



Job Description

Director of Operations

Position Description

The Director of Operations is responsible for supporting the coordination and implementation of earthday365's ongoing programs and annual events. The Director of Operations reports to the Executive Director and supervises the program staff. Duties and responsibilities will fluctuate depending on the time of year and the needs of earthday365's programs. The position is full-time exempt with a salary of \$55,000, and offers a full suite of benefits: health (80% covered), generous PTO, dental, vision, and life insurance, plus matched retirement benefits. Hybrid schedule possible.

Specific duties of the position relating to each of the following programs/events include:

Events

- Plans and executes the annual St. Louis Earth Day Festival operations
 - Secure permits with assistance from Event Management consultant
 - Arrange for and contract with service vendors such as: dumpsters, portable toilets, tent and other infrastructure rentals
 - Coordinate staff responsibilities
 - Execute layout plan on event footprint
 - Plan and adhere to Festival budget
 - Supervise staff, contractors, and volunteers
 - Schedule entertainment/performers
 - Facilitate community outreach and partnerships
 - Coordinate Event Summary Reporting (for sponsors, stakeholders) and event wrap up needs

Green Dining Alliance (GDA)

Meet regularly with GDA Program Staff to monitor progress on program growth and promotion

- Assist program staff with balance of work and responsibilities based on goals and priorities
- Assist with GDA event coordination
- Monitor program performance, such as retention of members and growth of the program
- Represent the program as needed with external partners (civic meetings, tabling events, etc.)
- Ensure all grant reporting metrics are maintained and reports are submitted on time
- Assist in representing the GDA in community outreach and educational opportunities

Recycling On the Go (ROG)

Meet regularly with ROG Program Staff to monitor progress on program growth and promotion

- Plan and execute all aspects of the ROG Program including DIY rentals, full-service staffing at events, and other innovative programs as they arise
 - Budget planning and management
 - Onsite execution and supervision
 - Staff scheduling, hiring, and management
 - Equipment needs (tents, tables, banners, tubs, bags, etc.)
 - Data collection and reporting, generating waste diversion reports for clients

- Vehicle management/maintenance
- Day-of Site Supervisor responsibilities as needed
- Represent the ROG Program in community outreach, advisory committees (OneSTL, Missouri Recycling Association), and educational opportunities

Additional responsibilities may include:

- Coordination and implementation of other programs and events
- Ensure all programs and events adhere to budgets and meet revenue goals
- Evaluate current programs and modify to improve
- Ensure quality control and positive client experiences

Position Objectives:

Successfully support the management of resources and execution of programs and events, while implementing strategies for greater efficiency and programmatic growth.

Application candidate attributes and skills should include:

Required:

- Experience in program development and project management
- Event management experience
- Confidence in ability to solve problems creatively under pressure
- Commitment and passion for local environmental campaigns, sustainability initiatives
- Direct experience in staff management
- Ability to inspire multiple staff/volunteers through delegation and empowerment
- Ability to work successfully with diverse individuals, with excellent communication skills (phone calls, emails, and text responses in a timely fashion)
- Proven record of honesty, integrity, reliability, and accountability
- Ability to work evenings and weekends during busy times of the organization's year, such as ROG season and near the St. Louis Earth Day Festival (April)
- Able to lift up to 30 pounds, comfortable standing for long periods of time and bending over repeatedly
- Tetanus vaccine required, Hepatitis A and B vaccines recommended
- Current driver's license with minimal history of traffic infractions
- Proficiency in basic office software (Excel spreadsheet database experience a must, Word and PowerPoint)
- Experience working with Google Documents, PDFs, and various shared online documents
- Strong writing, editing, and proofreading skills
- Detail-oriented, able to handle multiple tasks in high volume, busy situations, and to work independently
- Familiar with etiquette of working in a smaller office setting with cubicles and shared spaces

Desirable:

- Experience in/knowledge of local environmental movement; ability to be a public face of the organization at events and to the media as an expert environmental voice; volunteer management
- Public speaking experience
- Basic knowledge of web content editing (Wordpress)

earthday365 does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veteran status, genetic information, or any other basis prohibited by applicable law.

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

Deadline to apply: 12:00 pm CT, September 30th, 2023.