



Job Title: Interim Prescribe Outside Project Manager

Overview:

We are seeking an Interim Project Manager (Interim) to support the Prescribe Outside Partnership before, during, and briefly after the Current Project Manager's maternity leave. The Interim will receive training on the Partnership's strategic goals, existing systems, and grant commitments before managing ongoing business in conjunction with Partnership support. This contracted position will be hired through Awbury Arboretum, a Partner of Prescribe Outside.

Responsibilities:

1. Maintain open and frequent internal communications among the Partnership.
2. Manage current grant commitments, including supporting tasks such as reporting to funding sources, on-going data management, and budget maintenance.
3. Implementing strategic goals related to 2025 Strategic Plan and Communications Plan.
4. Oversee committee operations including Programming, Outreach & Engagement, Marketing & Communications, Research, and Development.
5. Maintain external communications with affiliates and stakeholders.

Qualifications:

1. Bachelor's degree in a related field required; project management certification preferred
2. Previous experience in the nonprofit sector, project management, partnership coordination, and community outreach/engagement
3. Proficiency with Zoom and Google Workspace as well as familiarity with WordPress
4. Strong organizational, problem-solving, and interpersonal skills with an ability to build rapport with individuals from diverse backgrounds
5. Excellent communication skills, both verbal and written
6. Ability to work independently and as part of a multidisciplinary team
7. Familiarity with local community resources specific to the Greater Philadelphia Area
8. Valid driver's license and access to reliable transportation may be required
9. Other duties as needed.

Our Mission:

The Prescribe Outside Partnership (the Partnership) convenes a network of diverse partners who understand the health benefits of nature and the outdoors and believe that it should be accessible to all people. The Partnership trains and supports Philadelphia pediatric and family health providers in prescribing nature to their patients who are able to safely access nature and the outdoors for improved health.



Key Details:

Location: Primarily remote; occasional site visits in Northwest, West, and South Philadelphia

Duration: April-September 2025 (6 months)

Pay Range: \$25-30/hour (contracted position)

Submit cover letter and resume by Friday, March 14 to:

Grace Parker, Prescribe Outside Project Manager, gparker@awbury.org