



Methow Valley Citizens Council is hiring an **Air Program Manager!**

Job opened January 28, 2025; opened until filled; priority given to applications received before February 13, 2025

About Methow Valley Citizens Council (MVCC)

The Methow Valley Citizens Council has a distinguished history of advocating for progressive land use and environmental values in the Methow Valley and Okanogan County since 1976. We launched a tradition of citizen activism which is alive and well today in this uniquely beautiful part of Washington State. The healthy rural character of the Methow Valley, with low density development, considerable open space, clean air and water, has been preserved in significant part through our advocacy on land use planning, air quality, water quality and many other issues over the past 45 years. Today, the Citizens Council is the region's "go-to" advocacy group on a variety of topics that affect the character of the region - from public land issues like a potential copper mine to protecting our shorelines and water resources through land use planning.

As an environmental organization, we know we cannot achieve environmental justice without racial, social, and economic justice. MVCC is committed to serving the entire Okanogan region, being inclusive of the diversity that is here now and as it evolves going forward. MVCC is committed to ensuring that all people have the right to breathe clean air, live free of dangerous levels of toxic pollution, have access to the natural world, and share the benefits of a prosperous and vibrant clean economy.

Our organization's core values are:

1. **MVCC empowers a community voice:** Engaging citizens and tenaciously advocating for a shared vision of place
2. **MVCC recognizes the importance of maintaining the integrity and interdependence of natural systems.** Recognizing the critically important coexistence of watersheds, wildlife populations, ecosystems, airsheds and human communities
3. **MVCC respects diverse viewpoints:** Listening to others; considering different perspectives; and working to resolve disagreements with the goal of building a common vision.
4. **MVCC values the utmost integrity:** Constantly striving toward the highest degree of competence, accuracy, accountability and honesty.

For more about the broad suite of issues that we are engaged in, please visit:
<http://www.mvcitizens.org>.

Job Description

The Air Program Manager oversees and coordinates Clean Air Methow's year-round air quality programming, ensuring the success of projects that address the health impacts of climate change, and emissions reduction. The ideal candidate is a dynamic, organized, and collaborative professional who thrives in community-focused work.

Core Responsibilities

Program Coordination and Management

- Oversee air quality initiatives, including wildfire smoke preparedness, woodstove replacement programs, prescribed burn communications, and chipping drives.
- Manage program budgets, grant deliverables, and partner relationships.
- Coordinate logistics and outreach for community events, including chipping drives and other Clean Air events and campaigns
- Develop and maintain systems for organizing program materials, tracking data, and monitoring project progress.

Community Outreach and Engagement

- Build and sustain relationships with community members, government agencies, schools, healthcare providers, and other stakeholders.
- Develop and distribute outreach materials, such as flyers, newsletters, and social media posts.
- Organize and attend tabling events, including farmer's markets, to promote air quality programs and gather community feedback.
- Recruit and manage Clean Air Ambassadors and oversee the distribution and maintenance of Purple Air sensors.

Grant Writing and Reporting

- Write grant applications and manage narrative and budgetary components.
- Submit progress reports for grants, including program data and deliverable updates.

Air Quality Monitoring and Communication

- Monitor scientific literature and local air quality sensor data to inform program efforts.
- Develop and execute communication strategies, including website updates, newsletters, and educational presentations.
- Collaborate with partners to create targeted outreach materials for Spanish-speaking and vulnerable populations.

Administrative and Miscellaneous Tasks

- Represent CAM at MVCC staff meetings and provide monthly updates.
- Draft and manage partner MOUs, contracts, and inter-agency agreements.
- Train and supervise interns, ensuring meaningful learning experiences aligned with program goals.

Qualifications

- **Education:** Bachelor's of Science in environmental science, public health, or related field. Masters of Science or Masters in Public Health preferred

- **Experience:** 3-5 years in program management, outreach, or environmental initiatives.
- **Skills:**
 - Strong organizational and project management skills.
 - Excellent written and verbal communication abilities.
 - Proficiency in Microsoft Office, Google Suite, and social media platforms.
 - Knowledge of air quality monitoring, wildfire smoke impacts, and prescribed fire practices is a plus.
- **Personal Attributes:**
 - Enthusiastic about community engagement and collaboration.
 - Detail-oriented, with a proactive problem-solving approach.
 - Able to work independently and manage multiple tasks effectively.
- **Requirements:**
 - Valid driver's license, ability to work occasional weekends, and familiarity with North Central Washington.

Hours and Compensation

Hours: 15-25 hours a week.

Compensation: \$23-27/hr., depending on experience

Benefits: Flexible schedule, health care stipend, paid time off, professional development opportunities, and a mix of in-office and remote work.

How to Apply

Please address resume and cover letter to Programs Manager, Lorah Super at mvcc@mvcitizens.org
Position is open until filled. Priority given to applications received by February 13, 2025.

All employment is decided on the basis of qualifications, merit, and organizational need. MVCC is an equal opportunity employer and welcomes candidates of diverse race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.