

Here's the link to the group:

<http://www.sustainablebc.org/v2/>

SBC seeks Part-time Program Director

Primary responsibilities include, but are not limited to:

- Oversee all operations for the SBC.
- Develop and execute yearly plan and budget for the organization.
- Develop and organize the SBC Forum, a new program for sustainable business executives.
- Develop and organize quarterly SBC industry events.
- Recruit new members.
- Recruit, manage and leverage volunteers.
- Build strategic partnerships
- Solicit and secure program sponsors.
- Develop and manage SBC website and regular member and board communications.

Qualifications:

- Proven ability to manage and administer teams, events and/or large projects.
- Strong verbal and written communication skills; and excellent interpersonal skills with the ability to provide superior customer service and maintain cooperative working relationships.
- Strong organizational and time management skills with the ability to multi-task and work autonomously or with a team.
- Strong attention to detail.
- Ability to communicate effectively on a one-on-one basis or in group settings.
- Proven ability to raise money for non-profit organizations.

Salary/Benefits:

Salary is \$25/hour plus incentive compensation with an expected commitment of 10-20 hours/week.

About the SBC

The Sustainable Business Council of Los Angeles is a non-profit organization providing events, networking, advocacy and programs for supporting sustainable businesses, entrepreneurs and executives throughout Los Angeles. Our goal is to assist our members to improve their profits, enhance their communities, and protect the environment by educating them on the vast opportunities represented by technologies and management philosophies embedded in the global sustainability movement.

To apply, please send cover letter and resume to
[**info@sustainablebc.org**](mailto:info@sustainablebc.org)