



## **SIERRA BUTTES TRAIL STEWARDSHIP**

550 Crescent Street, Quincy, CA 95971

[www.sierratrails.org](http://www.sierratrails.org)

# NOW HIRING!

## **Program Manager**

Employment Type: 30- 40 hours/week; full time year round

Pay Rate:\$28.00-\$35.00/hour

### **Benefits Included:**

- Simple IRA
- Paid Vacation and Sick Leave
- Yuba Shop Discount
- Pro Deals

### **Minimum Qualifications**

- Minimum 2 years grant management experience/or equivalent Bachelor's Degree
- Technical writing and grant reporting experience
- Well versed in using MS Office, Google Drive, Word, Exel, Powerpoint
- Individuals need to be willing and able to work with peers across various offices and accomplish tasks associated with a variety of projects in any given week.

**Primary tasks include:** Responsible for grant sourcing and researching private and public funding opportunities to sustain the trail building and maintenance efforts of SBTS. This position will actively manage assigned financial resources, and perform technical writing and reporting for grant deliverables. Generates reports and assists outside NEPA/CEQA contractors in their completion of required surveys and environmental analysis tasks as outlined in assigned grants

For more information in this position and other employment opportunities with SBTS please check out our website: <https://sierratrails.org/employment-opportunities/>

### **To apply email (PDF preferred) or mail a cover letter and resume to:**

Nova@sierratrails.org | Subject: Program Manager

Sierra Buttes Trail Stewardship

550 Crescent St, Quincy, CA 95971

Attn: Kyla Pascucci

**Questions and Inquiries to:**

Nova@sierratrails.org

Interviews scheduled as applications are received.

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