*Rural Community Assistance Corporation*

**Job Description**

 ***Program Manager Agua4All***

 ***Environmental***

**Classification:** *Grade F* **Department:** *Community and**Environmental*

**Status:** *Exempt* **Supervisor:** *Regional Environmental Manager, C&E*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) non-profit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. Our dedicated staff and active board is working to make our vision of vibrant, healthy and enduring rural communities a reality across the West.

**Position Description**

The Program Manager will oversee RCAC’s Agua4All (A4A) program, supervise one staff member, and provide other assistance to rural communities as necessary. A4A is an innovative program to increase access to and consumption of safe drinking water, especially by children, in rural low-income communities in California. Through A4A, RCAC builds community partnerships to install water bottle filling stations in schools and other community locations.

**Duties and Responsibilities**

* Manage RCAC’s A4A contracts and budgets
* Supervise the implementation of the program in the field
* Travel throughout the state to promote the program, identify potential client communities, and provide on-site assistance as needed
* Manage relationships with A4A communities, including negotiating contracts and agreements
* Manage relationships with A4A funders, including foundations and government agencies
* Manage relationships with vendors and subcontractors who provide goods and services to RCAC to support the A4A program
* Collaborate with RCAC’s development team to raise funds for A4A
* Coordinate and participate in networks and associations with A4A partners
* Perform other duties as assigned

**Skills and Qualifications**

* Ability to work with minimum supervision and handle multiple priorities simultaneously
* Commitment to rural communities, drinking water access and/or health equity issues
* Capacity to supervise staff and subcontractors and direct program implementation
* Ability to listen effectively and communicate verbally and in writing
* Expertise in project management and grant management
* Familiarity with developing and managing budgets
* Proficiency with personal computers, including cloud computing and Microsoft Office
* Bilingual Spanish/English speaker highly desirable

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to 2 days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is required to qualify for the position.

A typical qualifying combination would be:

Experience:

Five (5) years of any combination of applicable experience in project management, grant management, drinking water access or related environmental fields. (Additional qualifying education may be substituted for up to one year of required experience).

Education:

Bachelor’s degree (additional qualifying experience may be substituted for the required education).

**Special Requirements:**

Possession of a valid drivers' license and proof of insurance that meets the minimum requirements of RCAC corporate liability policy will be required when traveling for business purposes.