



- Job Title** Program Manager
- Organization** Women's Earth Alliance
- Location** Berkeley, CA - currently all remote with option to use office space
- Type** Full time employee
- Start date** August 2022 or ASAP
- Applications** Please send your resume and a cover letter to [careers@womensearthalliance.org](mailto:careers@womensearthalliance.org)

## **OVERVIEW**

Founded in 2006, Women's Earth Alliance (WEA) is a global organization that trains, resources and catalyzes grassroots women's networks to protect our environment and build healthy, safe, and just communities now and into the future. WEA designs capacity-building trainings where women leaders benefit from access to technology, economic development, financing, mentorship and a global alliance.

In some of the most environmentally threatened places in the world, WEA leaders are defending forests and rivers, saving threatened indigenous seeds, launching sustainable farms, conserving coral reefs, and protecting land rights. WEA's signature approach has enabled over 13,000 women with technical, entrepreneurial and leadership skills; and in turn, they are reaching over 13 million people in 24 countries with safe water, energy access, regenerative farming, and climate initiatives.

WEA is looking for a Program Manager to lead the operations of our international programs. This is a dynamic role that involves regular collaboration with women environmental leaders around the world, program organization and management, and coordination with WEA team members.

## **RESPONSIBILITIES**

### **Overall Program Management Roles**

- Lead operations of global programs taking place in Indonesia, India, Kenya, Uganda, Tanzania, and Nigeria. Responsibilities include:
  - Communicating with participants and supporting them with program quality, monitoring, evaluation, and learning (MEL), and project deliverables
  - Managing Accelerator timelines and deliverables
  - Identifying program and partner needs and working together to address them
- Collaborate with WEA Senior Program Director and partners to support ongoing design and operations of additional programs as needed. This might include, but is not limited to:
  - Together for H2OPE water and sanitation program with Numi Organic Tea in India
  - Eco-fashion and regenerative cotton farming in India
  - Emerging projects currently in development

- Collaborate with WEA Senior Program Director on ongoing refinement of program design
- Collaborate with the WEA team to design and implement WEA's Alumni Circle events, programming, and communication
- Collaborate with WEA Senior Program Director and WEA partners to identify opportunities for growth, capacity building, and alliance-building

### **Impact Measurement + Monitoring, Evaluation & Learning**

- COVID & Climate and other WEA Programs - Collaborate with WEA Senior Program Director and WEA partners to:
  - Co-design and support partner implementation of monitoring, evaluation, and learning activities
  - Collect, analyze, and communicate program impact
- Accelerators - Collaborate with WEA Senior Program Director and US Program Director to:
  - Generate impact metrics from Accelerators, including ensuring Accelerator participants fully complete the impact frameworks in their workbooks and analysis of participants' self-reflection surveys pre- and post-Accelerator
  - Conduct annual impact surveys with Accelerator graduates
- Support WEA impact-related learning, growth, and innovation through documentation and sharing, and knowledge management

### **Documentation, Reporting, Grant Writing, and Multimedia**

- Document program developments and successes for internal use, as well as for social media, donor communication, and marketing materials
- Collaborate on grant writing to grow programming
- Lead program storytelling efforts from the program side in partnership with WEA's communications team members and partners, including developing written stories and guiding photography and videography content collection
- Keep program design documents up-to-date, including program webpages, workbooks, budgets, timelines, MOUs, and contracts
- Coordinate with program partners to develop final reports based on final program evaluations
- Collaborate with Development to share impact stories for grant reports, donor engagement, and fundraising materials

### **Representation and Advocacy**

- Occasionally participate in events and fundraisers
- Support in strengthening linkages with existing and potential partners

### **QUALIFICATIONS AND SKILLS**

- Minimum of a Bachelor's Degree with preference for a Master's Degree in Environmental Studies, International Studies, or related fields
- At least 2 years experience designing, managing, and/or supporting programs with a focus on environment and women, international or intercultural
- Some experience working with international relationships, collaboration, and projects is valued
- Detail-oriented, organized, and capacity to manage multiple priorities at the same time
- Strong justice and equity lens and understanding of the inextricable relationship between environmental degradation and the perpetuation of racial, economic, sexual, and ethnic oppression and injustice
- Strong interpersonal skills, emotional intelligence, and aptitude for working in partnerships

- Desire to learn and passion for this work
- Excellent English oral and written communication skills
- Proficiency in Microsoft Office suite, including Word and Excel, Google Docs and Google Sheets
- Willingness and flexibility to do international calls outside of the traditional 9-5 hours. Because our partners are around the world, these calls can be expected with some regularity, though not on a daily basis. We don't expect these to be in addition to your traditional working hours and would work together to adjust your regular hours to accommodate off-hours calls.

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

**PLEASE NOTE:** We believe that many environmental movements have perpetuated the marginalization of the global majority — including people of color, native peoples, people from working class backgrounds, women, and LGBTQ people. We believe that these communities must be centered in the environmental movement. WEA strongly encourages applications from people with these identities.

### **COMPENSATION**

\$60,000-75,000 annual salary, dependent on experience and qualifications (DOE)

### **BENEFITS**

- 16 paid holidays per year, including “Winter break” from December 25th - January 1st
- 2 weeks PTO per year to start, begins accruing after 2 months of employment + 1 floating paid day off to celebrate your birthday (or a special occasion of your choosing!)
- 10 sick days per year to care for you and your family
- Employee medical, dental and vision covered at 100%
- Employer paid life insurance, STD, LTD
- 403(b) retirement plan available
- New Macbook Air at the start of your employment
- Stipend for professional headshots + professional development/skill-building including certifications related to employees position
- Weekly team wellness check-ins
- Travel for team-building retreat once a year

### **KEY WORKING RELATIONSHIPS**

**Internal:** WEA Senior Program Director, North America Program Director, Program Coordinator, Program and Operations Manager, Co-Directors, and Interns

**External:** Program partners, Accelerator participants

**Reports to:** Senior Program Director

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WEA is fiscally-sponsored by Earth Island Institute (EII). EII is an equal opportunity employer and seeks to reflect the diversity of the communities we serve.