



## **SIERRA BUTTES TRAIL STEWARDSHIP**

550 Crescent Street, Quincy, CA 95971

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

# **Program Manager**

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Employment Type: Year Round; Full Time (30 hrs/wk); Hourly

Pay Rate: \$27.00-\$35.00/ hour

Reports to: Director of Grant Operations

Department: Trails

## **Overview**

Under the direction of the Director of Grant Operations, performs project management, grant administration and supporting tasks on the Northern Tahoe National Forest and surrounding area (Sierra Valley/Reno/Truckee). Tasks include grant sourcing and reporting, community engagement and outreach, as well as facilitation of outside partners and contractors to meet grant deliverables.

## **Responsibilities**

### *Project Management*

- Responsible for grant sourcing and researching private and public funding opportunities as assigned by the Director of Grant Operations
- Performs technical writing and reporting for grant deliverables
- Ensures receipts and invoices related to specific grants are submitted in a timely manner to the General Manager
- Report public and community input to the Director of Grant Operations
- Responsible for submitting grant applications and deliverables for review by the Director of Grant Operations
- Track field expenditures and labor hours against grant budgets and agreements to ensure appropriate use of funding
- Generates reports and assists outside NEPA/CEQA and other project contractors in their completion of project deliverables as outlined in assigned grants
- Communicates public outreach messaging needs when completing grant deliverables and volunteer recruitment to Marketing and Communications Manager

### *Trail Development*

- Establishes and maintains a cooperative relationship with fellow employees, field contractors, land agency and project representatives as well as volunteers and community members
- Establishes timelines for completion of trail projects in collaboration with Director of Grant Operations and Trail Boss

- Reports whether required volunteer matches are being met and are coinciding with grant deliverables
- Recruit needed volunteers when match is required
- Attend biweekly Connected Communities and Trails meetings; updating the group on grants both open, closed and pending

### *Personel*

- Demonstrate excellent leadership behavior and professionalism at all times, when working at the project, team, and office level
- Adheres to all employment policies and procedures as defined in the SBTS Handbook

### *Fiscal Responsibility*

- Monitors established budgets and reporting in coordination with the Director of Grant Operations
- Actively manages assigned financial resources in accordance with established procedures and reporting requirements
- Ensures all overtime is approved prior to accrual

The job responsibilities listed above are not an exhaustive list and Sierra Buttes Trail Stewardship may ask for additional tasks to be performed as part of routine employment.

## Essential Requirements for Employment

### *Physical Requirements*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Daily Physical Demands include:

- Ability to stand for extended periods of time
- Use of hands to finger, handle or feel objects
- Reach with hands and arms
- Walk, climb, or balance and stoop
- Ability to lift and move objects
- Ability to lift up to 50 pounds
- Ability to converse and exchange accurate information while working in the field
- Vision ability requirements include the ability to inspect, identify, observe, and assess situational work environments both close up and at a distance.
- Endurance to conduct fieldwork in remote settings under strenuous conditions
- Ability to carry up to 50 lbs. over rough terrain and hike for an extended length of time in extreme heat.

### *Work Environment*

- Fast paced, physically demanding work environment

- Occasional job related travel for training, meetings and/or events
- Ability to work in an environment with unpredictable weather
- Must provide their own transportation to project work sites

### *Certifications and Endorsements*

- Valid Driver's License Required

### *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
- Experience with NEPA/CEQA or environmental permitting preferred
- 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.

*We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.*