Program Manager

**Purpose:** One Montgomery Green Inc, (OMG) a Maryland non-profit dedicated to promoting Montgomery County as a model sustainable community, is seeking applications for a program manager for approximately 20-40 hours per month. The program manager will be primarily responsible for the management and support of OMG’s four (4) existing projects and program. This position is open to all.

**Program One:** Go Local/Mapping Project

Duties will include researching of geographic information including contact details and resources (both online and outreach by phone and email). The program manager will be responsible for data entry, database and contact management. The manager will be instrumental in the map design, formatting and promotion. This position allows for significant interaction with the community.

**Program Two:** Clean Headwaters Project

Duties will include helping to manage the Clean Headwaters project and other pertinent programs/projects with local students and the general membership of One Montgomery Green. Duties may also include planning, coordinating details and documenting programs. This program allows for significant interaction with local schools and PTAs.

**Program Three:** Climate Resilience Project

Duties may include providing support for public programs on climate change and managing OMG’s vulnerability assessment tool for key communities in Montgomery County. This position allows for significant interaction with the community.

**Program Four:** OMG in the Arts Project

Duties may include managing OMG’s arts projects and working with other non-profit organizations in Montgomery County. This position allows for significant interaction with local nonprofits in the community focused on arts and the environment.
**Other Duties:** Other duties may include helping to secure interesting and pertinent programs/projects for the general membership of One Montgomery Green on topics like “New Economy Workshops” to include Recycling, Reuse, Local Food, Community Gardening, Green Businesses, Composting, Green Living, Green Gifts, Alternative Transportation, Energy Efficiency, Green Building, Native Plant Landscaping, Stormwater Control, Green Jobs, and Dark-Skies Protection for example. The manager will assist in planning, coordinating details for social, annual and required meetings of One Montgomery Green, including, but not limited to Green Drinks, Clean-up and Shredding Events and annual One Montgomery Green Gala. This position allows for significant interaction with the community and will focus on communicating/coordinating events and program information to the community and soliciting members through a developed strategy using the One Montgomery Green website and newsletter. Other tasks will include working with other environmentally friendly businesses, civic associations and organizations. Some grant and administrative work will be required.

The ideal candidate will have the following attributes/skills:

- Positive attitude, good organizational & interpersonal skills and a commitment to building sustainable communities
- Some computer skills required
- Some knowledge working with software applications like Constant Contact, MS Excel, WordPress and MS Word will be a plus.
- Familiarity with social media platforms Facebook and Twitter
- Spanish language skill will be a plus.

**Application Here**

1) Please fill out the online application and provide three (3) references related to work included in this RFP. You may also download a paper version. For each reference please include the following:
   a) Company name and address
   b) Contact name, email and phone number
   c) Contract type and/or description of services provided

2) **Service Level Guarantee** -- Please answer the following:
   *What are your processes to ensure acceptable quality? What metrics will be used to demonstrate appropriate service?*

3) **RFP coordinator:** All correspondence and questions regarding this RFP must be sent to info@onemontgomerygreen.org. All questions must be submitted in writing. Questions and answers responses will be provided within 3 days of submission.

4) **Interview:** Acceptable candidates will be contacted by email or phone to conduct a phone interview by members of the board.

5) **Selection and Notification:** Selection will be completed by the board and applicants will be notified via email on the date of the board’s decision.