

JOB OPENING: PlayCleanGo Program Manager

Salary: \$45,000-\$50,000 (Depending on experience)

Position Details: Permanent, Full-time Employee (35 hours per week). This position is a remote position.

Benefits: \$4,000 Flex benefits package and PTO

The North American Invasive Species Management Association (NAISMA) is a not-for-profit organization that seeks a **PlayCleanGo Program Manager** to further its mission to support, promote, and empower invasive species prevention and management in North America. NAISMA has a welcoming and collaborative culture that supports diverse ideas and perspectives and encourages inclusiveness across geographic regions.

PlayCleanGo®: Stop Invasive Species In Your Tracks® is NAISMA's official, branded, registered, trademark-protected education and outreach program aimed at stopping the spread of invasive species through outdoor recreational pathways and has produced digital graphics and print ready materials to simplify social media marketing and in-person prevention outreach for partners. A focus is to establish boot brush stations on the landscape at recreation access points. NAISMA partners and PlayCleanGo supporters share prevention communication through social channels, as this proven outdoor recreation focused campaign aims to prevent the spread of invasive species by effecting behavior change and reminding recreationists to clean their gear every time they go to their favorite or a new recreation area.

Job Description: The PlayCleanGo Program Manager oversees the day-to-day activities of NAISMA's PlayCleanGo program. This includes collaboration with NAISMA staff and contractors to manage projects and ensure timely communication with partners. The Program Manager will direct the execution of the PlayCleanGo program objectives in the (draft) Strategic Plan. They oversee the boot brush station program and distribution of hand-held brushes. This position frequently communicates with partners across the landscape to build relationships and further programmatic and organizational goals. They must have excellent verbal and written communication skills. The Program Manager is the lead on marketing PlayCleanGo through email and social media to followers and the general public. This position is responsible for grant writing, reporting, and managing grant projects.

PlayCleanGo Program Management Responsibilities

- Grant writing and management
 - Ensure timely delivery of high quality grant deliverables.
 - Prepare grant reports.
 - Write or contribute to new grant proposals and applications.
- Write content and solicit content for internal and external PlayCleanGo communications and marketing
- Coordinate PlayCleanGo social media and email with marketing staff including creating and scheduling content
- Facilitate PlayCleanGo program committee, including taking meeting notes, sending out agendas, and following up on tasks with members or staff
- Assist with NAISMA Annual Conference sessions related to PlayCleanGo and other invasive species topics
- Attend conferences, tradeshow, or events to meet grant deliverables and program development goals
- Maintain accurate information on the NAISMA and PlayCleanGo websites
- Participate in and come prepared to NAISMA staff/contractor team meetings
- Develop reports or presentations for the NAISMA board or leadership team
- Organize, lead, and evaluate program activities including outreach, partner recruitment, media and graphic design development, and committee work
- Identify ways to improve team coordination, efficiency, and program outcomes

Apply: Please submit your cover letter and resume to director@naisma.org by September 30th, 2022.

* The North American Invasive Species Management Association (NAISMA) is an equal opportunity employer.