

**Program Manager, Breathe Project / Collaborative Pittsburgh, PA**

**BACKGROUND**

The Breathe Collaborative is a group of over 50 Southwestern PA organizations and individuals working together to improve the region's air quality. The Collaborative has been meeting regularly since 2011, with the goal of boosting the capacity of regional community organizations to communicate effectively, collaborate consistently, and engage the public to build support for cleaner air. Member organizations and individuals engage in environmental advocacy, scientific research related to air pollution, air pollution technology, and public health. The Breathe Collaborative's communication platform and clearinghouse is the Breathe Project, which supports the work of the Collaborative.

The Breathe Project / Collaborative is seeking an experienced and savvy full-time program manager professional with management, community engagement, and communications skills to serve as its contracted Manager of Ohio River Valley Monitoring and Community Engagement.

This contract position will report to and work with the Executive Director and an Advisory Committee of Ohio River Valley community groups as it expands its community air quality monitoring and engagement campaigns across the Ohio River Valley, especially in Beaver County. Community dynamics have never been more favorable to make progress in monitoring and improving this region's air quality. Inherent in this project is a multi-year funding commitment from grant funds from the US Environmental Protection Agency and fiscal sponsorship and capacity building assistance (provided by the Community Foundation for the Alleghenies).

The Program Manager needs to be organized, highly collaborative, solutions-oriented, community-focused, experienced in advancing a cause or strategic agenda and comfortable working in a matrix environment with many stakeholders.

The Program Manager is responsible for the following:

- Coordinating community engagement meetings on the topic of air quality monitoring.
- Connecting with residents through existing relationships, community partnerships and preexisting monitoring networks.
- Conducting listening sessions with residents about air quality and health concerns.
- Engaging with residents to gather input on monitor placement and maintenance to address gaps in the existing monitoring network.
- Engaging residents in designing a new plan for and deploying new monitors in anticipation of acute, aperiodic pollution episodes due to petrochemical buildout.
- Gathering feedback from engaged network of residents as monitors are deployed to ensure monitoring network is maintained in community listening sessions.
- Collecting, managing, and analyzing data from the monitoring network.
- Providing data summaries and analysis to community groups and regulators while documenting ongoing project results.
- Organizing programs, presentations and communications for public and local government education and participation.

- Producing metrics to assess program/campaign strengths and identify areas for improvement.
- Ensuring program goals are met.
- Assisting in the writing of program funding proposals to guarantee future delivery of services.
- Implementing and managing changes and interventions to ensure project goals are achieved.
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Analyzing program risks.
- Assisting the communications team in producing mailings (electronic and physical), social media (Facebook, Twitter, and Instagram) and other marketing materials, particularly as it pertains to programming.
- Proactively seek opportunities to promote the work of the network.
- Participating in a thoughtful, collaborative manner in assisting the Collaborative Executive Director in the Collaborative's development and in enhancing its effectiveness.
- Undertaking special projects as assigned.
- Keeping informed on relevant Collaborative policy issues.
- Assisting in the creating of reports, position statements and policies.
- Delivering presentations, attending, and tabling at events to promote the assigned portfolio of Collaborative campaigns.
- Coordinating with the Communications team to develop and implement communications plans.
- Supporting the Communications team in working with members of the press to develop media stories about air quality in the region and the work of the Collaborative.
- Assisting in the developing and updating of campaign materials and messaging.

#### BEHAVIORAL COMPETENCIES

The successful candidate will possess the following behavioral strengths:

- Composure: Is cool under pressure; is considered mature; can be counted on to hold things together during tough times; can handle stress.
- Integrity and Trust: Is seen as a direct, truthful individual; keeps confidences; does not misrepresent him/herself for personal gain.
- Interpersonally Savvy: Relates well to all kinds of people; builds constructive and effective relationships; uses diplomacy and tact.
- Listening: Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees.
- Strategic Agility: Sees ahead clearly; can anticipate future consequences and trends accurately; is future oriented; can create creative communications plans.
- Effective in Team Environment: Communicates strong morale and spirit in his/her team; shares wins and successes; defines success in terms of the whole team; creates a sense of belonging in the team; works in-person with team members at the Collaborative's workspace.
- Self-Starter: has the ability to come up to speed through initiative.
- Resilient: can deal with tough questions and challenging audiences.
- Dedicated: able to work evenings and weekends, when needed, in response to Breathe Collaborative needs and opportunities.

#### KNOWLEDGE, SKILLS, AND ABILITIES

The successful candidate will possess a blend of the following:

- 3 – 5 years' experience in a program or campaign manager role.
- Experience in managing programs involving community, environmental, public health, or health-related agency or nonprofit.
- Undergraduate degree or master's degree in management (and/or comparable experience, such as program management certification), community organizing, or business or comparable.
- An understanding of issue agenda-setting, campaigns, and communications
- Proven experience in program management.

- Proven stakeholder management skills.
- Proven experience with leading and engaging a team effectively.
- An understanding of project management.
- Ability to effectively communicate orally and in writing, and be creative, innovative, and well organized.
- Excellent public speaker/communicator of nuanced information.
- Must be able to work with multiple deadlines.
- Must be proficient in office applications (WordPress, MailChimp) and basic computer skills (MS Office).
- Must be able to work effectively and personably with staff and embrace the opportunity to be of service to Collaborative participating members.
- A collaborative, personable and constructive outlook is a must.
- Ability to work independently.
- Excellent interpersonal and communication skills.
- An understanding of the scientific research process.
- Ability to learn computer applications as needed.

SPECIFIC CAMPAIGN DOMAIN AREAS (in coordination with the Executive Director)

- SWPA regional petrochemical system engagement.
- Interface/liaison with Ohio Valley petrochemical system campaigns as is appropriate.
- Regional airshed governance accountability, including regional municipal governments.
- Deployment of new technologies, such as monitoring.

Candidates with diverse backgrounds are encouraged to apply. It is desirable for us to recruit from Ohio River Valley communities, specifically Beaver County, PA, for the position.

COMPENSATION

This position pays \$58,000/year contract position with \$5000 for healthcare plan stipend.

HOW TO APPLY

To apply, respond with cover letter and resume to:

[info@breatheproject.org](mailto:info@breatheproject.org)

APPLICATION MATERIALS DUE BY: January 31, 2024

Please direct all inquiries related to this position to Matthew Mehalik, Ph.D., Executive Director, Breathe Project / Collaborative, at the listed email.

The Community Foundation for the Alleghenies is an equal opportunity employer.