



Job Description
Green Dining Alliance
Program Manager

Position Description

The GDA Program Manager's primary focus will be to administer the program and meet project goals. The Manager will be the chief liaison with program participants and stakeholders. The candidate should be prepared to work independently to create new business leads, develop relationships, perform restaurant sustainability audits, and coordinate the program with support from SLED staff members, the Board of Directors and a steering committee. This is a full-time, salaried position with full health insurance benefits.

Specific duties may include but are not limited to the following:

- Identify and recruit restaurant participants for GDA certification
- Schedule, audit and certify restaurants
- Research products, services and information to advance green dining goals
- Work with participating restaurants to develop tailored strategies for meeting program goals and advancing sustainable business practices
- Maintain relationships with program participants and provide support
- Perform basic administrative duties to support and expand the GDA program
- Participate in the development of outreach materials for restaurants and diners
- Develop, coordinate and lead educational programs and promotional outreach events
- Develop curriculum for trainings; facilitate trainings with other SLED staff
- Organize data to complete audit reports and quarterly reports
- Respond to program inquiries
- Coordinate and conduct steering committee meetings (once annually)
- Create updates of audit instrument
- Perform basic administrative duties to support and expand the GDA program
- Assist in developing outreach materials
- Assist in representing the GDA in community outreach and educational opportunities
- Assist with managing the Earth Day Café at the Earth Day Festival

Position Objectives

Build and support the program's presence within the St. Louis regional community and increase the recognition of the GDA as the primary regional third-party certifier of restaurant sustainability. Develop and implement strategies for greater efficiency and programmatic growth. Successfully market the program, recruit new participants, execute audits, and manage resources. Certify 75 members by the end of 2015 and 100 by December 2016, keeping renewal rates above 90%. Maintain high-quality, information-rich website; promote program through social media. Set quarterly program goals in the areas of diversion, participants, and outreach. Attract financial support from grants and sponsorships to support the program's sustainability.

Supervision & Collaboration:

The GDA Program Manager reports to the Executive Director and works closely with the Communications and Marketing Manager to develop promotional materials for the Green Dining Alliance. The GDA Program Manager is currently the only staff person devoted to the Green Dining Alliance program, but hiring a project-based part-time business development contractor is anticipated.

Application candidate attributes and skills should include:

Required

- Previous knowledge of and experience in the food service industry
- Experience in program development or project management
- Proficiency in basic office software (Excel, Word and Powerpoint)
- Demonstrated excellence in public speaking, writing, and creative problem-solving
- Demonstrated competency in completing internet research
- Detail-oriented; able to handle multiple tasks and to work independently
- Strong interest in/understanding of environmental issues
- Experience in green building, and sustainable design and operations
- Excellent time management skills
- Willingness to become an expert in green restaurant practices
- Ability to work weekends and evenings periodically

Desired

- Bachelors or Masters degree in sustainability-related field
- LEED certified professional
- Previous knowledge of and experience in the food service industry
- Previous sales and consulting experience, ideally within the food service industry and/or sustainability fields
- Experience in coordinating and supervising others
- Experience with Google Documents and various social networking tools