

## **Sierra Service Project (SSP)**

### **Program Manager – Sacramento Sustainability Academy (Building Cohort)**

**Location:** Sacramento, CA

**Position Type:** Non-exempt, Grant Funded - Full Time

**Employment Dates:** December 15, 2025 - June 30, 2026)

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## **About the Sacramento Sustainability Academy (SSA)**

The Sacramento Sustainability Academy is a hands-on workforce development program, operated by the Sierra Service Project (SSP). SSA provides youth and young adults with training in climate action and community resilience career paths. By preparing participants for high-demand careers through community-focused service learning projects, we build economically thriving and healthy neighborhoods.

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## **Position Overview**

SSP is seeking a dynamic **Program Manager** to lead the Building Cohort of the Sacramento Sustainability Academy. This role oversees all aspects of program administration, curriculum development, daily implementation, and participant experience. The Program Manager will guide six Program Fellows in learning architecture, building science, construction methods, and sustainable design while fostering an inclusive, supportive environment for participants. The role also includes producing high-quality visual and written content and storytelling, and cultivating relationships with community partners, industry mentors, and project sites.

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## **Key Responsibilities**

### **Program Leadership & Administration**

- Manage day-to-day program operations, scheduling, logistics, communications, and documentation.
- Supervise Program Fellows, and volunteers; ensure a safe, positive, and productive learning environment consistent with [SSP's Safe Community Policy](#).
- Develop curriculum and coordinate training partners.
- Track program metrics, attendance, outcomes, and compile regular reports.
- Maintain alignment with SSP's mission, purpose, youth development values, and community partnership commitments.

### **Curriculum Development & Instruction**

- Design and deliver hands-on training modules in architecture, building, construction, and sustainability.
- Teach foundational skills: drafting, design thinking, tool safety, construction basics, site planning, and green building principles.
- Integrate real-world community projects into the curriculum to deepen learning and neighborhood impact.
- Adapt curriculum for diverse learning styles and varying levels of experience.

### **Community Engagement & Partnerships**

- Collaborate with community organizations, industry leaders, and project partners.
- Coordinate site visits, guest instructors, mentorship opportunities, and service-learning experiences.

- Support the development of long-term community impact projects connected to housing, climate resilience, and sustainable infrastructure.

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### **Content Development & Storytelling**

- Document program activities through photos, videos, interviews, and written reflections.
- Collaborate with SSP's communications team to produce content that highlights participant stories, community impact, and project outcomes.
- Ensure ethical, trauma-informed storytelling that honors participant dignity and community relationships.

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### **Desired Qualifications**

- Experience in architecture, construction, building trades, urban design, or related fields.
- Strong teaching, facilitation, or youth development experience.
- Excellent organizational, communication, and project management skills; experience with Google products (Calendar, Chat, Drive, etc.).
- Ability to collaborate with diverse communities and partners.
- Commitment to equity, sustainability, and community empowerment.
- Proficiency with design tools (SketchUp, AutoCAD, Revit, BIM software).
- Experience with media content development or visual storytelling.

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### **Compensation & Benefits**

- Hourly Rate: \$26.76
- 40 Hours per week
- Cell phone stipend: \$50/month
- Health insurance (including vision and dental)

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### **Employment Timeline**

- Sunday, December 7, 2025: Program Manager applications due
- Friday, December 12, 2025: Program Manager job offer made
- Monday, December 15, 2025: First day of employment
- Tuesday, June 30, 2026: Final day of employment

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### **To Apply**

Complete an [online application](#), which includes essay responses and the ability to update a resume. After the application is received, there will be an informational call followed by a formal Zoom interview.

More information about the Building Cohort and a link to apply for the Program Manager position are available at [SierraServiceProject.org/SSA-Building](https://SierraServiceProject.org/SSA-Building)

**Questions?** Reach out to [Sacramento@SierraServiceProject.org](mailto:Sacramento@SierraServiceProject.org)