



Outdoor Educators Institute (OEI) Program Manager- Seattle, WA

THE OPPORTUNITY

Justice Outside is seeking an Outdoor Educators Institute (OEI) Program Manager to oversee a program that supports community centered leaders who are destined for success in the outdoor industry. Justice Outside advances racial justice and equity in the outdoor and environmental movement. We shift resources to, build power with, and center the voices and leadership of Black, Indigenous, and People of Color because the health of current and future generations demands it.

The Outdoor Educators Institute (OEI) has supported the next generation of culturally relevant outdoor educators through hands-on field training as well as in-class training. OEI strengthens leadership and outdoor technical skills of young adults ages 18-24 who have been historically underrepresented in the outdoor education field, and provides a path to employment in outdoor education and recreation upon completion of the program.

Working under the guidance of the Director of Programs, the OEI Program Manager will support program expansion with a first-ever cohort in the state of Washington; build partner relationships; and supervise coordinators and program leads. The person in this position will have an opportunity to inform our expansion model by contributing to the program structure and gathering resources to ensure the Seattle cohort's success.

KEY RESPONSIBILITIES

Program Development (5%)

- Collect points of interest for program reports and potential funding opportunities by maintaining and providing relevant participant and program information
- Maintain records such as participant files, partner agency files, evaluations, etc. and report them to the Director of Programs
- Support Director of Programs with identifying prospective funding partners for OEI
- Participate in funder meetings as appropriate and contribute to relationship building with current funders

Program Implementation (60%)

- With guidance from Director of Programs, manage the development, implementation, and evaluation of the OEI Seattle pilot program

- Oversee the development of the 3-month OEI program calendar of activities, specifically for the Seattle cohort
- Supervise Seattle OEI Coordinator and Seattle Program Leads
- Work with the Seattle OEI Coordinator to establish participant recruitment strategies utilizing:
 - Justice Outside, personal, and partner agency networks
 - In-person site visits and presentations
 - Web-based outreach
- Work with the Director of Programs to:
 - adjust, modify, or revise OEI programming across all of the cohorts as needed
 - develop and maintain a programmatic budget
 - recruit, interview, and train OEI Coordinators and Program Leads
 - lead training and ongoing workshops for OEI team to support professional development
 - lead OEI team weekly check-in meetings to support program implementation
- Work with the Operations team and the Program Coordinators to ensure that contract payments are sent and received in a timely manner
- Occasional weekend work may be required while the cohort is in session to support logistics and being on-call

Partner Relations (30%)

- Research, identify, and outreach to potential outdoor/environmental education organizations that will serve as program delivery partners
- Develop relationships and partnerships with Seattle-based organizations that are suited to be a good fit for OEI outdoor-based activities and capacity building
- Work with the Seattle Program Coordinator to collect information for Partner contracts/grant agreements by:
 - ensuring that partners return their signed copy of contracts & agreements
 - checking in with Operations Associate to ensure that payments are sent and received in a timely manner
- Support the Seattle Program Coordinator as it relates to:
 - program scheduling and logistics
 - participants medical/behavioral circumstances and needs
 - tracking and monitoring program delivery
 - reviewing contracts
 - debrief meetings with partners to offer and receive feedback that can support the strengthening of the OEI program

Support OEI Alumnx Network (5%)

- Work closely with the Director of Programs and Program Associate to support planning and implementing of OEI Alumnx events
- Help build and maintain an Alumnx database

QUALIFICATIONS

- Minimum of 3 years of program management experience and/or program development experience with the ability to take initiative, and follow-through

- Minimum of 3 years of experience supervising and managing a small team
- Strong attention to detail and follow-through with the ability to accurately analyze and synthesize information; Must be task-oriented
- Experience building and sustaining partnerships with local community-based organizations
- Strong oral and written communication skills (bilingual/multilingual a plus)
- Experience coordinating logistics for outdoor experiences
- Strong facilitation skills with the ability to create and hold a professional and brave space through difficult conversations, high emotions, and Social Justice themed conversations
- Proven ability to monitor and maintain programmatic budget
- Ability to effectively communicate the values and expectations of Justice Outside
- Experience guiding/mentoring adult participants, staff and volunteers
- Proven ability to work both as part of a team and independently
- Strong community engagement and organizing skills
- Ability to utilize Google Suite (Docs, Sheets, and Drive), Microsoft Office Suite, and Slack Communications
- Valid driver's license and the ability to drive a 12-15 passenger van to transport people, food, props, etc.

WORK LOCATION/TIME COMMITMENT/ENVIRONMENT

- This is a full-time salaried exempt position.
- This position will be remote, based in Seattle, WA.
- Our Central Offices are located in downtown Oakland, CA.
- Employees are working in a hybrid work environment that supports both remote and in-person work. When working remotely, employees must maintain phone and high-speed internet services to be able to complete work as required.
- Expected 25% travel

Disclaimer

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The OEI Program Manager may be assigned additional duties to ensure the success of this role.

COMPENSATION AND BENEFITS

Annual Starting Pay: \$60,150 - \$66,480

Compensation is commensurate with experience. Benefits include: generous vacation, paid health and dental premiums, a supportive team culture, and an annual stipend for individual professional development activities. Candidates also have the opportunity to join an employer-sponsored retirement plan.

Justice Outside is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

HOW TO APPLY

Interested candidates are invited to submit a cover letter detailing your experience and a resume via email to: Dr. Mary Traylor (they/she), Director of Programs at mary@justiceoutside.org with the SUBJECT: OEI Program Manager-Seattle, WA