POSITION OPENING

BUTTE ENVIRONMENTAL COUNCIL

313 Walnut St, Suite 140 | Chico, California 95928 | Phone 530-891-6424 | www.becnet.org

POSITION: General Manager
Up to 35 hours per week/Benefitted with opportunity for future increase in hours
LOCATION: BEC Office with option for work from home day(s)
COMPENSATION: $19 - $23 an hour with opportunity for future growth in pay rate

ESSENTIAL JOB RESPONSIBILITIES INCLUDE, AND ARE NOT LIMITED TO:

● Overall administration of the organization including financial management
● Budgeting & program development
● Donor Management & Fundraising
● Grant writing
● P. R. and public meeting facilitation
● Employee hiring and supervision
● The ability to maintain a personable, positive and professional attitude and appearance while working with the Board of Directors and a wide variety of individuals in the community

EMPLOYMENT STANDARDS:

Qualifications

● Requires bachelor's degree from an accredited college or university. The field of study should be related to natural resources, sustainability, and/or management or otherwise have prepped the applicant to meet the essential job responsibilities
● Minimum of two years of relevant experience related to job responsibilities
● Experience supervising and working with diverse interns, staff, partners, and or volunteers
● Advanced skills in Microsoft Word and Excel, or willing to learn
● Shall demonstrate passion for environmental advocacy and education

Physical and Mental Requirements

● Shall demonstrate effective interpersonal skills, conflict resolution, team building skills and leadership in agency administration, environmental education and public policy advocacy
● Organizational skills and the ability to prioritize tasks
● Ability to adjust to change in a fast paced, constantly changing environment i.e. work environment, technology) and work within deadlines

PREFERRED QUALIFICATIONS:

● Previous experience working on relevant environmental issues locally and regionally, including with other environmental agencies and organizations, as well as with diverse

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Butte Environmental Council is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the BEC’s policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.
communities involved in environmental matters

- QuickBooks
- Grant writing experience
- Non profit management experience
- Graphic design and social media campaign experience
- Fundraising skills
- Has vehicle or cargo bike that can transport event materials

**BENEFITS:** Benefits for employees working 30 hours or more per week include: Paid vacation time off, paid holidays, and paid sick days. Health and wellness benefits including medical, dental, and vision. Additional benefits include clean water, thriving habitats, and breathable air.

**APPLICATION REQUIREMENTS:** Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Cover Letter
- Resume
- Three professional references

**APPLICATION DEADLINE:** Application deadline is December 16, 2020. Application can be submitted:

**BY EMAIL:** boardofdirectors@becnet.org

For questions, please contact Butte Environmental Council office:

**BY PHONE:** (530) 891-6424 or **VISIT OUR WEBSITE:** www.becnet.org

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