

## OAI JOB OPENING

<b>Position Title:</b>	Senior Program Manager <i>(Full time, non-exempt)</i>
<b>Department:</b>	High Bridge
<b>Work Location:</b>	Remote/OAI Downtown/OAI Southland/in community
<b>Reports to:</b>	Sr. Director of Environmental Programs
<b>Oversees:</b>	N/A
<b>Salary:</b>	\$70k-75k per year

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### Who Are We?

As a premier workforce education, training, and development organization, OAI's mission is pretty simple: to improve lives. We do that through offering training that leads to safe, meaningful employment while helping companies and communities to thrive. Our commitment to Diversity, Racial Equity and Inclusion means you will be joining a very diverse and dynamic team of professionals who are enthusiastically dedicated to our mission. Big thinkers, strategists, problem solvers, caring fun-lovers. OAI is a place that encourages innovative thinking and values flexibility and work-life balance. Our hard-working team is supportive and collaborative and all share a common desire to help our fellow citizens live better, safer lives. We're a growing non-profit and we're looking for people to grow with us!

### Who Are You?

You're a collaborator, committed to environmental justice and have experience working with green stormwater infrastructure (GSI) and nature-based solutions. You enjoy collaborating with communities, local government, and non-profit partners to solve complex problems. You have strong communication and facilitation skills via interactions with internal/external clients and a wide range of audiences. You exercise your expertise in GSI and prioritize best health and safety practices. You are committed to community growth and being part of that change. If this is you, we need you to join our team!

The **Senior Program Manager** will play a critical role in advancing OAI's High Bridge programs, which focus on supporting GSI systems to alleviate local flooding for underserved communities. The Senior Program Manager primarily leads, manages, and executes our Sharing Services to Maintain Green Infrastructure and Renewal program which provides GSI maintenance to Chicago Southland sites, training to local workers who are tasked with GSI maintenance responsibilities, and works collaboratively with government and non-profit partners. This position leads OAI's work in developing an inclusive green infrastructure workforce in the Southland and across the Chicagoland region.

### Why OAI?

Remember when we said at the top that we value work-life balance? That's legit; OAI's pay and benefits are generous! Benefits include:

- BCBS medical and dental insurance
- VSP vision
- Short- and long-term disability insurance
- Professional development opportunities
- Seven paid holidays plus we are closed between Christmas Eve and New Year's Day
- Hybrid office setting
- Paid time off
- Weekly mental health time off

- Monthly Internet/phone reimbursement
- 401k Plan with match
- Excellent technology and IT support
- Employee Assistance Network

OAI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, disability or genetics.

## **How to Apply?**

To apply, submit cover letter describing your interest and experience along with your resume to [oaihr@oaiinc.org](mailto:oaihr@oaiinc.org)

## **Key areas of responsibility:**

### **GSI Maintenance and Service Coordination**

- Coordinate with contractor(s), municipalities, and landowners on GSI maintenance strategy and implementation.
- Collaborate with RainReady and similar programs to provide GSI maintenance and training at newly installed GSI sites.
- Identify opportunities to provide technical assistance on existing and future sites.
- Conduct day-to-day management duties to successfully achieve project goals.
- Meet regularly with municipalities, community organizations, and service providers to ensure that expectations for maintenance are met.
- Develop, manage, and renew contracts and access agreements with partners including procurement process and invoicing.
- Work with partners to host annual GSI maintenance training(s).
- Interface with contractors and facilitate connections to local job opportunities for OAI graduates.
- Make visits to and evaluate all maintenance sites periodically, provide annual field season evaluations, and produce a final report of maintenance activities for each program participant.
- Collect and analyze data relevant to grant requirements.
- Ensure fiscal, programmatic and grant compliance for all High Bridge programs.

### **Impact and Development**

- Communicate about High Bridge programs via speaking engagements to share project progress, lessons learned, and best practices and learn from others in the region and beyond.
- Actively engage in coalitions including the Calumet Stormwater Collaborative and the Greater Chicago Watershed Alliance.
- Work collaboratively with OAI team to provide a high level of service coordination and identify career opportunities and job growth.
- Assist in grant application research and writing, report completion, and database updates.
- Explore workforce partnership to advance inclusive green infrastructure workforce.
- Work closely with non-profit partners on collaborative projects and to seek future opportunities for collaboration.

### **Required Qualifications:**

- Four-year college degree in urban planning, environmental sustainability, environmental science, environmental or civil engineering, landscape architecture, hydrology, human services, or related field preferred - equivalent work experience will be considered.
- Community outreach, community development, and/or environmental sustainability experience.
- Knowledge of green infrastructure, nature-based solutions, stormwater management, or habitat restoration.
- Motivated, self-directed, and conscientious of various roles and responsibilities.
- Ability to communicate professionally and concisely with stakeholders in a variety of settings. Bilingual Spanish-English is a plus.
- Experience monitoring budgets for multiple projects.
- Ability to build partnerships within the organization and partner organizations
- Proficiency in MS Office including Word, Excel, and PowerPoint. Experience with Salesforce data management system or similar client-based platform.
- Must have automotive transportation for reimbursable local job-related travel. Valid driver's license and auto insurance required.
- Flexible hybrid position with in-person client meetings and job-site meetings.

### **Equal Opportunity:**

Diverse candidates are encouraged to apply.