

REGIONAL PROGRAMS COORDINATOR II

TYPE OF EMPLOYMENT: Full-time, Non-Exempt

SALARY: \$24/hour (commensurate with experience)

REPORTS TO: Director of Community Engagement

DEPARTMENT: Community Engagement

The **Regional Programs Coordinator II** independently manages and advances multiple complex, countywide programs, including large-scale events and ongoing initiatives. This role is responsible for strategic planning, program growth, and continuous improvement, while overseeing logistics, partnerships, and volunteer engagement. The role leads and executes two Annual Countywide Cleanups ([Creek to Bay](#) and [Coastal Cleanup Day](#)), our [Cigarette Litter Prevention Program](#), and various other partner cleanup events. The **Regional Programs Coordinator II** will work alongside the Community Engagement team to implement hundreds of cleanups throughout San Diego County every year engaging residents, corporate groups, community organizations and schools. The Coordinator II role exercises a high level of autonomy, develops systems to improve efficiency and impact, and plays a key role in expanding program reach across San Diego County's diverse communities.

Areas of Responsibility:

Lead Countywide Cleanup Events and Regional Programs – 35%

- Lead, plan, coordinate, and execute two large-scale annual countywide cleanups (Creek to Bay and Coastal Cleanup Day), managing all phases from strategy and partner coordination to implementation and evaluation
- Oversee logistics for 100+ cleanup sites, independently prioritizing resources, troubleshooting issues in real time, and adapting plans to ensure successful execution across diverse locations
- Recruit, train, and manage 100+ volunteer site leaders and support engagement of 5,000+ volunteers through registration systems, communications, and event materials
- Lead public cleanup events across San Diego County, including weekend programming, ensuring high-quality participant experiences
- Continuously evaluate and improve program systems, materials, and processes to increase efficiency, scalability, and impact

Manage and Coordinate Programs (Cigarette Litter Prevention, Volunteer Systems & Events) – 25%

- Lead and expand the Cigarette Litter Prevention Program, including partnership development, volunteer engagement, and program strategy
- Analyze cigarette litter data, recruit volunteers, and oversee collection efforts and events
- Oversee inventory, maintenance, and data tracking for 100+ buttcan receptacles and related program materials
- Manage volunteer data and engagement through systems such as Samaritan and affiliate portals
- Develop and refine program materials, training guides, and internal systems to streamline operations and enhance participant engagement

Partnership Development and Community Engagement - 20%

- Build, expand, and strategically leverage partnerships with community groups, local organizations, and elected officials to increase program reach, participation, and funding opportunities
- Represent ILACSD professionally in all external interactions and community events
- Collaborate with the Marketing & Communication Department to promote programs through digital and print channels, including website content, social media, and outreach materials
- Engage directly with volunteers and community members to foster long-term relationships and continued participation

Program Operations, Staff Oversight, and Resource Management – 10%

Oversee project budget and ensure efficient resource allocation, and budget alignment with multiple funding sources

- Provide training, guidance, and day-to-day oversight of outreach staff and volunteers to ensure consistency and quality across programs
- Oversee the purchase, inventory, storage, and distribution of cleanup and outreach supplies
- Support supervision of support staff at events and ensure operational readiness
- Maintain organization and cleanliness of program materials and storage spaces

Administrative, Reporting, and Organizational Support – 10%

- Track metrics and prepare reports for grants, contracts, and internal evaluation within required deadlines
- Support the Development team with grant-related data and program information
- Assist with department-wide planning, contracts, and organizational tasks as needed
- Participate in additional organizational events, outreach booths, and volunteer activities
- Attend organization-wide events, booths, swaps, and cleanups as needed
- Complete, track and coordinate government and corporate contract requirements, and related reporting, and administrative tasks

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

What Success Looks Like:

- Ability to manage time, prioritize tasks, set goals, and develop systems independently
- Maintain clear notes and documentation across the programs
- Effectively plan and organize large scale events while maintaining other programs
- Increase and grow community engagement in/attendance for all managed programs
- Build, create, and maintain a positive experience for all I Love A Clean San Diego event participants
- Successfully build partnerships and create positive long-standing relationships with community groups
- Independently manage multiple complex programs with competing priorities
- Demonstrates sound judgment and decision-making in dynamic environments
- Identifies opportunities for program expansion and implements improvements
- Develops systems that improve team efficiency and program scalability

Core Competencies:

- Ability to interact with diverse groups of people
- Excellent organizational and time management skills
- Highly motivated; proactive self-starter
- Driven to streamline and grow systems
- Project management and event planning experience
- Effective written and spoken communication skills for diverse audiences
- Ability to troubleshoot event challenges efficiently, confidently and independently
- Ability to work well with subordinates, peers, supervisors, partners, and external stakeholders
- Comfortable presenting in front of large groups
- Knowledge of San Diego County and its environmental challenges
- Ability to work independently and collaboratively
- Strong attention to details

- Knowledge and interest in environmental issues, storm water pollution prevention, waste diversion, and zero waste lifestyles
- Positive and dynamic interpersonal skills

Position Requirements:

- 3+ years of experience with demonstrated success in managing large-scale programs, events, and/or relationships independently
- Expected to work at least two Saturday events per month (typically 8-hour shifts)
- Required to support two annual countywide cleanups (held the third Saturday of April and September)
- Ability to work a flexible schedule, including weekends and evenings as needed
- Proficiency in Microsoft Office (PowerPoint, Excel, and Outlook)
- Employment contingent upon successful completion of a background check
- Experience with CRM systems and volunteer management platforms preferred
- Ability to sit, stand, and walk for extended periods, including long distances at events and cleanups
- Reliable transportation and willingness to travel throughout San Diego County; this position requires regular on-site work across the region
- Ability to lift and transport equipment up to 50 lbs. and remain stationary for extended periods when needed
- Ability to effectively engage with diverse communities and provide strong customer service

ILACSD will consider reasonable accommodations for qualified candidates who are unable to meet certain physical requirements

BENEFITS & PERKS

- Access to an onsite gym with modern equipment for training and wellness
- Access to an onsite golf simulator for recreation and team-building
- Mileage reimbursement at the current California reimbursement rate
- Paid Time Off: 15 days annually to start, with additional PTO accrual based on tenure
- Generous paid holiday schedule, including a full day of Birthday PTO
- Employer sponsored health and dental plans (PPO)
- Hybrid work schedule, dependent on position
- 403(b) retirement program with employer match after 90 days
- Professional development opportunities to support continued learning and growth
- A collaborative, mission driven work environment

I Love A Clean San Diego is a values-driven organization. To read our full mission, vision and values statements please visit [About - I Love A Clean San Diego](#). It is essential all team members exhibit the following core values and office culture:

Core Values

- Live the mission
- Inspire environmental change
- Value partnerships
- Exhibit positive attitude

Office Culture:

- Communicate openly to ensure collaboration
- Understanding and supportive of each other and the team
- Respect others and value their opinions
- Encourage learning and growth



I Love A Clean San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.

ILACSD is committed to providing equal access to the application and interview process. Applicants who require a reasonable accommodation to participate in any part of the hiring process may contact jobs@cleansd.org to request assistance.

To Apply: Please follow the application steps at this link: [Regional Programs Coordinator II application.](#)