

Job Description

Title: Program Manager with Environmental Non Profit Organization

Reports to: Program Director

Type: Full Time (40 hours/week)

FLSA Classification: Non-exempt

Work Type: Remote

Residential Location: Required in Oregon, Washington, or Idaho

Pay Range: \$40.91/hour - \$52.56/hour

Date: May 2026

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, or brownfield, properties.

Through training and technical assistance CCLR offers communities the tools needed to turn blighted properties into community assets including housing, open space, 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.

CCLR is a national organization. This position will join CCLR's program team serving EPA Regions 9 and 10, including Arizona, California, Hawaii, Pacific Islands, Nevada, Washington, Idaho, Alaska, Oregon, and tribal nations. The R10 Program Manager will focus primarily on Region 10.

The position would work to fulfill these targeted goals primarily in Region 10:

1. Develop outreach strategies and implement campaigns to reach public and private entities, urban and rural, Tribal Nations and Indigenous communities to support the establishment and expansion of brownfield activities and programs
2. Support and expand the CCLR team's delivery of technical assistance services ("TA") and deepen collaboration with US EPA and state regulatory agencies
3. Lead conference and workshop planning efforts to deliver educational training and support content development
4. Build new partnerships for outreach to drive workshop and webinar attendance

Primary Duties and Responsibilities

The position is full-time and is expected to perform a range of activities, but not limited to:

1. Strategic Outreach and Relationship Building

Create an outreach strategy to introduce diverse stakeholders to CCLR and work to deepen existing relationships. This would involve travel to visit communities and tribal groups, attending workshops/events representing CCLR, and other activities to build new relationships. Work with CCLR's Communications Manager to develop messaging, resources and other communications targeting rural, tribal, and indigenous audiences in particular.

2. Training/Education:

Compile/track ideas to develop virtual webinars and panels at conferences in EPA Region 10. Develop a pool of potential conference speakers/panelists by subject area so municipalities, tribal entities, nonprofit and other land reuse professionals are featured on panels/webinars. For CCLR events, convene an external organizing committee to provide leadership and guidance on event planning. Topic areas would be determined based on event specific priorities.

3. Case Study Development:

Work with CCLR's Communications Team to develop and disseminate case studies (blogs, infographics, short videos, etc.) that spotlight redevelopment stories, successes, and reuse champions. Identify items for the CCLR newsletter. Develop other innovative promotional case study materials as needed

4. Technical Assistance Support:

Serve as the relationship manager for technical assistance to EPA Region 10 entities. This would include client intake, tracking requests, service delivered, and outcomes as well as convening project teams as needed to review delivery of assistance and next steps.

5. Partnerships:

Collaborate with and support the EPA R10 office; R10 state agencies including Alaska DEC, Washington Department of Ecology, Oregon DEQ, and Idaho DEQ; Kansas State University's National Tribal program; and a wide range of other governmental, tribal, and institutional partners.

6. Other: Some supervisory responsibilities. As needed to support CCLR's mission and objectives and assigned by supervisor.

Qualifications

The successful candidate will have the following minimum qualifications:

- Bachelor's degree in urban design or planning, landscape architecture, or engineering field.
- A minimum of five years of experience in working with public and private sector stakeholders in land reuse or environmental planning and/or brownfield redevelopment.
- Project management and personnel supervisory experience to keep projects on time and on budget

- Experience with a broad set of software and web technologies including Microsoft Suite, GSuite, survey and polling apps, Zoom and other video conferencing platforms. Experience with Salesforce and ArcGIS is a plus.
- Understanding of current policy trends related to land use, sustainability, community development, urban design, and climate change, including climate adaptation.
- Experience in developing and delivering training and presentations.
- Demonstrated ability to write content in the form of publications, papers, or blogs.
- Exceptional organizational, written, and oral communications skills
- Relationships with EPA Region 10 stakeholders, especially tribal entities, is a plus.
- Excellent interpersonal skills and ability to work both collaboratively and independently.
- Travel Requirements:
 - The position involves regular travel to project sites, partner locations, and meetings. Estimated travel: 25%, including some weekends and evenings.
 - Must have access to reliable transportation, whether public or private, to meet travel obligations.
 - Travel expenses are covered per company guidelines.
- Must be located in Washington, Idaho, or Oregon.

Benefits

- Ten (10) days of paid vacation on an accrual basis and increases with tenure
- Ten (10) days of paid sick leave on an accrual basis
- Eleven (11) paid holidays
- Eligible for 3% SIMPLE IRA match after 60 days
- Eligible for Individual Coverage Health Reimbursement Arrangement of \$825 per month after 90 days.
- Internet and cell/mobile phone stipend of \$85/month
- Remote office support: Employer provided laptop and peripherals (monitor, keyboard, mouse)
- All statutorily required benefits as mandated by the employee's state of domicile, including applicable leave, insurance, and other protections.

CCLR is an equal opportunity employer that highly values diversity. We seek talented and qualified individuals regardless of age, ancestry, color, creed, ethnicity, gender identity, marital status, military obligations, national origins, physical abilities, race, religion, socio-economic status, sexual orientation and veteran status.

Please consider joining our talented team!

To learn more about CCLR, visit www.cclr.org.

To apply, please send a cover letter and resume using the subject line "PM Application R10" to careers@cclr.org.