



Program & Learning Manager Job Description

1 FTE Exempt Updated: September 2021

Purpose for this Position – Ecochallenge.org is seeking a program creator responsible for developing, leading, and refining a system of high quality learning programs that inspire action and advocacy. In addition, developing and articulating thought leadership that represents Ecochallenge.org on sustainability-related world issues in use for learning and change management. They will ensure programs support and advance organizational vision, strategies, goals, and objectives. The ideal candidate will be highly relational and have experience in digital learning, behavior change science, curriculum or program design, and work with nonprofits.

Success in this role looks like:

Program Strategy & Development

- Develop and implement strategic vision for all Ecochallenge.org program content offerings
 - Set and achieve programmatic development goals
 - Ensure that programs support and advance the organization's mission and brand
 - Define and develop ecosystem and strategy map of audience engagement and offerings
- Oversee program development, nurturing, evaluation, and evolution
 - Research and apply best practices for systems thinking, behavior change theory, and transformative learning theory to program design and implementation
 - For Discussion Course Books, this may include:
 - Curriculum theme and content selection and creation, editing, evaluation, securing permissions contracts, visual design, and revision of existing Discussion Course Books / content
 - Building courses within the appropriate platform of print or digital learning
 - Writing course and session introductions, developing discussion questions, and action items

- Leading development of tailored courses for clients using Ecochallenge.org's existing suite of Discussion Book sessions and content
 - For Ecochallenge events, this may include:
 - Working with Head of Product on UX and behavior change design
 - Working with Head of Product on the development phase of each global Ecochallenge event
 - Serve as consultant on tailored Ecochallenge client events
- With Executive Director, recruit high impact partnerships that lead to the successful scaling of our programs with targeted audiences
- Support existing partners and sustainability leaders in offering Ecochallenge.org programs
- Serve as primary contact for Educators and Higher Education network
- Serve as primary contact for programmatic questions, permissions, and feedback

Thought Leadership

- Advise Communication Engagement Manager in developing Ecochallenge.org's voice and communications for programs
- Position Ecochallenge.org as a thought leader in systems thinking, behavior change, sustainability engagement, and sustainability solutions
- Represent Ecochallenge.org through presentations, public speaking events, networking events, and conferences

Desired Knowledge/Skills

- Competent in systems thinking
- Background in sustainability education, environmental education, or related field
- Experience in developing educational program and/or designing curriculum (examples requested)
- Experience with multimedia educational programs
- Excellent writing and editing skills
- Ability to provide clear overall vision while also completing the project goals and minutiae of program design in a timely and efficient manner
- Ability to collaborate with a team in which the project lead rotates based upon the needs of the project or timeline of the project
- Collaborative, curious, and eager to work in a nonprofit
- Ability to adapt to change

Details

Reports to: Executive Director
 FTE: Full-time, 40 hours / week (exempt)
 Salary: \$60,000 - \$64,000

Benefits

Health, Dental, Vacation, Sick Leave, IRA Contribution, Transportation Subsidy, Annual Personal Retreat Time, and 5-Year Sabbaticals

Application Instructions

For more information, please contact the Executive Director at liz@ecochallenge.org. To apply, send your resumé and a cover letter to jobs@ecochallenge.org. Applications will be until the position is filled.

Ecochallenge.org is an equal opportunity employer and strongly encourages individuals from diverse backgrounds to apply. We seek qualified applicants without regard to race, color, gender identity, religion, national origin, age, disability, marital status, or sexual orientation.

About Ecochallenge.org

We believe in a better shared future, one with fresh air to breathe, clean water to drink, and a stable climate to live in. And we believe that our individual behaviors are pivotal in creating this world, one that is realized by the collective impact of everyday people raising voices and taking action for a sustainable future. We are connecting the dots between our actions, our impact, and our will to create significant global change. Each time our dots are connected, we take another step forward, toward our better shared future. So let's begin.

Since 1993, we've inspired, educated and activated individuals around community-based change. To date, Ecochallenge.org (formerly Northwest Earth Institute) has engaged over 300,000 individuals and 4,500 organizations through solutions-focused programs. Our approachable and ready-to-use social and digital tools provide a unique framework for talking about our relationship with the world and sharing new ways to listen, live, and create positive action. These tools include a suite of Discussion Courses rooted in transformative learning and systems thinking and the Ecochallenge digital platform designed to create widespread behavior change. Together, they provide the launchpad for emerging generations and sustainability leaders to experience "ah-ha" moments that lead to extraordinary environmental and social change.

Commitment to Diversity, Equity, and Inclusion

We are committed to inspiring people to connect with their communities and work towards a healthy, just, and sustainable future. We believe that a successful sustainability movement must reflect the true diverse landscape of our communities. In our work, we make a conscious effort to include all community members at the table as we collect and share stories of change. We are committed to the principles of equal opportunity and diversity and to attracting and supporting a staff and board who represent the rich diversity of the communities we engage. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, gender, sexual orientation, age, marital status, veteran status, or mental or physical disability.

Team Culture

We practice sustainability in all that we do. We seek to embody our change model of connecting, reflecting, and acting – internally and externally. We believe that what we create and offer to the world is a direct reflection of who we are and what we value. We live our values by providing a flexible family friendly work environment, encouraging staff to recharge with personal retreats, offering a sabbatical for long-term employees, and revisiting our practices regularly to ensure that we continue to evolve to meet our needs.