



seeds of awareness
EMPOWERING COMMUNITIES WITH MINDFULNESS

(510) 788-0876 • (707) 241-4948
admin@seedsofawareness.org

PROJECT MANAGER Position Description

Seeds of Awareness, Inc. (“Seeds”) is accepting applications for the Project Manager position.

ABOUT SEEDS OF AWARENESS:

Seeds of Awareness mission is to transform schools and communities by cultivating empathy, connection and awareness. We value diversity and social equity in all aspects of our organization and we aim to increase access to social-emotional services by communities that have been systematically marginalized. Our vision is a future where emotional intelligence is the norm, where empathy and mindfulness are embedded in our education system, and where therapeutic support is accessible and commonplace.

Seeds is a dynamic, community-based, heart-centered organization on an exciting growth trajectory, sharing our transformative services throughout the bay area. Our team is innovative, creative, fun and spirited. We are a revolutionary community committed to social justice, emotional wellness, positive relationship, and community engagement.

We are empowering our future with mindfulness and empathy through our four distinct therapeutic programs: school based, holistic community counseling, nature based therapeutic groups/camps, community wellness and professional development.

For more information about Seeds, please visit our website at: www.seedsofawareness.org

JOB SUMMARY:

The Project Manager is a part-time (10-15 hours/week) position for a core member of the Seeds team whose primary role will be development, oversight, and implementation of strategic marketing plans for Seeds of Awareness, along with a consistent engagement with the communities we serve. We are seeking someone who is excited about supporting Seeds through this growth stage and wanting and willing to be part of an empassionate, creative and hardworking team committed to making positive change in the world.

This position requires attendance at Monday staff meetings in Petaluma and Oakland, and offers flexibility of hours and locations other days of the week. This position is listed at 10-15 hrs/week with flexibility.

The ideal candidate for this position has:

- A personal mindfulness practice and familiarity with mindful practices and techniques
- A background and experience in marketing / outreach, ideally with non profits
- Maintain relevant and consistent communication with the core staff team
- Appreciation of psychotherapy and emotional support systems
- Understanding of social and emotional learning methodologies
- Excellent written and oral communication skills and ability to speak openly and warmly
- Ability to navigate Google Suite
- Graphic Design familiarity (Adobe Illustrator a plus)
- Genuine interest in and connections to diverse communities
- Strong sense of motivation, self-responsibility and passion for Seeds work
- Commitment to self-care and vision for personal and professional growth with Seeds

Essential Duties:

- ★ Event Planning
- ★ Management of co-staff
- ★ Graphic Design Support
- ★ Grant writing support
- ★ Calendering

Specific Responsibilities:

- ★ Support organization and planning for fundraising events, including major spring fundraiser in May.
- ★ Manager portfolio of donors and support Executive Director and fundraising team with timelines for donor relations.
- ★ Oversee collaborating staff and volunteers who support fundraising and event planning.
- ★ Support development of graphic design for events and media.
- ★ Support preparation and organization of Seeds spring fundraising event
- ★ Collaborate with Seeds team via Google Apps and other avenues of communication
- ★ Write grant templates and organize grant prospects.

COMPENSATION: \$25/ hour 10 hours/ week--

NON-DISCRIMINATION POLICY: Seeds of Awareness, Inc. does not discriminate in any program, activity, or in employment on the basis of actual or perceived age, sex, race, ethnic background, veteran status, ancestry, pregnancy, national origin, physical or mental disability, medical information, marital status, genetic information, sexual orientation, gender or religion.

People of Color / LGBTQ Clinicians are strongly encouraged to apply.