

Position Announcement: Program Manager



Position Summary

The Program Manager is primarily responsible for multiple on-going programmatic areas and two events that occur each spring. This member of the staff serves as the point person for MSC's volunteer program (40% of their time); takes primary responsibility for the Photography Competition and Exhibition (10%) and Green Teens Intersession Camps (20%); coordinates MSC's volunteers at partner events and the outreach booth (15%), and assists the Office Manager in MSC's daily operations (15%.)

Position Details

- Salaried, \$35,000 to \$40,000 based on experience
- Full Time, including occasional evenings weekends
- Schedule is flexible, potential for some telecommuting
- Holiday and summer time off available
- No standard benefits, however options negotiable
- Job-sharing potential but guaranteed

Duties and Responsibilities

Volunteer Program Administration

- Oversee volunteer training in seamless coordination with the Volunteer Training Chair
- Lead MSC's volunteer recruiting, retention, and recognition activities
- Manage all volunteer data, communication, website

Photography Competition and Exhibit

- Lead all aspects of the annual Focus on Conservation Photography Contest, including marketing
- Create the Focus on Conservation Photography Exhibit and secure venues for its display throughout the year

Green Teens Intersession Camps

- Lead all aspects of Green Teen Camp including indentifying and acquiring the human and material resources needed, marketing, customer relations, enrollment, and satisfaction, risk management, marketing, and evaluation

Event Volunteer Management

- Recruit and manage volunteers for partner events (Parada del Sol, Tour de Scottsdale, Cookout at the Ranch)
- Recruit and manage volunteer that man the outreach booth at community events

Daily Operations

As a member of a small staff, general support of the daily operations is required. This may include processing mail, data entry, answering public phone or other support as needed.

Required Qualifications and Skills

- High level of computer literacy, must be very comfortable in all MS Office programs,
- Team-oriented management experience a must, volunteer management a strong plus
- Proven record of bringing projects to successful fruition, education-oriented projects a strong plus
- Flexible and positive attitude a must

Highly Desired Qualifications and Skills

- Desert ecology, biology, botany, or other ecology knowledge
- Education program management or delivery experience a strong plus
- Adobe Creative Suite a strong plus

Application Instructions

- Send resume and cover letter **by mail** to MSC, 16435 N. Scottsdale Rd., Suite 110, Scottsdale, AZ 85254, ATTN: Program Manager. No faxed or emailed applications accepted. A postcard will be sent upon receipt.
- Applications accepted until November 30, 2008 at 5 p.m.
- Qualified candidates will be contacted. **No calls please.** If necessary, the position will be reopened and all initial applications will be included.