

ECOSS Special Assignment: Interim Program Director



Location: Seattle, WA. (Hybrid)

Duration: 4 months with possibility of extension

Hours: 20 – 30 hrs/week

Compensation: \$48 – 53/hour (benefits eligible)

Status: Temporary

Reports to: Executive Director

Overview

ECOSS seeks a highly qualified project management expert to serve as an Interim Program Director for approximately 4-6 months. This position will help cover program oversight responsibilities while one of our leadership staff members is on parental leave. The purpose is to provide compassionate and empathetic leadership, guidance, and mentorship support to program staff during a time of organizational change as we move through our strategic planning process.

This is an opportunity to have meaningful impact working with a local nonprofit organization that specializes in environmental outreach and engagement with BIPOC and immigrant communities. The ideal candidate is an experienced director-level professional who has worked in the nonprofit sector and is committed to social and environmental justice. They should understand the role and contributions of community-based organizations in the environmental movement and have a passion for mentoring and helping nurture the professional and personal wellbeing of others.

Responsibilities and Scope

The Interim Program Director will report to the Executive Director and contribute to the Senior Management Team. They will serve as the senior lead and advisor for 6 project managers and provide supports and guidance for coordination between the Community Engagement Specialist Team (3 staff) and Program Management Team (6 staff). The position will be a close thought partner to the Senior Community Engagement Manager and Senior Program Manager, as well as an accountability partner (supervisor) to 2-3 program staff members.

In addition to providing guidance and mentorship to staff, this position will help us build out some internal systems for general staff supports. A lot of our projects are funded through government contracts, so this position will also help staff manage those partner relationships and deliverables.

Because the position is a temporary role, the IPD will not personally manage projects.

ECOSS delivers programs that address environmental equity and social justice, solid waste management, pollution prevention, green infrastructure, transportation, clean energy, clean water, clean air, and environmental access for all. As such, the IPD will provide technical, managerial, and administrative oversight to a wide range of environmentally focused programs and to the diverse staff that serve these programs. Please see our website at www.ECOSS.org for more information on the many programs that we offer to the community.

Essential Duties

- Provide support to staff through empathetic listening and advising. Advocate for staff needs with compassion as well as with a firm understanding of and adherence to organizational HR policies.
- Provide project oversight and expert technical input on project work plans, budgets, and reports.
- Conduct regular project team meetings to review current and future projects, discuss project and/or employee issues, and staff workloads.
- Coordinate offboarding as well as recruiting, hiring, and onboarding of new program staff should there be any staff departures.
- Support the development of new onboarding procedures for the organization.
- Support staff in contract negotiations, external and internal communications/relationships, relationship management with government, industry, and community partners.
- Boost project staff knowledge, skills & abilities with targeted group and individual training and mentoring.
- Coordinate and facilitate meetings. Create, model and promote effective communications.
- Help staff identify and pursue opportunities for public and private funding/contracts.
- Support staff in the development of strategies and designs for meeting client objectives, carrying out projects, data analysis and reporting.
- Participate in organization-wide initiatives and activities, such as all-staff meetings, strategic planning activities, and events.

Requirements

- 5+ years of professional project management and supervisory experience, including director-level (or equivalent) experience
- Background in nonprofit and/or community-based-organization work
- Demonstrated skills in Diversity, Equity, Inclusion, and Belonging
- Lived experience that reflects the experiences of the communities ECOSS serves (holds intersectional identities that include BIPOC and/or immigrant identities; and/or has experienced environmental burdens or injustices)
- Excellent accountability leadership and people management skills that includes listening with empathy and empowering and lifting people up so that they can thrive in their professional roles
- Excellent communicator who easily connects with people (remote conferencing, verbal and writing).
- Self-starter, team-oriented and collaborative.

Preferred Knowledge, Skills & Abilities

- Have a vision for managing a diverse team of dedicated staff through compassionate leadership.
- Build strong teams through demonstrated professionalism, open communication, and collaborative decision-making.
- Financial acumen with experience understanding and preparing and managing project budgets.
- Strong technical writing skills and experience with grants/contract reporting.
- Organizational change-management skills.
- Proficiency with MS Office suite.
- Experience creating and implementing systems to enhance staff supports and organizational effectiveness.
- Multi-lingual skills and multi-cultural or cross-cultural experiences are a plus.

About ECOSS

ECOSS specializes in bridging knowledge and cultural gaps, thereby empowering businesses and diverse communities to implement environmentally sustainable practices. 30 years of experience has made ECOSS a leader in multicultural environmental outreach and engagement. ECOSS is uniquely positioned with technical and cultural expertise, native language capacity, community trust and accountability, and cross-sector relationships to effectively address critical environmental issues.

Our staff come from and reflect the communities we serve; we are 1st or 2nd generation immigrants and Black, Indigenous, and people of color. We believe that frontline immigrant and refugee communities impacted by environmental hazards bring cultural knowledge and lived expertise that is necessary to achieving sustainable solutions. ECOSS staff is deeply trusted in the community and understand the root causes of environmental and social issues that communities face.

ECOSS delivers programs that address environmental equity and social justice, solid waste management, green infrastructure, clean energy, clean water, and environmental access for all. While we directly serve the communities that benefit from these programs, our direct clients are often local government and non-government organizations that award us grants or contracts to implement public and privately funded environmental initiatives.

ECOSS fosters an inclusive environment that encourages all employees to bring their authentic selves to work each day. We strive to hire, develop, and retain a diverse team that is reflective of the communities we serve.



To learn more about ECOSS, go to <https://ecoss.org/>.

Commitment to Diversity, Equity, Inclusion and Belonging

ECOSS is an equal opportunity employer committed to having staff that reflect the diverse communities we serve. We believe that diverse representation among our staff contributes to an inclusive, just, and healthy work environment. ECOSS is committed to doing the ongoing work of dismantling institutional racism and other forms of systemic oppression at our organization both internally and externally.

We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants, women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

ECOSS is committed to maintaining a work environment that is free of discrimination and harassment. ECOSS does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability.

Compensation and Benefits

This is a part-time, temporary non-exempt position.

This position is hybrid, with the expectation that the Interim Programs Director will attend in-person meetings 1-3 days per week. Compensation will be \$48 – 53/hour. This position is benefits eligible, and includes 100% coverage of medical, dental, and vision premiums for the employee. ECOSS offers a flexible work schedule, generous PTO, \$100/month tech stipend, and more.

To Apply:

Please send a cover letter and resume to HR@ecoss.org, with “Interim Program Director” and your name in the subject line. Please keep your cover letter to 1-2 pages in length.

In your cover letter, please explain why you are interested in working at ECOSS and why you believe you would be a good fit for the position. We invite you to include examples from your lived and professional experiences that have prepared you to be successful in the Interim Program Director position at ECOSS.