

My Green Lab: Local Green Labs Program Manager Job Description

My Green Lab is a California-based 501c3 non-profit dedicated to building a culture of sustainability through science. Founded in 2013, My Green Lab is a small organization with a grass-roots, start-up mentality. My Green Lab (MGL) is looking for an outstanding Green Labs Program Manager to deliver Green Labs programs in the Los Angeles area. These programs involve designing initiatives and engaging scientists around institutional laboratory-focused sustainability programs. Project management, scope of work development, metric deliverables, and laboratory outreach are all key components of MGL's outreach programs.

The Southern California – Los Angeles area Green Labs Program Manager will be responsible for all outreach activities including but not limited to:

- Management and execution of Green Labs programs and attendance at Green Labs meetings for MGL member organizations in Southern California
- Direct outreach to scientists
- Metric development, data collection, and analysis of Green Labs Program impact in Southern California
- Local Green Lab Certification management
- Writing reports on Green Lab Program progress
- Presentation delivery in Southern California
- Laboratory interviews and/or surveys involving occupant behavior in California
- Acting as a My Green Lab ambassador at conferences and meetings
- Relationship development with new organizations on behalf of My Green Lab
- Participation in other Green Labs Program-related tasks as needed

This position will work closely with the Executive Director (ED) in these activities and will report to the ED directly. This is a full-time position with limited benefits (healthcare) located in Los Angeles, CA. Salary is based on experience. Some travel will be required.

Qualifications:

- Experience working in a laboratory as a scientist. PhD preferred.
- Demonstrated passion for My Green Lab's mission
- Leadership experience
- Ability to manage multiple projects at once and to deliver results on-time
- Ability to work independently within an organization to drive results
- Data analytics skills
- Sales/marketing experience is a plus

Skills:

- This position requires strong verbal and written communication skills
- Microsoft Office (Word, Powerpoint, Excel)

My Green Lab is an equal opportunity employer. Please submit your resume to allison@mygreenlab.org.