

## **Program Operations Manager**

The Plant Exchange, a 15-year-old non-profit that provides sustainable environmental reuse/repurposing opportunities, is looking for a Program Operations Manager to provide day-to-day management of our programs and services.

We serve as the horticultural industry's single source for disposal of excess materials thereby diverting them from landfills. The Plant Exchange's signature reuse events engage the local community by providing a venue for trading, donating and purchasing plants, garden tools, hardscape materials, and other household items removing thousands of pounds from the waste stream annually.

**The Program Operations Manager** is a hands-on, full-time, fast-paced, multi-faceted position responsible for organizing workshops, running events, coordinating volunteers and growing the program side of the organization. The manager must be creative, flexible, detailed oriented, and able to think quickly on the fly while ensuring that multiple tasks are executed by working closely with staff and volunteers. The ideal candidate has proven success in working in the non-profit environment, has a sense of humor, is well organized and works well with little supervision.

### **Responsibilities**

#### **Program Management (75%) Direct responsibilities**

- Manage the monthly workshop and Adopt-a-Plant sale events
- Manage the annual Plant Exchange event
- Develop and supervise ongoing internship program
- Manage the volunteers
- Develop the volunteer recruitment, retention and reward systems
- Support existing community outreach efforts/partnerships and develop new partnerships
- Oversee monthly pop-up store

#### **Work in Tandem with Outreach/ Social Media Coordinator**

- Develop innovative program and service offerings including special events
- Market programs and services to the community including group presentations
- Maintain the database, prepare mailings plus run campaigns in Constant Contact
- Design event flyers and presentation materials
- Develop and participate in outreach opportunities with staff and volunteers

#### **Operations (25%)**

- Pick up plant donations from local businesses
- Develop policies and processes to increase efficiency and effectiveness
- Supervise website designers and technology consultants
- Manage the warehouse for easy access to storage and supplies
- Manage the building utilities and other building services
- Provide support to Executive Director in fundraising activities and work on special projects

**Physical Requirements**

- Lift a minimum of 35 lbs.
- Ability to stand for extended periods (occasionally)
- Bending, stooping, sitting, walking

**Technical Requirements**

- Education: minimum BA
- California Driver's License with a good driving record
- MS Office Suite, Dropbox
- A strong level of computer skills including social media platforms, Constant Contact and databases
- Excellent verbal and written skills
- Flexible to be in an office or yard/warehouse environment

**Helpful but not mandatory skills to have**

- Graphic design ability
- Social media experience
- Retail experience

**Location:** Oakland, CA

**Salary and schedule**

Must be able to work on some Saturdays (in place of a weekday.) Schedule is 32-hours a week for the first 4 months with option to move to 40-hours week. \$30.00/hr

**Benefits**

- Job training opportunities, support and professional development
- Personal time off (PTO), 9 paid holidays and paid sick time
- Opportunity to work outdoors with plants
- Plenty of free parking
- Beautiful setting located in Grass Valley neighborhood

**To Apply:** Please send a resume and a cover letter in pdf. format to: Odette Pollar, Executive Director [odette@theplantexchange.com](mailto:odette@theplantexchange.com)  
<https://www.theplantexchange.com>