



## Job Description

**Title: Program Manager**

**Reports to: Senior Program Manager**

**Type: Full Time (40 hours/week)**

**FLSA Classification: Non-exempt**

**Work Type: Remote**

**Residential Location: Required in a EPA's Region 10 area (Oregon, Washington, Idaho, Alaska)**

**Pay Range: \$38.82/hour - \$49.88/hour**

**Date: January 23, 2025**

### 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, Nevada, Washington, Idaho, Alaska, Oregon, and tribal nations.

CCLR is creating a new Program Manager position ("Position"). The impetus for this new hire is the need to enhance CCLR's program strategy and execution of services in EPA Region 10, including Idaho, Oregon, Washington, Alaska and with tribal entities throughout EPA Regions 9 and 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, collateral and other communications targeting tribal and indigenous audiences.

### **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. In some instances, the Program Manager would perform intake of new clients. This would include tracking requests, service delivered, and outcomes as well as convening project teams as needed to review delivery of assistance and next steps.

### **5. Partnerships:**

Work collaboratively with Kansas State University's National Tribal program, EPA Offices, and other TA providers including EPA Region 10 Thriving Communities Technical Assistance Centers ("TCTAC").

### **6. Other:** 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.
- Willingness and ability to travel across the country as needed, some weekends and evenings required.
- Candidate must be located in EPA Region 10 (Washington, Idaho, Alaska, Oregon, and tribal nations)

### **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 90 days
- Eligible for Individual Coverage Health Reimbursement Arrangement of \$750 per month after 90 days.
- Internet and cell/mobile phone stipend of \$75/month
- Remote office support: Employer provided laptop and peripherals (monitor, keyboard, mouse)

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](http://www.cclr.org).

To apply, please send a cover letter and resume using the subject line “PM Application” to [careers@cclr.org](mailto:careers@cclr.org).