



Environmental Programs 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 approximately 20-30 hours per week for its environmental programs and outreach activities. For example, in response to the threat of climate change and its impacts in Montgomery County, MD, OMG has created the ECO Leaders initiative, consisting of 3 youth programs; the student led SAPPLings (Student Advocates Protecting the Planet), Climate Explorers (where students explore the urban heat island effect) and our most popular Clean Headwaters (where student study microplastics in our local streams). The EP manager will be expected to support OMG's events and activities for this project as well as specific duties for other programs described below. This position provides abundant opportunities for community engagement and collaboration with environmentally conscious businesses, civic associations, and organizations and is open to all.

Program Support: May include researching geographic information and resources (both online and outreach by phone and email) for our environmental initiatives. Further support includes helping operations with maintenance, planning, coordinating details and documenting of the other relevant environmental initiatives. This position allows for significant interaction with the community and other environmentally friendly businesses, civic associations, and organizations.

The **ideal candidate** will have the following attributes/skills and is expected:

- to be on time for meetings and other activities, to dress appropriately for the activity and to demonstrate professional behavior during his/her/their work with OMG.
- to possess a positive attitude, good organizational & interpersonal skills, and a commitment to building sustainable communities
- to have working computer skills including 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 and Spanish language skills will also be a benefit.

Please fill out the online [application](#) and provide

Three (3) references related to work included in this RFP. For each reference, please include the following: Organization name and address, contact name, email and phone number and contract type and/or description of services provided

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

Interview, Selection and Notification: Acceptable candidates will be contacted by email or phone to conduct a phone and/or in-person interview. Selection will be completed by the OMG team and its board of directors. Applicants will be notified via email on the date of the Board's decision.

8737 Colesville Road, Suite 1101 Silver Spring MD 20910

www.onemontgomerygreen.org

Questions: Info@onemontgomerygreen.org

OMG Programs

Program One: MoCo Local/Mapping/WSIZ Project

Duties will include supporting small business owners in downtown Wheaton and Silver Spring as they grapple with how to incorporate sustainability into their business operations and address County requirements to lower emissions as well as strengthen their businesses rebounding from the pandemic. Other duties may 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: ECO Leaders Project

Duties will include helping to manage OMG environmental 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.

Program Five: OMG in the Community

Duties include helping to secure interesting and pertinent programs/projects for the general membership of OMG 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 OMG, including, but not limited to Green Drinks, Clean-up and Shredding Events and the annual OMG Gala.