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## **(New York) The Center for Creative Land Recycling seeks a Program Associate**

### **About the Organization**

The Center for Creative Land Recycling (CCLR) is the oldest national non-profit organization pioneering brownfield and infill development to promote human and environmental health and economic revitalization. Our mission is to advance communities' sustainable and equitable reuse of underutilized and environmentally-impacted properties, commonly called "brownfields."

Through training and technical assistance CCLR offers communities the tools needed to turn blighted properties into community assets including housing, open spaces, and commercial properties, thereby creating jobs and local tax revenues. To ensure optimal outcomes for our projects, we lead policy efforts at all levels of government to remove obstacles to sustainable development, increase available funding and promote access to resources. CCLR engages stakeholders from all sectors in creative partnerships that promote collaboration and innovation in sustainable development.

### **Program Associate (PA)**

The Center for Creative Land Recycling seeks a driven, organized, mature and self-starting Program Associate to advance the organization's programmatic, communications and administrative efforts. CCLR is headquartered in Oakland, California, and this position will join CCLR's Deputy Director located in the New York City area. The Program Associate will report to the Deputy Director.

The Program Associate will support CCLR's organizational growth, with a focus on EPA Region 2 (New York, New Jersey and Puerto Rico) and assist in the launch of a nationwide mentoring program to underserved communities. This new position fills a critical role in the organization and the PA must be able to juggle multiple tasks and deadlines, work independently, exercise good judgment and be flexible with shifting work flows depending on program priorities.

This is an excellent opportunity for a goal-oriented professional to work with a dynamic and mission-driven organization during a period of expansion and accelerated growth.

### **Primary Duties and Responsibilities**

The Program Associate will perform the following and other duties as assigned:

**Program Lead:** Work with CCLR team and partners to develop a turnkey system to launch and support the National Economic Development Mentoring Network. This includes: assessing needs and establishing forms of service delivery; recruiting municipalities to participate in the mentoring

network; training and assigning mentors; supporting mentors; tracking progress metrics; developing original content' and drafting reports to funders and partners.

**Technical Assistance Support:** Assist in delivering assistance to municipalities, community groups and other stakeholders seeking assistance. Track requests, service delivered, and outcomes.

**Event Management:** Assist in workshop planning; establish relationships with our existing organizing team and outreach partners; identify and book event venues; arrange travel, catering and other vendors; develop and distribute marketing materials for email and social media outreach; support registration logistics, prepare event program book, manage all day-of event logistics, blog about the event and take pictures; perform surveys to capture reviews; develop post-event metrics; provide other event logistics and support as required and requested.

**Newsletters and Communications:** Research new Region 2 resources and grant opportunities of interest to our stakeholders, assist in drafting and expanding distribution and open rate of newsletters and expand number of contacts in CCLR's database.

**Website/Social Media:** Build our social media presence in East Coast markets by increasing engagement and posting content.

**Fundraising Support:** Identify foundations with grant opportunities that align with CCLR's mission as well as potential corporate sponsors and individual donors. Write or review grants and assist in developing corporate sponsorship materials and benefits.

### **Qualifications**

The successful candidate will have the following minimum qualifications:

- Bachelor's degree in a related field (for example: public policy, environmental science, economics, urban design or planning, architecture, landscape architecture, marketing, communications, biology or ecology).
- Experience in designing new programs and taking the program from conception through implementation. Once launched, modifying elements and protocols as needed to support program growth. Tracking metrics and reporting to funders.
- Experience with a broad set of software and web technologies, including all social media platforms, Microsoft Office (particularly Excel, Word, and PowerPoint), Survey Monkey, MailChimp. Salesforce or other customer relationship management software a plus.
- Understanding of current policy trends related to land use, sustainability, community development, urban design and climate change, including climate adaptation.
- Demonstrated history of producing written content in the form of publications, papers or blogs.
- Exceptional organizational, written and oral communications skills, with a strong eye for design.
- Excellent interpersonal skills and ability to work both collaboratively and independently.
- Willingness and ability to travel across the country as needed, some weekends and evenings required.
- Fluent Spanish a plus.
- Must be located in New York City or Westchester County.

**Compensation and Benefits**

Salary commensurate with experience and qualifications, range is \$45,000-\$55,000; plus medical and dental benefits, 401(k) Employer Contribution Plan, and generous vacation package. CCLR is an equal opportunity employer that highly values diversity. To learn more about CCLR, visit [www.cclr.org](http://www.cclr.org).

To apply, please send a cover letter, resume, writing sample to [jean.hamerman@cclr.org](mailto:jean.hamerman@cclr.org).