



Program Manager Position Description

Background

Eagle Eye Institute (EEI) is a nonprofit organization based in Western Massachusetts with a purpose to offer learning programs and opportunities for Black and Brown youth to experience well being, belonging and empowerment through a relationship with nature.

Position Summary

The Program Manager is responsible for planning, coordinating and evaluating Eagle Eye program models including our Learn About, stewardship and career bridging programs together with summer program interns.

This is a full-time, 40 hour per week position from May - October with a competitive salary and benefits. We are looking for an individual experienced in nonprofit work, program management, communication and collaboration with partners, and team-building with a strong commitment to social and environmental justice and to Eagle Eye Institute's purpose.

Responsibilities

The Program Manager works with the Board of Directors to advance the purpose of Eagle Eye Institute. In this capacity, the Program Manager has specific responsibilities that will include but not limited to:

- Support and further the purpose of Eagle Eye Institute in the areas of: programming, partnerships, financial health, logistics, etc. This will include managing, implementing and evaluating programs to achieve our goals and ensure that programs are high-quality, safe, sustainable and aligned with our purpose and vision.

Supervision Tasks:

- Recruit, train, supervise, manage and be a motivating mentor for program interns, instructors as well as other volunteers.
- Create the conditions for the program team to be successful and be responsive in a timely manner to challenges and barriers to success.

Programmatic Tasks (in addition to planning and coordinating the programs)

- Collect and interpret data on our programs to evaluate impacts and outcomes consistent with our purpose and vision.
- Report on each program using a template developed together with the Board of Directors
- Represent Eagle Eye Institute at a local, state, and regional level at conferences and meetings

Skills and Qualifications

Required:

- Demonstrated experience with community organizing, experiential program management, and other youth and environmental activities
- Demonstrated commitment to social and environmental justice and the value of time in nature
- Experience in planning and coordinating complex events effectively
- Clear written and verbal communication
- Seeks clarity by asking questions and asks for help when needed
- Experience being a productive and positive leader of a team
- Experience with engaging youth from historically underrepresented communities
- Familiarity with Google Workplace and other common computer applications
- Reliable transportation to be able to attend events at MountainStar Forest in Peru, MA and other program and partner sites
- Experience with social media platforms

Desired:

- Education and/or lived experience equivalent to an Associate's Degree in outdoor/environmental education and/or youth development related fields.
- Spanish language fluency
- Passion for environmental justice and responsibility

Supervision

The Program Manager is supervised directly by representatives of the Board of Directors

Terms and Compensation

The Program Manager is a full-time position from May-October that offers a competitive salary and benefits package. The position is virtual based in Western Ma, but also requires a regular presence at MountainStar Forest in Peru, MA with some travel within Massachusetts required. The salary range for this position is \$50K-\$55K.

How To Apply - Applications due by March 1, 2024

To apply, please submit a resume and a one-page letter of interest to MaJa at mkietzke@eagleeyei.org. In your letter, include why you are interested in the position, how this position will support your personal and professional goals, and why you would be a good fit for the position. Describe the connections you see between nature and youth development.

Eagle Eye Institute is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law. Eagle Eye is committed to diversity, equity and inclusion in our hiring and employment practices. We encourage applicants who are underrepresented in the outdoors based on race, ethnicity, socioeconomic status, ability, age, gender identity or sexual orientation.