



Issue Date: October 2020 - for immediate hire

Senior Program Associate- Environment (West Coast) - Part-time, temporary

About the Organization

The Center for Creative Land Recycling (CCLR) is the oldest national non-profit organization pioneering infill development and land reuse 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 and disciplines 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 California, and this position will join CCLR's program team serving EPA Regions 9 and 10, including California, Nevada, Oregon, Washington, Alaska, Hawaii, Arizona, Pacific Islands, Idaho and Tribal communities. The Program Associate will report to the Director of Programs and support the delivery of services and CCLR's organizational growth. This 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. Examples of tasks include: 1) assistance in organizing in-person or virtual events, including obtaining speakers and venues, setting agendas and giving presentations; 2) assistance in program or project development for a specific project (e.g., a park), or a program (e.g., brownfield assessment and cleanup program); and 3) reaching out to possible partners and stakeholders in affordable housing, infill development, commercial development, and environmental engineering, planning and design sectors.

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:

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

EPA Grant Review: Review and edit EPA Multipurpose, Assessment and Cleanup Grant applications during the review cycle.

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 9 and 10 resources and grant opportunities of interest to our stakeholders and work with CCLR's Communications Coordinator in drafting newsletters and success stories.

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).
- A minimum of five years of experience in working with public and private sector stakeholders in any of the following: land reuse or environmental planning, affordable housing, brownfield redevelopment, or related activities..
- Experience with a broad set of software and web technologies (particularly Excel, Word, and PowerPoint), Survey Monkey, MailChimp, Salesforce or other customer relationship management software and GIS 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
- 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. (this is not a requirement at this time)
- Fluent Spanish a plus.
- Must be located in one of the EPA Region 9 or 10 states/territories

Compensation and Benefits

Applications will be reviewed on a rolling basis. This position is for up to 30 hours a week under a contract that starts immediately and ends March 30, 2021. At that time, it may be renewed or the position may become full-time. The hourly range is \$31-\$37/hour depending on experience. The position does accrue vacation time. CCLR is an equal opportunity employer that highly values diversity. To learn more about CCLR, visit www.cclr.org.

To apply, please send a cover letter and resume using the subject line SPA Application to miriam.benjamin@cclr.org