



PROGRAM OPERATIONS DIRECTOR

Remote contract position - California

POSITION SUMMARY:

Keep California Beautiful (KCB), a California-based nonprofit, seeks a contractor for program operations. KCB is a 501(c)3 designated non-profit dedicated to litter and marine debris prevention, alternative waste management, beautification, and community engagement. KCB is an umbrella organization that initiates and supports community environmental programs and facilitates networking and outreach among diverse groups. The mission of KCB is to Inspire and empower Californians to preserve and protect the state's beauty. The program director will serve alongside the KCB Board and Executive Team to coordinate and support implementing California-based litter prevention and waste reduction programs aligned with Clean California.

The ideal candidate is a self-starter who can manage projects and competing priorities, is highly organized, and can expertly support individuals from diverse backgrounds. This role requires interpersonal and management skills to build relationships and support outcomes between civic, government, and business partners. The remote position may be based anywhere in California and requires an individual motivated to accomplish tasks independently.

DUTIES & RESPONSIBILITIES:

- **Community Partnerships**
 - Identify and recruit potential community partners at local and county levels
 - Coordinate and share resources for implementing Keep California Beautiful and Clean California initiatives, including but not limited to litter prevention education and cleanup and beautification projects
 - Establish programs to support the recruitment of volunteers and implementation of local litter research, cleanup, and beautification programs
 - Implement, monitor, and evaluate community-oriented programs
- **Community Program Design and Implementation**
 - Recruit KCB's partners and promote partnerships with cities, counties, colleges/universities, and similar jurisdictions
 - Conduct meetings and training with communities to meet or maintain partnership status
 - Coordinate volunteer engagement in rural counties, including securing lead county partners, planning events, managing activities day of the event, and creating reports
 - Collaborate with communities on all KCB programs
 - Monitor criteria for the Clean California Designation recognition of community-based litter and waste reduction efforts
- **Program Operations**
 - Schedule meetings and manage partnerships
 - Maintain records, create databases and monitor activities
 - Coordinate volunteer events including run of show, implementation, and follow up reports
 - Manage volunteer activities at events



PROFESSIONAL QUALIFICATION:

Bachelor's degree and 3-5 years of experience with a non-profit organization or local or state government focusing on community engagement or environmental issues. A general understanding of issues within the litter prevention, waste management, or natural resources industries is helpful. Demonstrates essential abilities, including professionalism, adaptability, relationship building, effective communications, creativity/innovation, teamwork, problem-solving, and strategic thinking. Must have and maintain a valid driver's license, satisfactory driving record/insurance, and the ability to pass a criminal background check. Other experience preferred:

- Manage complex programs involving multiple stakeholders from different backgrounds, including government, nonprofit, business, and civic sectors
- Meeting facilitation, in-person and virtual
- Proficiency with technology tools and systems, including Microsoft Office, Zoom, and Online Reporting tools
- Strong communication skills with the ability to present to elected officials, community volunteers, and youth
- Conducted litter or waste management data, compiled information, analyzed data, and prepared reports to make improvement recommendations
- Volunteer at community event experience

COMPENSATION AND TIMEFRAME

The position is a temporary contract grant-funded position with no benefits. Based on experience, compensation ranges from \$30 to \$38 per hour. Travel is required for weekend events.

Hours/Week: Flexible hours between 20-30 weekly but schedule requires availability between 8 am – 5 pm PT

Reports to: Keep California Beautiful Executive Team

Desired Start Date: February

How to Apply:

- Please send your resume and cover letter (both saved with your full name as PDFs). The cover letter should answer 1) Why do you want to work for Keep California Beautiful? and 2) Why are you applying for this specific position?
- Email to info@keepcabeautiful.org. Please include "Operations Director" in the subject of the email.