Job Description
Green Dining Alliance
Program Manager

Position Objectives
Build and support the program’s presence within the St. Louis regional community and increase the recognition of the Green Dining Alliance (GDA) as the primary regional third-party certifier of restaurant sustainability. Develop and implement strategies for greater efficiency and programmatic development. Successfully market the program, recruit new participants, execute audits, and manage resources. Set quarterly program goals in the areas of diversion, participants, and outreach.

Position Description
The GDA Program Manager’s primary focus will be to administer the program and meet project goals. The Manager will be the chief liaison with program participants and stakeholders. The candidate should be prepared to work independently to create new business leads, develop relationships, perform restaurant sustainability audits, and coordinate the program with support from earthday365 staff members, volunteers, and the Board of Directors. This is a full-time, salaried ($37,000/yr.) position with full health insurance, dental, vision, and retirement benefits. Deadline to apply: 12:00pm CT, August 16, 2021

Specific duties may include but are not limited to the following:
● Identify, recruit, and cultivate relationships with restaurant participants for GDA certification
● Schedule, audit and certify restaurants through virtual and in-person formats
● Research products, services and information to advance restaurants’ green dining goals
● Work with participating restaurants to develop tailored strategies for meeting program goals and advancing sustainable business practices
● Perform administrative duties to support and expand the GDA program
● Participate in the development of outreach materials for restaurants and diners
● Develop, coordinate and lead educational programs and promotional outreach events both virtually and in-person
● Develop curriculum for trainings; facilitate trainings with other earthday365 staff
● Organize data to complete audit reports and quarterly reports
● Respond to program inquiries
● Create updates of audit instrument in Excel
● Assist in representing the GDA in community outreach and educational opportunities
● Assist with managing the Earth Day Café at the Earth Day Festival
● Supervise other program staff or interns for the Green Dining Alliance and distribute the program responsibilities appropriately.
● Assist with grants and sponsorships to support the program’s sustainability in collaboration with the Executive Director.
● Manage the GDA social media accounts (Facebook, Instagram, Twitter) & contribute to earthday365’s social media platforms
● Fulfill online store orders
● Maintain GDA or other program apps as necessary
● Assist in the development of new programs and special projects
● Help coordinate GDA-related earthday365 fundraising events together with other earthday365 staff
Supervision & Collaboration:
The GDA Program Manager reports to the Program Director, or in the absence of that position being filled, to the Executive Director.

Application candidate attributes and skills should include:

Required
- Previous knowledge of and experience in the food service industry
- Experience in program development or project management
- Proficiency in basic office software (Google Drive, Excel, Word and Powerpoint) and a talent for spreadsheets
- Demonstrated excellence in public speaking, writing, and creative problem-solving
- Demonstrated competency in completing internet research
- Detail-oriented; able to handle multiple tasks and to work independently
- Strong interest in/understanding of environmental issues and green restaurant practices
- Experience or knowledge in green building, and sustainable design and operations
- High competency working on Social Media platforms such as Facebook, Instagram, and Twitter
- Excellent time management skills
- Ability to work weekends and evenings periodically

Desired
- Bachelors or Master’s degree in sustainability-related field
- Previous sales and consulting experience, ideally within the food service industry and/or sustainability fields
- Experience with an accreditation system (LEED, etc)
- Experience in coordinating and supervising others
- Experience with Google Documents and various social networking tools
- Ability to design simple graphics with Canva, Gimp or other graphic tools

We work collectively to maintain the office space by cleaning, decorating, recycling, and composting our food waste. We appreciate and encourage cross-collaborations between staff in the office while being attentive to work flow. We share gratitudes at staff meetings, share recipes, celebrate birthdays, and genuinely like and respect each other. Be sure to note how you see yourself as part of our team!

BIPOC and LGBTQIA+ candidates are encouraged to apply.

How to apply: Send cover letter and resume to director@earthday-365.org.

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