



Senior Manager, National Youth Program

Groundwork USA seeks a Senior Manager for its national youth program, which offers environmental education, civic leadership, employment and career development opportunities for young people from low- and moderate income communities across the nation.

A national enterprise with local roots, Groundwork USA supports the only network of local organizations dedicated to creating healthy, resilient neighborhood environments in low-resource communities through meaningful community engagement and collaboration. Local Groundwork affiliates, called "Trusts," are community-based organizations that transform neglected land and waterways into community assets and undertake diverse other environmental improvements while building community capacity to effect change. Groundwork USA supports this dynamic network and advances climate justice and equitable development through national technical assistance and learning network programs for local practitioners.

All local Groundwork Trusts have Green Team youth education and employment programs and many have Ground Corps employment programs for young adults facing barriers to employment. Groundwork USA leads national programs for Green Team ambassadors and Ground Corps members in places such as Yellowstone National Park, the Tuskegee Airmen National Historic Site and Gateway National Recreation Area (NYC). We also provide program development support to Groundwork Trusts and help our youth advance into environmental leadership roles. Groundwork USA works closely with the National Park Service and other federal partners that include the US Fish & Wildlife Service and NASA.

Interested candidates should review our website, <http://groundworkusa.org>.

The Position

Groundwork USA's National Youth Program Senior Manager will collaborate with the National Youth Program Director in managing all aspects of our youth programs, handling day-to-day strategic direction and administration, and directing projects in locations across the country.

Responsibilities include:

- Program management – Implementing overall program priorities, guided by the organization's strategic plan; planning and coordinating programs and projects in national parks and events such as the annual Groundwork USA Youth Summit; developing and implementing systems and continuously improving operations.
- Grant management – for federal, foundation and corporate funding agreements, developing budgets, managing expenses, and preparing reports, working closely and effectively with Groundwork USA finance and administration staff.

- Logistics management, including communications with local Groundwork Trusts.
- Project direction -- On-site supervision of Groundwork youth program leaders, high-school Green Team youth and Ground Corps members in projects at locations across the country, including hands-on natural and cultural resource projects involving trail improvements, green infrastructure, invasive species management, forestry, and restoration of historic buildings and other structures.
- Health and safety: Assessing risks, ensuring safe work environments and practices, and complying with OSHA and other applicable requirements.
- Partner relationships: Meeting and building relationships with federal and local partners; ensuring goals are met in areas including partner satisfaction, work quality and team member performance.
- Development of new programs that support the strategic priorities of the organization.
- Program evaluation – implementing, strengthening and acting on program feedback and evaluation systems.

This position reports to the Director of Youth Programs and involves working closely with the Director of Operations and other administration and finance staff. It will be based in a community with a local Groundwork Trust (see <https://groundworkusa.org/groundwork-network/>) or another location in proximity to Groundwork USA staff in the eastern United States. We seek an individual who is interested in growing in the position and assuming increased responsibilities over time.

Qualifications

- Strong program management skills – experience in budgeting and grant management, staff supervision (including youth employees), and effective use and improvement of administrative systems and processes; demonstrated ability to handle competing demands effectively and collaboratively.
- Demonstrated ability to motivate and manage youth and ensure positive experiences in projects involving activities such as trail building, urban agriculture, landscaping or green infrastructure, invasive species management, citizen science, and construction or historic restoration.
- A facility for helping young people learn and an understanding of their cognitive and social development; ability to build relationships with individuals and groups; general familiarity with trauma-informed practices.
- Cultural competency – aptitude for working with people of diverse racial, ethnic, class and cultural backgrounds, particularly youth of color from low/moderate income communities
- Sensitivity to all gender expressions; comfort working alongside LGBTQ youth.
- Familiarity with pathways to careers in conservation and environmental leadership.
- Proficiency in software programs including Excel, Word, Google calendar, PowerPoint, and apps for functions such as expense reporting, timekeeping, and event registration.

- Desired but not required: experience in construction and restoration, including woodworking, sheetrock, finish carpentry, and masonry; experience in community engagement or organizing; Spanish language proficiency.

The National Youth Program Senior Manager must have excellent organizational skills, initiative, strong communication skills, consistent attention to detail, and a demonstrated ability to work collaboratively with people of diverse backgrounds. At least three years of relevant professional experience and a four-year college degree are required.

Additional Requirements

This position involves working with youth in diverse environments, from urban neighborhoods to remote parks in the Rocky Mountains and civil rights historic sites in the South. The National Youth Program Senior Manager must bring the following:

- Willingness to travel extensively, especially during the summer, when two- to four-week periods of work in western National Parks and other locations may be required.
- Ability to integrate program management with travel and ensure continuous smooth communications and collaboration with administration, finance and communications staff.
- Valid driver's license, clean driving record and willingness and ability to drive long distances, sometimes in a van or pulling a trailer. A background check will also be required.
- Thorough knowledge of camping, including gear, site selection, and camp setup, and willingness to camp for extended periods in the summer.
- Ability to hike, engage in outdoor recreation (such as canoeing), and perform manual labor alongside youth teams.

Compensation

Competitive salary, commensurate with qualifications, within an anticipated range of \$70,000-80,000; benefits include health insurance, dental and vision insurance, retirement plan with employer match, and generous vacation, sick time and parental leave policies.

Applications

Submit a cover letter and resume to jobs@groundworkusa.org. Applications received by October 15, 2021, will be ensured full consideration. Only those selected for interviews will be contacted – your understanding is appreciated.

Groundwork USA is an equal opportunity employer, committed to maintaining and growing a diverse team, and an anti-racist organization committed to doing business in keeping with core values of relevance, equity, diversity and inclusion.