Seattle Good Business Network Project Manager
Job Description

BACKGROUND:

Seattle Good Business Network is a 501c3 nonprofit working to build an inclusive, sustainable, and vibrant local economy.

With a mission to connect and inspire people to buy, produce, and invest locally so that everyone has a meaningful stake in the local economy, Seattle Good Business Network's programs, events, and initiatives include Seattle Made, Good Food Economy, NW Sewn, Sustainability and Circular Economy initiatives, and Youth Workforce Development.

This position will primarily support projects in Good Food Economy and Sustainability and Circular Economy program areas, as well as in Youth Workforce Development where it intersects with the aforementioned. The position will support existing programming as well as the development of new initiatives.

Our Good Food Economy program connects and strengthens the Puget Sound food community in order to build a resilient, sustainable, and just local food economy. Initiatives include Seattle Restaurant Week, the bi-annual restaurant promotion; Good Food Forum, the online community connecting Puget Sound food businesses; and Good Food Kitchens, a program that supports restaurants providing free community meals while sourcing from local farms and producers.

Our Sustainability and Circular Economy work includes integrating EnviroStars outreach across our programming, and facilitation, education, and outreach for the Washington Materials Marketplace, as well as emergent Circular Business Support Services.

Our Youth Workforce Development program supports quality and emergent, career and experiential learning pathways, particularly for under-resourced young adults from low-income, BIPOC, refugee, immigrant, at-risk, and others from distressed communities.
GOOD FOOD ECONOMY:

Activities will include facilitation, outreach to potential community members, and value-chain coordination as needed for Good Food Forum; coordination with partners on collaborative efforts; and support for the Seattle Restaurant Week Fall 2022 campaign.

(Possible) Tabling and representing the organization at conferences and events
Public-facing communication: strategy and copywriting

SUSTAINABILITY AND CIRCULAR ECONOMY:

Activities may include integrating EnviroStars outreach into both Good Food Economy and Youth programming (EnviroStars is a well established program that Seattle Good Business Network has partnered with since 2013); integrating outreach and facilitation of the Materials Marketplace (still in development) across program areas (still tbd).

SPECIFIC ACTIVITIES WILL INCLUDE:

- Conduct regular outreach to help build Seattle Good Business Network communities
- Research and organize community prospects (members, partners, sponsors, program participants)
- Organize and maintain member and community prospects (including EnviroStars) database
- Facilitate community forums and resource-sharing
- Alongside program and events manager(s) help plan and convene virtual and in-person events, stakeholder meetings, and network gatherings
- Maintain relevant up-to-date program and project webpages

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Understanding (or eagerness to learn) of local food systems
- Understanding (or eagerness to learn) sustainability and circular economy principles
- Understanding of program development
- Excellent written and verbal communication skills
- Strong background in community outreach and engagement with demonstrated skills in developing strong, trusting relationships with a range of external partners
- Highly organized and detail oriented
- Marketing experience helpful, including copywriting
- Adaptive to a number of different technology platforms and organizational systems
- Proficiency in (or ability to learn) Google Suite, Wordpress, Slack, Canva, and Hubspot or equivalents
- Ability to transition between program areas
- Ability to prioritize and manage multiple tasks simultaneously
- Ability to manage tasks or projects from beginning to end
- Ability to work effectively both independently and with a team

YOUTH:

Activities will include supporting the development of our Green Jobs Pathways Youth Workforce program, providing regular thought-partnership and check-ins with the Youth Coordinator, who will have primary responsibility for the program. Additional support may include content development and strategy for grant proposals at the intersection of youth workforce development and sustainability.

We're looking for someone who:

- Thrives as an independent self-starter, but is eager to jump into teamwork, ask questions, and brainstorm collaboratively
- Is compassionate, open-minded, and excited to work with people of all backgrounds, ages, cultures, and life experiences in a collaborative work environment
- Loves staying organized, adapts to shifting priorities, and can be nimble with multifaceted projects
- Creatively thinks about their role and opportunities to grow the overall mission of the organization
- Is proactive, innovative, entrepreneurial, and keen to understand all facets of Seattle Good Business Network's programming and how each of our distinct programs intersect

We value having a diversity of life experiences and perspectives on our team. We strongly encourage applicants who identify as BIPOC, women, and/or gender non-conforming to apply. We are an equal opportunity employer.

COMPENSATION: This a full-time contract position with potential to become permanent. Pay is $30-$35 per hour, based on experience.

Application process
Please submit a resume cover letter outlining your interest in the position and how your qualifications align with the above requirements and Seattle Good Business Network's
mission via email with the subject line: “Project Manager Application” to jobs@seattlegood.org.

This position is open until filled, priority will be given to applications received by July 5, 2022

**COVID-19 VACCINATION REQUIREMENT:** Proof of COVID-19 vaccination is a contingency of employment at Seattle Good Business Network. Effective Dec 1st 2021, all current and incoming employees will be required to provide proof of their full COVID-19 vaccination status.