

Marin Climate Justice Collaborative, Project Manager

About Canal Alliance

Position Summary

The Marin Climate Justice Collaborative (Marin CJC) is an emerging project focused on environmental and climate justice in Marin County, specifically within the two most impacted communities of the Canal District of San Rafael and unincorporated Marin City. Canal Alliance, serving as the Managing Stakeholder, seeks a Project Manager to oversee the full implementation of the new initiative.

A primary project goal is the development of Healthy Community Plans for the Canal District and Marin City, with an emphasis on the intersection of community development, housing, infrastructure and climate resilience. The Project Manager will provide technical assistance and guidance to staff and community leaders from organizations participating in the Marin CJC, including planning, data collection and analysis, community organizing and placemaking, operations support, and budgeting and reporting. This is a full-time, exempt position reporting to the Director of Policy and Civic Engagement.

The Healthy Community Plans are a neighborhood-based collaboration between residents, community organizations, businesses and local government, highlighting existing assets and needed infrastructure and investment, including housing, access to parks and facilities, flood prevention infrastructure, and other climate adaptation projects. Working with local government partners, Marin CJC will drive participatory planning efforts to create lasting capacity for community involvement and leadership in local climate-related decision-making. The Marin CJC Project Manager will be the central point of contact in the development of these plans and responsible for project design and quality.

Essential Functions

- Plan and coordinate research for the Marin CJC project.
- Manage and determine appropriate methods for data collection, analysis, project tracking, activity scheduling and project budget management.
- Collaborate with the development team in identifying and securing new funding opportunities and ensure accurate and timely grant reporting and renewal efforts.
- Recruit and train participants for community focus groups and other community engagement activities.
- Coordinate Marin CJC community and member meetings.

- Maintain and improve relationships with Marin CJC members and other key stakeholders.
- Maintain meeting notes, participation records and deliverables, and support meeting facilitation, in accordance with the Partnership Agreement.
- Represent Canal Alliance and the Marin CJC before local agencies and community partners, and as a participant in mission-aligned coalitions and meetings.
- Oversee the development of community education curriculum and presentations and assist with the preparation and dissemination of community outreach materials.
- Identify and establish community engagement software to support data collection and visualization, and train CBO staff and community leaders to utilize the software.
- Manage consultants and contractors supporting project activities and collaborate with CBO partners and local government to ensure plans are completed according to grant agreements.
- Produce written materials, such as staff reports, project communications and grant reports, and manage the development of final submissions and reports.
- Other duties as assigned by the Director of Policy and Civic Engagement.

Requirements

- Three years of direct experience in community development, community organizing, urban planning, placemaking, public administration and/or project management.
- Master's Degree is preferred. Bachelor's degree in community development, urban planning, business administration, public administration, or closely related field. Equivalent combination of education and experience may be considered.
- English and Spanish fluency.

Knowledge, Skills and Abilities

- Strong relationship-based leadership and team-building skills.
- Familiarity with environmental and climate justice and community resilience.
- Experience with popular education and community empowerment.
- Experience working with culturally diverse teams and inclusive decision-making.
- Strong organization and communication skills, with excellent follow-through.
- Proficient with Microsoft applications including Outlook, Word, PowerPoint, and Excel.
- Salesforce experience, preferred.
- Strong commitment to Canal Alliance's mission.

Compensation

This is a full-time position with benefits. Salary range is \$80,000 to \$85,000.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees. By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principles.

Application Process

Please click on this link to apply <https://recruiting.paylocity.com/Recruiting/Jobs/Details/1550177>

