

2012 CLEAN AIR PARTNERS PROGRAM MANAGER POSITION

The CLEAN AIR Force of Central Texas (CAF) is the leading nonprofit focused exclusively on air quality improvement in the five-county region (www.cleanairforce.org). CAF implements effective and innovative air quality improvement programs and works closely with local elected officials, businesses and health /environmental organizations to help create a cleaner Central Texas.

We are seeking a part-time (approx. 10-15 hours per week) **Program Manager for our Clean Air Partners Program (CAPP)** (www.cleanairpartnerstx.org) at \$20/hr. with the potential for bonuses. The contractor will be expected to recruit new Partners to the Program and provide assistance to all Partners on the selection of effective clean air strategies and annual quantification, tracking and reporting of resulting emission reductions from those strategies. We are looking for an entrepreneurial person with the organizational skills to manage different projects on tight deadlines and the ability to grasp complex technical and policy issues.

The ideal candidate will have knowledge of current air quality issues impacting Central Texas and must have advanced Excel and Power Point skills, as well as excellent verbal and written skills. We are seeking someone who is creative, organized, and dependable and who has experience in event planning, fundraising, and public and government relations. The contractor will work under the direction of the Executive Director and will effectively manage, grow and maintain the Clean Air Partners Program through consistent communication, keeping updated records of Partner contacts, attending and organizing meetings and events in the five-county region, making new business contacts to recruit new Partners to the program, and providing monthly reports and program updates to the Executive Director and Board of Directors.

Application Instructions:

Please send your resume, three references, and a letter telling us about your interest in the position and including the skills and experience you have that will make you a good fit for our organization.

Contact:

Deanna Altenhoff, Executive Director

Deanna@cleanairforce.org

Please include "**CAPP Manager**" in the subject line.