



Position Title: Program Associate

Status: Full-time, Exempt

Location: Remote (some travel required)

Reports To: Director of Policy & Programs

Salary Range: \$50,000 - \$64,500 (commensurate with experience)

Benefits: Health insurance, unlimited paid time off, flexible schedule, professional development

ABOUT THE 5 GYRES INSTITUTE

The 5 Gyres Institute is a nonprofit organization, established in 2009, based in Los Angeles, with a global network of supporters united in the pursuit of a planet free of plastic pollution. 5 Gyres' mission is to empower action against the global health crisis of plastic pollution through science, education, and advocacy.

5 Gyres Commitment to Diversity: *5 Gyres is an Equal Opportunity Employer. We are committed to ensuring an equitable, just, diverse, and inclusive work environment for all, without regard to race, color, religion, gender, gender identity or expression, sexual orientation, family or parental status, national origin, genetics, disability, age, or veteran status.*

5 GYRES CORE VALUES:

Science

Collaboration

Impact

POSITION SUMMARY

The Program Associate plays a pivotal role in the strategic management and execution of a variety of community science programs and events. This position is central to overseeing and enhancing our community science and campaigns, including TrashBlitz campaigns: Plastic-Free National Parks, Community Fund recipients, OfficeBlitz, and requires a strong focus on program and event management combined with data analysis and reporting

RESPONSIBILITIES & SCOPE

Associate Responsibilities Summary:

- **Community Science Program Management:** Support implementation of Plastic-Free Parks TrashBlitz campaign, including the national campaign and associated community action funds, as well as assisting the Development Department with corporate office



waste audits. This includes strong data analysis skills, stakeholder outreach, and relationship building with current and prospective partners and volunteers.

- **Data Management and Impact Tracking:** Manage TrashBlitz datasets, oversee admin panel on TrashBlitz app and waste audit collection datasets, impact metric tracking.
- **Campaign Development Support:** Contribute to and implement strategic campaigns and advocacy efforts aimed at raising awareness, driving action, and fostering solutions to mitigate the impact of plastic waste on the environment.
- **Stakeholder Engagement and Relationship Building:** Maintain relationships with key programs partners including Plastic-Free Parks groups, TrashBlitz Community Fund recipients, OfficeBlitz corporate partners, and volunteers to facilitate collaboration and support on TrashBlitz waste audits. Build and maintain relationships with regional coalitions and all relevant partners. Assist in the logistics for meetings, webinars, and outreach events associated with 5 Gyres coalition work and community science programming. This includes, but is not limited to educating organizers and volunteers on plastic pollution and the TrashBlitz methodology, traveling to active TrashBlitz sites to facilitate audits, and tabling at events to promote the program and mobile app.
- **Collateral Development:** Create various assets including reports and community science training tools for waste audits.
- **Data Management and Impact Tracking:** Manage TrashBlitz datasets, oversee admin panel on TrashBlitz app and waste audit collection datasets, impact metric tracking ·

MINIMUM QUALIFICATIONS

Education and Experience:

Minimum requirements for consideration: Bachelor's Degree + 2 Years of work on a programs team or equivalent experience

Preferred requirements for consideration: Bachelor's Degree + 3-5 Years of work on a programs team or equivalent experience

Skills:

- Excellent communication and public speaking abilities.
- Familiarity and/or eagerness to learn more about the plastic pollution crisis and sustainability practices.
- Competent in organizing events and managing programs.



- Experience working with community groups and/or coalitions. Experience with waste audits or other forms of citizen science monitoring.
- Skilled in Microsoft Suite, Google Suite, Adobe Acrobat, Zoom, Canva, and Arc GIS.
- Experience in managing datasets, campaigns, impact reporting and contact records in CRM.
- Strong proficiency in writing, grammar, and spelling.
- Ability to speak Spanish or another language is preferred but not required.

Reasoning Ability:

- Ability to solve problems and handle multiple tasks in a variety of situations
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is constantly required to sit and use hands to operate telephone, type and operate the computer and mouse.
- The employee is frequently required to talk, hear, and bend and twist the neck.
- The employee may occasionally lift and/or move up to 10 pounds and rarely lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and distance vision.
- During program events, the employee may be required to walk long distances, stand for extended periods of time, and lift and/or move up to 50 pounds.

WORK HOURS AND ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees at 5 Gyres typically work Monday to Friday, 8 hours a day, with some schedule flexibility.



- Occasionally you may be expected to work evenings and/or weekends for the purposes of events, conferences and/or speaking engagements.
- While performing the duties of this job, the employee is usually in a typical office environment and/or working from home.
- The noise level in the work environment is usually moderate, but occasionally noisy.
- During program events, the employee may be in a large outdoor or indoor environment with many people, in which the noise level may be high.
- Ability to work in the Pacific Time Zone during working hours

Additional Notes:

We value diversity and encourage candidates with a variety of skills and experiences to apply, even if they do not meet every technical qualification listed. We seek individuals who can solve practical problems creatively and are adept at working in dynamic environments. Conversational Spanish or multilingual skills are preferred, as they greatly enhance our ability to engage with diverse communities and stakeholders.

TO APPLY: Qualified candidates should send their resume, cover letter, and desired hourly rate or annual salary requirements to careers@5gyres.org

5 Gyres would like to thank all applicants, however only those who qualify for an interview will be contacted.