



CENTRAL CALIFORNIA ENVIRONMENTAL JUSTICE NETWORK

Program Manager *Air & Climate Justice Team*

About Central California Environmental Justice Network:

CCEJN is a nonprofit organization. Our mission is to uplift low-income communities of color in the San Joaquin Valley by ensuring their right to clean air, water, land, and food sovereignty. Grounded in the values of environmental justice, we create impact through by empowering residents to be at the forefront of change. We are looking for a passionate, values-driven individual who wants to make a difference and help advance environmental justice in our communities. Our project areas include:

- Rural Justice: Climate resilience through protections against extreme heat, safeguarding farmworker health and labor rights, ensuring safe and affordable drinking water, and mitigating and monitoring the impacts of pesticide use.
- Air & Climate Justice: Clean air, socially and environmentally just climate solutions, polluter accountability, robust air monitoring, and community-driven science and citizen enforcement.
- Sustainable Food Systems: Food sovereignty achieved through incubator farms and land access.

About the position:

The Program Manager on the Air & Climate Justice Team plays a key leadership role in supervising 1–4 staff members and ensuring the successful implementation and reporting of multiple programs. The Program Manager fosters a supportive, accountable, and growth-oriented work environment, while ensuring all grant deliverables and administrative requirements are met on time and to a high standard. This position is supervised by the Team Director and works closely with Team staff, the Team Director, and the Grants Coordinator to build staff capacity and strengthen program impact.

Key Responsibilities

Program Management:



CENTRAL CALIFORNIA ENVIRONMENTAL JUSTICE NETWORK

- In coordination with Team Director, develop and implement program plans, including setting goals, developing strategies, and choosing appropriate tactics.
- Utilize expertise in relevant policy or programmatic areas and relationships with relevant stakeholders to advise staff on appropriate strategies, tactics and conduct.
- Oversee day-to-day program activities to ensure alignment with organizational goals and compliance with funder or partner requirements.
- Track progress toward program goals and adjust strategies as needed.

Supervisorial

- Supervise staff members, providing clear direction, support, and accountability.
- Develop clear quarterly team goals in collaboration with the Grants Coordinator and Team Director, and co-lead quarterly in-person meetings with the Team Director to share progress updates, address challenges, and align the team on upcoming priorities and deadlines.
- Delegate tasks and manage the timely completion of program deliverables in line with grant requirements.
- Review and approve biweekly staff workplans to ensure alignment with quarterly goals and deliverables.
- Provide guidance and support to enhance staff's skills and performance.
- Support staff professional development by creating and monitoring individualized growth plans in partnership with the Team Director.
- Schedule and co-lead annual staff evaluations with the Team Director.
- Review, verify, and approve biweekly timesheets, ensuring compliance with labor laws and organizational policies.
- Review and approve staff leave requests for sick and vacation time.
- Work with the Team Director and HR Manager to address any HR-related matters involving your team.

Grant Reporting & Budget Management

- Collaborate with the Grants Coordinator to ensure accurate documentation of program activities and deliverables.
- Support the preparation and submission of timely and accurate grant reports.
- Alongside the Team Director and Grants Coordinator, manage budgets for program activities, ensuring resources are used effectively.

Administration, Coordination and Capacity Building



CENTRAL CALIFORNIA ENVIRONMENTAL JUSTICE NETWORK

- Complete required administrative tasks including submitting timesheets, reimbursements, work plans, and other documentation.
- Conduct regular check-ins with staff and participate in team and all-staff meetings, retreats, team building activities, and staff development activities.
- Work closely with other departments and staff to ensure a coordinated and effective approach.
- Take on additional duties as assigned by the Team Director or Executive Director to support organizational success.

Reports to:

- Director of Air and Climate Justice Team

Qualifications:

- At least 5 years of relevant work experience.
- Proven experience managing programs and supervising staff, preferably in a nonprofit or community-based setting.
- Strong organizational, time management, and problem-solving skills.
- Excellent interpersonal, communication, and leadership skills.
- Experience with grant deliverables, tracking, and reporting is highly desirable.
- Commitment to fostering an inclusive, supportive, and positive work environment.
- Expertise in an air and climate justice issue area, including air quality, oil and gas, energy, land use, climate mitigation, public health, and/or related areas of focus.
- Ability to handle confidential information with discretion.
- Bilingual in English and Spanish preferred.

Compensation & Benefits

The salary range for this full-time, exempt, salaried position is \$85,000 - \$94,000. CCEJN's full-time benefits include a sponsored retirement account, dental insurance, health insurance, life insurance, paid time off, professional development assistance, and vision insurance.

Location

Work must be performed in the San Joaquin Valley, with the city of Bakersfield and Fresno preferred.



CENTRAL CALIFORNIA ENVIRONMENTAL JUSTICE NETWORK

How to Apply

Email your cover letter and resume to genevieve.amsalem@ccejn.org. Applications are open through September. Interviews will be scheduled for the first week of October. Please use your last name in the subject line of the email and in the file names of your documents.