

Program Manager I

Program Manager I Monthly Salary Range: \$9,943–\$12,228/month

Expected initial offering: \$9,943 - \$10,866/month

About StopWaste

StopWaste is a public agency dedicated to advancing environmental sustainability and building healthy, equitable, climate-resilient communities in Alameda County and beyond. We partner with nonprofits, businesses, schools, and local governments to deliver programs that reflect community needs in one of the most diverse regions in the country.

Our work advances a circular economy through three programmatic areas:

- Waste prevention and material circularity
- Strengthening community food systems
- Construction innovation and clean energy transition in buildings

Equity and environmental stewardship guide all of our programs.

The Position

This position is part of the Food Waste Reduction team, which works to reduce food loss and waste while supporting soil health, local economies, and access to nutritious food.

The Program Manager I supports program implementation, partnerships, and technical assistance related to food waste prevention and edible food recovery. This includes working with consultants and grantees, coordinating pilot projects, developing resources, supporting SB 1383 compliance, and directly engaging with local governments, businesses, schools, and community partners.

This role is ideal for someone who can manage projects independently while collaborating across teams and with external partners. The Program Manager I will take ownership of discrete program components, operating under the direction of a Senior Program Manager while supporting broader team initiatives.

Key Responsibilities

Business Food Waste Prevention Programs & Technical Assistance

- Support and manage food waste prevention pilots, tools, and consultant-led technical assistance
- Develop and disseminate resources and guidance across multiple sectors
- Identify and implement on-site food waste reduction strategies with partners

Food Recovery Network Capacity Building (ACFRN)

- Support capacity-building efforts for food recovery organizations
- Develop and implement tools and resources to reduce food waste within food recovery operations

Grants Management

- Manage Food Waste Prevention and Recovery grantees (application review, contracting, evaluation, and site visits)
- Develop case studies and program highlights for communications and reporting

SB 1383 Edible Food Recovery Compliance

- Provide technical assistance and resources to businesses, institutions, schools, and food recovery organizations
- Develop food waste prevention and recovery outreach materials, guidance, and success stories
- Analyze compliance data and support reporting, including alternative compliance documentation.
- Lead training and resource development for Environmental Health and StopWaste inspectors
- Coordinate with TA consultant support and manage business engagement lists
- Support food recovery organization inspection processes, including site visits and coordination with enforcement staff

General

- Conduct research, data analysis, and evaluation to inform programs
- Build and maintain partnerships across public and private sectors
- Perform other duties as assigned

Work Environment

- This position requires a hybrid schedule, with a minimum of two (2) days per week in the office and up to three (3) days of telework, subject to agency needs and supervisor approval. Field work including grantee site visits, inspections, and observations will be required.
- Ability to work a flexible schedule to accommodate evening and weekend events (virtual and in-person), as necessary

Minimum Qualifications

Consistent with <https://www.stopwaste.org/resource/stopwaste-program-manager-series-definition>, any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying.

Education & Experience:

- Bachelor's degree in environmental science or a closely related field, with major course work in waste management, sustainability, or food systems. We recognize that candidates may bring relevant experience through a variety of paths. Equivalent combinations of education and experience will be considered.
- At least two (2) years of relevant professional experience (e.g., food waste prevention/recovery, grants management, technical assistance, or program management)

Skills & Abilities:

- Strong project management and organizational skills
- Ability to work both independently and collaboratively
- Strong analytical skills, including the ability to conduct research, interpret data, generate insights, and anticipate challenges and opportunities.
- Familiarity with California food waste, climate, or food systems policy
- Experience working with diverse stakeholders and community partners
- Ability to apply knowledge and skillsets across multiple work areas and sectors
- Strong written and verbal communication skills, including presentations
- Proficiency in Microsoft Office and database/CRM systems and Zoom

Desired Qualifications

- Experience in government or public sector programs
- Technical expertise in food waste prevention and food recovery systems
- Experience developing training materials and communication tools
- Valid California driver's license (Agency vehicles available)

Why Join StopWaste

- Work on high-impact climate and food waste prevention and recovery initiatives
- Collaborate with diverse partners across Alameda County
- Contribute to innovative programs addressing SB 1383 and beyond
- Competitive benefits package including health, retirement, paid leave, and a family-friendly flexible work environment

Application Procedure

Submit the following via email to jobs@stopwaste.org with subject line: *Food Waste Reduction PM I*:

- Cover letter
- StopWaste Job Application
(<https://www.stopwaste.org/resource/stopwaste-job-application>)
- Resume

Applications may also be mailed to the StopWaste office:

StopWaste

Attn: Food Waste Reduction PM I

1537 Webster Street

Oakland, CA 94612

Deadline: June 1st, 2026 by 5 p.m.

Interviews: Week of June 8th, 2026 (in person)

Applications are reviewed by human staff; we do not use artificial intelligence-powered screening tools in our hiring process.

Nothing contained in this job announcement is intended to create an employment contract, implied or explicit with the Alameda County Waste Management Authority, an Equal Opportunity Employer.