

Event/Program Manager
Fulltime Position

Reporting directly to CEO and working as a team with staff and key volunteer leadership, the program manager has responsibility for implementation of an annual fundraising luncheon; youth air quality programs, and plays a key role in the Emigrant Trails Bike Trek per individual programs of work.

Specific responsibilities as of August 2013 include:

- Plan and execute Clean Air Award Luncheon in May
 - Manage volunteer committee of 10-15 to implement annual awards ceremony and luncheon
 - Solicit sponsorships for event, table and ticket sales
 - Coordinate event logistics
 - Work with Communications Associate to create all promotional materials
 - Arrange for keynote speaker, committee chair and honorary event chair
- Manage volunteers for the Emigrant Trails Bike Trek in September
 - Retain/recruit 100 volunteers for annual event
 - Participate in Steering Committee meetings
 - Schedule and train volunteers prior to event
 - Support volunteer fundraising efforts
 - Manage volunteers on site during 3-day bike event
 - Assist with other Trek duties as assigned
- Youth Education programs – School Air Quality Flag Program and O24u
 - Coordinate and implement Flag program in Sacramento Area schools
 - Secure schools for implementation
 - Order materials, train staff, arrange for student assemblies
 - Assist Youth Program Manager with implementation of O24u
- TUTD
 - Conduct weekly movie reviews as needed
- Community Health Fairs
 - Manage Health Fair Calendar, arrange for coverage from staff and volunteers
 - Coordinate materials for health fairs
 - With Communications Associate, manage and update health fair display
- Grant reporting and documentation
- Assist with grant writing for renewal of existing grants and new grant funding
- Participate in community and special events.

Other Duties as required

Required skills and experience:

- Track record of successfully recruiting volunteers and working with volunteer leaders
- Strong speaking and writing skills
- Excellent computer skills
- Experience with event planning
- BA or BS with at least three years' experience working on non-profit events and programs
- Understanding of health impacts
- Excellent ability to work with people and demonstrated credibility
- Ability to manage multiple tasks effectively and calmly, ability to work with minimal supervision
- Must be nonsmoker
- Own transportation required

This position requires flexibility in hours with both early morning and evening meetings and some weekends; must be willing to travel and outreach to volunteers and decision makers throughout our counties.

Position salary range \$35,000 to \$40,000 with generous benefits including medical, dental, vision, long term disability, life insurance, and 401k plan.

Resumes can be sent to:
Breathe California at Sacramento-Emigrant Trails
909 12th Street
Sacramento, CA 95814

Or emailed to:
Staff@ sacbreathe.org