Program Director

The Pipeline Safety Trust is hiring a Program Director to facilitate the implementation of our programs. Please read the job description below, and visit our website for more information about our mission. If you are interested, and believe you have the required qualifications, please either mail or email a resume, cover letter, and writing sample by February 20, 2009 to: Pipeline Safety Trust, 1155 N. State St., Suite 609, Bellingham, WA 98225 or email it to carl@pstrust.org

General: The Pipeline Safety Trust promotes fuel transportation safety through education and advocacy, by increasing access to information, and by building partnerships with residents, safety advocates, government, and industry, that result in safer communities and a healthier environment. More information about the Trust can be found at: http://www.pstrust.org

Required Qualifications:
1. A Bachelors degree, or four years of applicable program experience
2. A minimum of two years of previous experience in pipeline safety, public affairs, governmental relations, engineering, land use or environmental law, or closely related fields.
3. Proven commitment to working for safe and healthy communities through education, citizen involvement, and strategic partnerships.
4. Experience working cooperatively with a wide range of personalities and interest groups, and communicating information verbally and in writing.
5. Ability and willingness to travel throughout the country
6. Competency with Excel, Word, Web Browsers, Email Programs – graphics programs a plus

Responsibilities:
1. Supports and assists the executive director in identifying pipeline safety priorities and building alliances across all sectors to achieve those purposes.
2. Provides analyses and evaluation of current pipeline safety programs, rules, and data to identify potential pipeline safety deficiencies.
3. Develops and disseminates a wide range of information and data concerning pipeline safety, employing all types of media.
4. Plans, initiates, and implements comprehensive marketing and public affairs campaigns to enhance the understanding of pipeline safety among the general public, government decision makers and specialized groups and organizations.
5. Represents the Trust at community events, conferences, technical meetings, hearings, and as a member of advisory committees.
6. Responds to assistance requests from citizens and local government.
7. Assists in the development of grants and other fundraising programs.

Accountability: Reports to the Executive Director

Wage Range: $50,000 - $60,000 + benefits

Hours: This is intended to be a full time 40 hour/week position with flexible hours, but we are willing to discuss part time status if the right candidate is interested in that.

Location: The Trust’s office is located in Bellingham, Washington and our preference would be that all employees work together in that location. We also recognize that new technologies make it quite possible to work from remote locations nearly anywhere. If an outstanding candidate is interested in working from an office located somewhere other than Bellingham we are willing to discuss that option.

Closing Date: We intend to do a first round of review of applications received after February 20th, 2009, but the position will remain open until a suitable candidate is found.