth implementation of food waste recycling programs
- Applicant must be comfortable working within diverse communities, sometimes without supervision
  - **Applicant must have a valid US Driver's License**
- Hosting Virtual Visit meetings and providing support for OCCS member in person and remotely
- In-person data collection and assisting sign-up of new OCCS members
- Assist in planning, organizing, and executing multiple OCCS launch events
- Set-up and breakdown of outreach events
  - Must be able to stand for extended periods of time and lift up to 25lbs

#### Position Salary/Benefits

- Position salary range \$37,500 to \$40,000 annually, with benefits including medical, dental, vision, life insurance, and 401k plan.
- Program Associate positions are salaried, full-time, Monday-Friday at 37.50 hours per week, with room for growth. The position will start in August 2021.

#### HOW TO APPLY:

Interested applicants should submit their **cover letter and resume** to [ctran@sacbreathe.org](mailto:ctran@sacbreathe.org) in PDF format **by COB July 7th**. Applicants without detailed cover letters, resumes or required experience will not be contacted. Please ensure that you include the specific position, **Program Associate**, which you are applying for in the subject heading.

**Breathe California Sacramento Region is an equal opportunity employer.**