



Job Description

Green Dining Alliance Program Manager

Position Description

earthday365 runs the innovative Green Dining Alliance (GDA) program, the region's only third-party certifier of restaurant sustainability with over 114 certified restaurants. The GDA Program Manager's primary focus will be to recruit and mentor new restaurants while recertifying existing GDA restaurants and helping them meet new sustainability goals on a yearly basis. 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 (\$40,000/ yr.) position including health insurance, dental, vision, and retirement benefits. Deadline to apply: 12:00pm CT, October 15th, 2021

Specific duties may include but are not limited to the following:

- Identify, recruit, and cultivate relationships with restaurant participants for GDA certification
- Recruit new restaurants for the Kind Box reusable To Go Ware pilot program and support its launch
- Schedule, audit, and certify restaurants through virtual and in-person formats with an intention towards education and achieving sustainability goals.
- 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
- 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.
- Assist in maintaining GDA and Kind Box 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 and the Executive Director.

Application candidate attributes and skills should include:**Required**

- Previous knowledge of and experience in the food service industry, especially product sourcing
- 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
- 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

BIPOC and LGBTQIA+ candidates are encouraged to apply.

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

Position open until filled