Welcome to Career Notes

Recent grads and alums, please let Monica know if you would like her to add your non-VLS email to this list! Check out our alumni resources page: https://www.vermontlaw.edu/careers/for-alumni and don't forget to sign up for vlsconnect (see the last page of this newsletter for the link).

If you are an online student or an alum, we are happy to meet with you by phone or via video conferencing. Current online students, please check the Moodle page for resource material on career related topics.

Residential students - Please check out the Masters’ Career Services TWEN page. You'll find lots of resources there from resume writing to job searches and workshop materials.

PLEASE NOTE: We can't include all the jobs we find. Set up personal alerts on job search pages (see next page) to receive postings for jobs that fit with your specific needs.

A note on where we find these jobs

In the postings we include, we try to list as much information so that you can find this posting on your own. Wherever possible, a link is also included. We do our best to include only the most recently posted jobs. There are a number of ways that we receive and find the job descriptions we post:

- VLS Alums and friends send them to us
- We actively solicit jobs from past or prospective employers
- Employers seek us out
- We have “alerts” set up on several sites that will send us links to particular types of jobs
- We actively search various job websites for interesting postings relevant to you
- We go directly to the websites of various governments, organizations, and businesses and check out their “join us”, “employment”, or “career” pages

Please let us know if you plan to apply to any of the jobs included in this newsletter so that we can help you with your applications and/or find similar jobs to include in future newsletters.
Reminder:
We post many of these and other jobs like them on Symplicity, our jobs database.

All VLS students and Alums have access. Symplicity jobs are generally focused on internships and jobs requiring 0-5 years experience.

You may access Symplicity via the Careers Portal on the VLS homepage. The database requires a login, which you should have received during your first semester, if you don’t have it or have misplaced it please let us know and we can email you another (please tell us if your email has changed).

We have job postings on Facebook
https://www.facebook.com/groups/295128751297/

Join the “Vermont Law School Career Services” group on Facebook. This is a closed group only for VLS students and alums. It has new postings daily, and is searchable. Most focus on post-graduation jobs many being Masters specific. In addition there are usually a broad range of positions for a variety of experience levels (including summer internships, fellowships, and similar opportunities). Aums and current students are encouraged to share any career opportunities they may wish to pass on to others.

Contact Us
Whether you're here on campus or working online, a current student, recent grad or an alum - we're here to help. To schedule a phone or in-person appointment, contact Elijah Gleason at egleason@vermontlaw.edu

“THINGS DO NOT HAPPEN. THINGS ARE MADE TO HAPPEN.”

--- JOHN F. KENNEDY

Recommended Job Search Websites

Many of these sites allow you to set email alerts

Idealist.org
DC Jobs
LinkedIn Jobs
EcoJobs
Comfoodjobs
The Ladders
Indeed
Seven Days
USA.Jobs.gov
Zip Recruiter
The Muse
VLS login: Username vemont Password: law
Connect2Justice Jobs
NSCRS (RJ)

These are only a few general websites. There are many more out there! Don't forget to check individual organization websites' "Jobs" or "Careers" page. Sometimes it requires a bit of searching around but most have one. If you find a resource that's particularly helpful, please send it along!
Here is a listing of fellowships found on Profellow.com. If you’re interested in fellowships, please review the deadlines and read through the requirements. Profellow has some excellent tips for preparing your applications and crafting proposals and many more listings!

**Roddenberry Fellowship**  
*The Roddenberry Foundation* [https://roddenberryfellowship.org/](https://roddenberryfellowship.org/)

The Roddenberry Fellowship is a 12-month program for activists from across the country who are working to protect the most vulnerable and to make the US a more inclusive and equitable place to live. Twenty Fellows will be selected to receive $50,000 each, as well as tailored support, to help implement a project or initiative in one of four areas: civil rights, climate change and environmental justice, immigration and refugee rights, and LGBTQIA and women’s rights. Fellows are free to try different approaches to achieve impact and the organization provides 1-on-1 coaching as well as other mentoring resources.

*Bookmark the website and sign up to receive an alert when applications open. Deadlines are usually in mid-September.*

**Lone Mountain Fellowships**  
*Property and Environment Research Center (PERC)* [http://perc.org/lone-mountain-fellowship](http://perc.org/lone-mountain-fellowship)

Lone Mountain Fellowships offer a unique opportunity for scholars, journalists, policy-makers, and environmentalists to advance our understanding of the role of markets and property rights in protecting and enhancing environmental resources. Lone Mountain Fellows are resident at PERC in Bozeman, Montana, for periods ranging from a week to a year, depending on the nature of their projects. Stipends for Lone Mountain Fellows vary with the nature of the work, duration of residence at PERC, and the Fellow’s qualifications.

*Applications taken on a rolling basis.*

**Still-Legal! Climate Grant**  

Still-Legal! is offering grants for individuals between the age of 13 and 30 who have a clear vision for impacting climate and environmental justice, support for science, and a free press. Leading on climate action is the focus of Still-Legal! Climate Grants. Applicants may request from $500 to $3,000 and be based in New England or New York. No affiliation with a 501c3 is required to make applicants eligible. Grants underwrite activities that have a positive impact on the fellow’s community – such as carbon footprint reduction, community action, artistic and dramatic productions, organizing, training, and outreach.

*Deadline is May 15, 2020.*

**NOAA Coastal Management Fellowship**  

Coastal Management Fellows spend two years (starting in August) working on substantive state-level coastal resource management issues that pertain to federal management policies and regulations. Any student who will have completed a master’s, doctoral or professional degree in coastal, aquatic or environmental management related studies at any accredited university in the U.S. is eligible. This opportunity offers a competitive salary, medical benefits, and travel and relocation expense reimbursement.

*Check website for deadlines. Estimated deadlines – January 2020 (unconfirmed)*

**Chesapeake Fellowship Program**  
*The Campbell Foundation* [http://www.campbellfoundation.org/fellowships/](http://www.campbellfoundation.org/fellowships/)

The Campbell Foundation, based in Annapolis, MD, is excited to introduce the Chesapeake Fellowship Program and invite highly talented individuals with a passion for environmental conservation to apply. The Fellowship is a paid two-year opportunity to gain professional hands-on experience in the field of environmental grant-making. Fellows will engage with stakeholders, grantees, and funding partners within the Chesapeake Initiative to achieve the Foundation’s vision of a balanced Chesapeake Bay ecosystem. The fellowship includes an annual salary of $40,000, plus benefits. Applicants must hold a bachelor’s degree in a related field.

*Check website for next year’s deadlines*
EDF Climate Corps Fellows
Environmental Defense Fund (EDF) http://edfclimatecorps.org/fellows/jump-start-your-sustainability-career

EDF Climate Corps seeks top graduate students studying business, engineering, sustainability, environmental management, public policy, or other relevant degrees, who are eligible to work in the United States. Over the course of 10-12 weeks, EDF Climate Corps fellows are embedded within leading organizations to identify customized energy management solutions. Fellows are paid $1,250/week and reimbursed for travel expenses to the May training and fall Energy Solutions Exchange (network) event.

See website for more details on the application process.

Switzer Environmental Fellowship Program
Robert & Patricia Switzer Foundation https://www.switzernetwork.org/become-fellow/how-apply

The goal of the Switzer Environmental Fellowship Program is to support highly talented graduate students in New England and California whose studies are directed toward improving environmental quality and who demonstrate the potential for leadership in their field. The Fellowship provides a one-year $15,000 cash award for graduate study as well as networking and leadership support to awardees. 20 annual awards to students pursuing environmental policy, economics, land and water conservation, public health, journalism, architecture, environmental justice, business and law as well as sciences including biology, chemistry and engineering.

See website for more details on the application process.

Grist Fellowship Programs
Grist Magazine Inc. https://grist.org/fellowships/

The Grist Fellowship Program is an opportunity for early-career journalists to hone skills at a national news outlet and deepen their understanding of environmental issues. Grist is an independent nonprofit media organization that shapes the country’s environmental conversations, making green thinking second nature for their readers. Fellows are invited to 3 different fellowships at Grist: news, justice and video. Fellowships are for 6 months and include stipends of $2,750 per month. The news and justice fellowships can be conducted at Grist’s Seattle office or remotely; the video fellowship must be conducted at the Seattle office.

See website and/or follow them on Twitter or Facebook to hear about upcoming opportunities

Energy Efficiency and Renewable Energy Science and Technology Policy Fellowships (SunShot Initiative Fellowships)

EERE STP Fellowships are two-year opportunities for recent graduates and experienced scientists and engineers to participate in policy-related projects at DOE’s Office of Energy Efficiency and Renewable Energy in Washington, D.C. There are three levels of Fellowships: Junior Fellows (Bachelor’s), Fellows (Masters or PhD) and Senior Fellows (Masters or PhD). Fellows receive a salary starting at $47,684, $58,000, and $76,378 respectively, health benefits, travel assistance, and relocation allowance.

SunShot applications are reviewed (and offers are made) twice per year with rolling application deadlines of January 15th and June 15th.
**ECO AMERICORPS**

*Providing passionate people the opportunity to serve the environmental needs of Vermont communities.*

We aim to guide the next generation of Vermont’s environmental leaders through enriching and immersive experiences. By collaborating with our partners, we will add vital capacity to strengthen local communities and foster a deeper stewardship of our natural environment.

https://dec.vermont.gov/administration-innovation/eco to learn more and to apply

(ECO) AMERICORPS is accepting applications for the 2019-2020 program year. We are seeking highly motivated individuals with a background in environmental conservation, natural or agricultural sciences, environmental studies, engineering, government/policy, communications or other related fields. Preference may be given to applicants with a college degree. ECO AmeriCorps members serve at host sites across Vermont with a focus on projects to improve water quality and reduce waste in Vermont. Full-time: 40 hours per week, September 2019-August 2020.

Benefits include: an AmeriCorps living allowance of $17,000, paid in bi-weekly stipends; health insurance; child-care assistance; professional training and networking; student-loan forbearance; and a $6,095 AmeriCorps Education Award.

**CONTACT US**

For more information about applying to be a member or general questions about the program, please contact:

Dustin Bowman
anr.ecoamericorps@vermont.gov
(802) 461-5222

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**Vermont Conservation Voters – Political Outreach Associate**

*Website*  @VoteGreenVT

The Vermont Conservation Voters (VCV), in partnership with the Vermont Natural Resources Council (VNRC), has an exciting opportunity for an outgoing person who wants to have a significant impact on the future of Vermont.

We are looking for a motivated person to help advance policy initiatives related to protecting Vermont’s natural resources, the health of Vermonter's, and combatting climate change. The position will also help VCV’s efforts to elect environmental champions to the Vermont legislature and statewide offices.

Job responsibilities include educating the public on our environmental campaigns, building the support we need to advance a pro-climate, pro-environment policy agenda, and elect environmental and climate champions to public office. The successful candidate will be self-directed and have good writing skills; be able to communicate effectively with a variety of audiences, including members and activists; be able to work collaboratively in a busy office environment; have experience in social media; and be committed to working on behalf of Vermont’s citizens, environment and communities. Political campaign experience is a significant plus.

Applicants should have a B.A. or B.S. in a relevant field (although pertinent life experience may be substituted for education) and, preferably, experience with an advocacy organization.

Starting salary is commensurate with experience.

*To apply for this job, visit:* [http://vermontconservationvoters.com/were-hiring-applications-for-political-outreach-associate-now-being-accepted/](http://vermontconservationvoters.com/were-hiring-applications-for-political-outreach-associate-now-being-accepted/)

Email Kelsey Gibb at kgibb@vermontconservationvoters.org. Please include a letter of interest, resume, and three references. **Applications are due by Friday, April 19, 2019.** VNRC and VCV are Equal Opportunity Employers.
If you are interested in this position – please contact Monica at Career Services before applying.

AGRICULTURE PROGRAMS MANAGER | Vermont Association of Conservation Districts | Waitsfield, VT

Position Purpose: The purpose of the Agriculture Programs Manager position is to provide leadership and support to Vermont’s Natural Resources Conservation Districts (NRCDs) in their efforts to help agricultural producers protect and enhance soil and water quality, strengthen farm viability, and comply with state regulations. The Agriculture Programs Manager will develop, manage and support agriculture programs of the State Natural Resources Conservation Council (NRCC) and the Vermont Association of Conservation Districts (VACD). NRCC is the State of Vermont agency that oversees Conservation Districts. VACD is the non-profit member association of Vermont Conservation Districts.

Background: Conservation Districts were created after the Dust Bowl in the 1930s to help landowners improve soil health. After the creation of the US Environmental Protection Agency and passage of the Clean Water Act, Conservation Districts diversified their programs with a broader focus on water quality, working with landowners and communities to address water quality concerns through programs in agriculture, watershed protection, stormwater mitigation, forestry, and education. There are 14 Conservation Districts in Vermont and nearly 3,000 Districts nation-wide. Conservation Districts are local governmental entities that work with landowners and communities in partnership with the USDA Natural Resources Conservation Service; Vermont Agency of Agriculture, Food and Markets; Vermont Department of Environmental Conservation; Lake Champlain Basin Program; University of Vermont Extension; Regional Planning Commissions, municipalities, local watershed groups and others.

Position Responsibilities: The Agriculture Programs Manager will coordinate closely with Natural Resources Conservation Districts (NRCDs), the Vermont Agency of Agriculture, Food and Markets (VAAFM), the Department of Environmental Conservation (DEC), the Natural Resources Conservation Service (NRCS) and other partners. Responsibilities may include but are not limited to:

- Develop, manage and oversee statewide agricultural water quality programs carried out by NRCDs
- Manage technical assistance and financial assistance programs to assist agricultural producers in protecting soil and water quality, while supporting the viability of the working landscape
- Draft and monitor sub-agreements with Conservation Districts implementing agricultural water quality programs
- Develop guidance and coordinate technical trainings for Conservation District staff
- Engage in capacity building activities and initiatives with NRCC and VACD leadership staff to provide support to NRCD organizational development and program improvements
- Develop documentation systems and report program results to funders
- Write program announcements, accomplishments, success stories and social media content to publicize and garner participation in NRCD agricultural water quality programs
- Develop and monitor program budgets and approve payments to Conservation Districts
- Modify programs and develop new programs as needs and opportunities change, in consultation with NRCC and VACD leadership
- Write and submit funding proposals and budgets for the continuation of programs and/or funding of new programs, in consultation with Conservation District leadership
- Maintain positive, professional working relationships with colleagues and partner organizations
- Represent NRCDs, NRCC and VACD at appropriate meetings with agricultural and water quality partners
- Participate in and facilitate activities of the Vermont Agricultural Water Quality Partnership to support and improve coordination and collaboration among partner organizations
- Provide assistance in reviewing relevant policy initiatives and legislation, and provide comments and testimony as needed

Key Relationships: The Manager will have frequent contact with Conservation District, VACD and NRCC staff, the Vermont Agency of Agriculture, Food and Markets, and other State, Federal, local, academic and non-profit partners working with the agricultural community to protect water quality.

Classification and Benefits: The Agriculture Programs Manager will be an employee of VACD, supervised by the VACD Executive Director, and reporting to both NRCC and VACD. This is a full-time, salaried, exempt position, with benefits. Benefits include vacation, sick/personal and holiday leave, as well as an employer contribution towards health insurance. VACD offers health and dental plans, as well as a Section 125 “cafeteria plan” for its employees. This position is funded through several agreements with State and Federal partners. The Program Manager will assist NRCC and VACD in securing ongoing funding.

CONT on the next page
Office and Working Conditions:
The Agriculture Programs Manager will work remotely from a home office, using his/her own vehicle for travel. A monthly home office stipend and mileage reimbursement at the prevailing Federal rate are provided. Conservation District and VACD technical staff are located throughout Vermont, mostly in USDA Service Centers. Meetings and events are held around the state and occasionally out of state.

Qualifications Required: BA/BS degree in Agriculture, Natural Resources Management, or related field.

Essential Experience and Skills:
- Passionate about agriculture and water quality and committed to a collaborative approach to addressing agricultural water quality concerns
- 3-5 years of program management experience, including reporting and financial monitoring
- Familiar with the Vermont agricultural water quality context
- Knowledgeable about Vermont’s Required Agricultural Practices and programs of the Vermont Agency of Agriculture, Food and Markets to assist agricultural producers in addressing water quality concerns
- Experience awarding and managing grants and contracts
- Experience supervising the work of others and training staff
- Program development and grant-writing experience
- Excellent verbal and written communications skills
- Professional demeanor; able to work effectively and respectfully with diverse groups of people
- Able to self-direct, work productively and independently, while being part of a team
- Flexible and able to work on multiple projects at the same time
- Strong working knowledge of Microsoft Office products, communications technologies and social media
- Able to work remotely, therefore home office must have a stable Internet connection
- Able to travel around the State of Vermont in own vehicle

Desirable:
- Knowledge of Farm Bill/USDA NRCS conservation programs
- USDA NRCS conservation planning expertise
- Additional computer expertise including ARC GIS, ANR Atlas, MS Publisher
- Personnel management experience

How to Apply: Send cover letter, resume, and three references in a single PDF file to: kerry.obrien@vt.nacdnet.net by 9:00am Monday April 15th.

If You Are Interested In This Position, Please Contact Monica In Career Services Before Applying!

VACD is an Equal Opportunity Employer.
FoodWIse State Program Manager (Outreach Program Manager III) | University of Wisconsin – Madison Division of Extension | Madison, WI


Position Summary
The FoodWIse State Program Manager provides administrative leadership and oversight to program development, implementation, evaluation and reporting for the program. FoodWIse is a community-based nutrition program that seeks to empower individuals with limited incomes to make healthy choices to achieve healthy lives and reduce health disparities. FoodWIse is federally funded by the Supplemental Nutrition Assistance Program-Education (SNAP-Ed) and Expanded Food and Nutrition Program (EFNEP) grants.

Degree & Areas of Specialization
Master's or other graduate degree in a field that relates to the responsibilities of this position such as nutritional sciences or dietetics, public health, community health education, public administration, sociology or social work.

Minimum Years & Type of Relevant Experience
- 5 or more years professional experience developing, implementing, evaluating and reporting on the impact and value of educational programs
- Previous supervisory experience
- Previous program or project management experience, including managing budgets
- Strong interpersonal and problem-solving skills in a team setting
- Established track record of building partnerships with diverse groups
- Demonstrated experience effectively interacting with people from different cultural backgrounds including those associated with race, ethnicity, national origin, religion, socioeconomic status, gender, disability, sexual orientation and other aspects of human diversity

Application deadline: April 9, 2019

Volunteer Coordinator | North Shore Land Alliance Oyster Bay, NY

Founded in 2003, the North Shore Land Alliance is a 501(c)(3) not-for-profit nationally-accredited land trust formed to protect and preserve, in perpetuity, the green spaces, farmlands, wetlands, groundwater and historical sites of Long Island’s north shore for the enhancement of quality of life and benefit of future generations.

Summary of Position: The Volunteer Coordinator will:
- Implement activities with volunteers primarily at preserves but also in the office and at fundraising events
- Conduct outreach to recruit new volunteers and regular communications with all our volunteers
- Work with staff to establish project priorities and relationships with existing volunteers
- Work with staff to measure success of volunteer program
- Organize a database/system to track volunteer information, the hours they serve, the work they do and progress made
- Assist with coordination of volunteer educators for the field trip session of our schools program, the Long Island Water Education Program

Requirements:
- Experience in natural resources management and/or field work in nature preserves and/or parks
- Experience coordinating activities with individuals and/or groups in outdoor settings
- Strong leadership skills and focus on safety
- Good communication skills, both verbal and written
- Ability to organize time and work with a minimum of daily supervision
- Trustworthy, reliable and honest in handling confidential information
- Flexible as the responsibilities of each day may be very different
- Must be able to provide own transportation

Please email resume along with a cover letter to jjackson@northshorelandalliance.org with Volunteer Coordinator in the subject line.
Policy And Research Associate | NAACP Legal Defense and Educational Fund, Inc. | Washington, DC

The NAACP Legal Defense & Educational Fund, Inc. (LDF) is the nation’s first and foremost civil and human rights law organization. Since its founding under the leadership of Thurgood Marshall in 1940, LDF has been committed to transforming this nation’s promise of racial equity and justice into reality for all Americans.

LDF uses litigation, public policy advocacy, community organizing and strategic communications programs to ensure the fundamental and basic human rights of all people to quality education, economic opportunity, the right to vote and fully participate in democracy, and the right to a fair criminal justice system.

LDF seeks a Policy & Research Associate to join its policy team to advance its reform work in the areas of criminal justice, education, economic justice, federal judicial and agency nominations, and voting rights.

Responsibilities:
The Policy & Research Associate will assist LDF’s policy staff with advancing LDF’s policy priorities at the federal, state, and local levels. Duties and responsibilities include, but are not limited to:

- Researching policy and legislative reform strategies in LDF’s priority issue areas;
- Providing research and writing support to state and local policy work seeking election, criminal and juvenile justice, education, housing and economic justice reforms;
- Drafting policy statements, testimony, community toolkits and other resources;
- Conducting data analyses on racial disparities in sentencing, school discipline, and other areas to inform LDF’s advocacy, campaigns, and policy positions;
- Assisting LDF’s policy team with forming and staffing coalitions that work to advance policy reform, or to oppose laws and policies that will undermine reform; and
- Other duties as requested by LDF Policy Director, Deputy Policy Director and other senior management staff.

Qualifications:
The ideal candidate for this position will be highly motivated, be committed to civil rights and racial justice, and possess:

- A Bachelor’s Degree;
- 3-5 years of policy or equivalent work experience;
- Outstanding research skills;
- Excellent oral and written communication skills;
- Excellent analytical skills including comfort with analyzing complex issues and familiarity with interpreting data;
- Excellent organizational skills;
- Excellent computer skills; Word, Excel, PowerPoint, Westlaw, Lexis, Pacer, ECF and familiarity with database systems a plus;
- Strong initiative;
- An ability to work both collaboratively and independently;
- Well-developed interpersonal skills;
- Willingness to learn and develop new skills and expertise;
- Accuracy and attention to detail;
- Ability to work in a fast-paced environment;
- Ability to prioritize workload;
- Ability to complete tasks accurately and in a timely manner;
- Willingness to travel; and
- A driver’s license.

How To Apply
Please submit your resume and cover letter to: jobs@naacpldf.org

Or

Monica Garcia
Director of Human Resources/Administration
NAACP Legal Defense and Educational Fund
40 Rector Street, 5th floor
New York, New York 10006
Outreach & Communications Manager | Florida Conservation Voters | Tallahassee, FL

Application Deadline: April 15, 2019    Salary: $30,000 - $35,000

General description: Florida Conservation Voters (FCV) is a statewide advocacy and political organization. We are part of a network of 30 state leagues and the national League of Conservation Voters, which fights to protect our environment. We advocate for sound environmental policies, elect environmental champions, and hold those who stand in our way accountable.

The Outreach and Communications Manager supports FCV’s leadership role in coordinating statewide conservation efforts and implementing specific communications strategies in support of FCV programs. The Outreach and Communications Coordinator will coordinate all FCV-led “table” meetings and support FCV’s communications efforts. They will also support FCV’s Executive Director and Deputy Director in all convening and communications activities, as needed.

Core responsibilities include:

- Implement specific communications strategies in support of FCV programs, including:
  - Develop and maintain familiarity with FCV’s projects, focal areas, advocacy issues, and strategic plan in order to develop interesting, informative, and innovative ways to communicate our work and engage audiences;
  - Creating messaging materials for FCV members, supporters, and Board Members;
  - Planning media events and other event logistics;
  - Designing and implementing creative, relevant, and timely social media campaigns;
  - Managing FCV’s social media presence using best practices;
  - Completing other communications-related tasks as needed.

- Work closely with staff to support FCV’s leadership role in coordinating statewide coalitions and shared campaigns, including:
  - Scheduling and organizing in-person meetings and conference calls;
  - Compiling and distributing agendas;
  - Ensuring strong internal communication and accountability among coalition members.

Applicants must have the following qualifications:

- At least 2 years’ experience in non-profit communications, organizing, and/or volunteering.
- Exceptional writing skills with a knack for clever copy.
- A passion for the environment.
- Demonstrated ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Proven track record of success working in large coalitions or groups.
- Experience planning and executing events.
- High-level of professionalism and drive, with an enthusiasm and passion for delivering results.
- Excellent time management skills.
- Highly detailed, organized and ability to multi-task high priority items.
- Exceptional interpersonal skills.
- Experience using social media work networks, including (but not limited to) Facebook, Twitter, and Instagram, for nonprofit communications.
- Intimate knowledge of Microsoft Word, Google Suite, Email, and Publishing software.
- Able to occasionally work long hours to get the job done—but with flex time after; ability and willingness to travel.

Preference will be given to applicants with:

- Graphic design skills.
- Video editing and production.
- Fluency in more than one language, Spanish preferred.
- A belief that who we elect matters and commitment to conservation, environmental justice, and action on climate.

This is a full-time, salaried position with benefits based in Tallahassee, Florida.

TO APPLY: Please send your resume, writing sample (op-ed, published article, newsletter piece, email campaign or similar) and a cover letter explaining why you want to work for FCV and how this position fits into your long-term career goals to laura@fcvoters.org with “FCV Outreach & Communications Manager” in the subject line. Position is open until filled. Salary is commensurate with experience ranging from $30,000 to $35,000. No calls please.

FCV is an Equal Opportunity Employer Committed to a Diverse, Inclusive and Equitable Workplace.
Environmental Educator and Intern Program Coordinator: Solar One, a nonprofit leader in New York City on the cutting edge of sustainability programming, is seeking a per-diem environmental educator to deliver programming for students and volunteers as part of our Stuyvesant Cove Park Permaculture Parks program.

Planted with native plants and organically managed as a productive engineered wilderness, our 2 acre waterfront permaculture gardens serve as a living symbol of the potential for urban ecological restoration and renewal. Stuy Cove Park is an all-native plant food forest, and the only NYC park that encourages foraging of wild foods. We also have a permaculture plant nursery, hold wild foods events, and sell small quantities of wild edibles to restaurants.

Since 2004, Solar One’s dedicated park staff have educated urban residents about the complex interdependencies of native plants, wildlife, and people through children’s programs, park tours, field trips, volunteer days, professional development workshops, and other interactive opportunities.

Overview of Position: Solar One is seeking an environmental educator and intern program coordinator who is available to deliver on-site programs for in Manhattan on a part-time/as-needed basis from May 2019 - September 2019. Additionally, the educator will work with interns, community members, and volunteer groups to accomplish park garden and maintenance tasks. Responsibilities include but are not limited to:

- Deliver high quality and rigorous on-site programs to K-12 NYC school students during the school year and camp groups in the summer. Educators are responsible for all lesson materials prep and delivery.
- Teach and work with individuals and groups of volunteers to accomplish all aspects of maintaining and improving a productive urban public wilderness.
- Collaborate with the education and parks teams on program and curriculum design.
- Track and record programs delivered.
- Assist to supervise and mentor high school and college interns.
- Under the supervision of the park manager, coordinate day-to-day program functions in staffing the Permaculture Play Garden and accomplishing garden and park tasks.
- Help track attendance and evaluate program impact, outcomes and participants’ progress.

Qualifications

- Bachelor’s degree required - natural science, education, and art preferred;
- 1-2 years of education experience working directly with students;
- Knowledge and/or interest, and capacity to teach in areas of art practice, urban agriculture, permaculture, restoration agriculture, agroecology, soil science, restoration, ecology, horticulture, climate change, food systems, environmental justice, indigenous peoples history and culture, and urban planning;
- The ideal candidate will have a strong background in garden-based instruction, outdoor education, and youth development.
- Experience in classroom/group management skills; demonstrated ability to work with diverse populations including youth and adults; adept at handling groups outdoors.
- Agricultural/gardening/horticultural experience a plus.
- Willingness to travel to deliver occasional off-site programs in all 5 boroughs (using public transit, driving is not required for this position);
- Ability to be self-directed, work collaboratively, and be flexible;
- Ability to perform manual labor and work outdoors in a physically demanding environment;
- Strong oral and written communication skills, including public speaking skills;
- Computer skills, including Google sheets; graphic design/art skills desirable.

Physical Demands: The employee must occasionally lift and/or move up to 50 pounds.

Solar One is an EQUAL OPPORTUNITY EMPLOYER. We are committed to diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, and disability status. EOE/AA/Women and minorities are encouraged to apply.

How To Apply: Please email cover letter and resume to jobs@solar1.org. No phone calls, please. Position will remain open until filled. Salary is commensurate with experience. https://solar1.org
Legislative Assistant/Scheduler | Public Citizen | Washington, DC

Public Citizen seeks an organized, motivated person interested in exploring a career in public-interest advocacy to fill an entry-level Legislative Assistant position in our Global Trade Watch (GTW) division. As scheduler for GTW’s Director, the person in this position gets an overview of all of GTW’s activities and programs.

**General Description:** The Legislative Assistant assists the GTW Director, Lori Wallach, with her scheduling and practical arrangements, prepares policymaker briefing materials, conducts strategic research around paid speaking opportunities for GTW staff and schedules these, and assists with field and press campaigns and various administrative tasks. The Legislative Assistant is supervised by the GTW Deputy Director.

The job is an excellent learning position. It involves working closely with senior-level GTW staff, including the GTW Director and Deputy Director, and a bird’s eye view of all of the organization’s activities.

**Responsibilities:**

1. Serve as Executive Assistant to GTW Director responding to urgent calls to Director from Members of Congress, press and key domestic allies, and accompanying Director to some Congressional meetings.
2. Serve as the scheduler for the GTW Director. Schedule the GTW Director’s congressional lobbying and other U.S. and international meetings and speaking opportunities. Schedule travel and practical arrangements, and handle the accounting of these. Coordinate materials the GTW Director will need for both D.C. and away schedules. Respond to requests made regarding the GTW Director’s invitations to attend events and meetings. Correspond with national and international coalition partners regarding the GTW Director’s travel and speaking arrangements, and coordinate with the GTW press and organizing team to schedule events and press meetings around the Director’s travel.
3. Schedule congressional lobbying meetings for Citizens Trade Campaign coalition team and coordinate with attending parties representing U.S. environmental, labor, consumer, family farm and other public-interest organizations. Coordinate attendance at these meetings and meeting materials.
4. Ensure that the general administrative needs of the entire GTW staff, along with the Director, are met. This includes booking travel, accommodation and venues for other GTW staff and coalition partners.
5. Edit and print materials for meetings and presentations; maintain a system of all current, frequently used GTW printed and digital materials for urgent requests. In coordination with the Research Director and Director, prepare and maintain a biannual 200-page congressional briefing book.
7. Research and develop strategic speaking opportunities for the GTW Director with the goal of raising money for Global Trade Watch through paid events. Develop and maintain a database of colleges, universities, associations and organizations that have paid honorariums for speakers and work with the GTW Director and Deputy Director to systematically promote the GTW Director to those through mailings targeting university speaker booking cycles, follow-up calls and more.
8. Field phone and electronic general inquiries, as well as press requests in coordination with the press officer, and help the Deputy Director and Director assign response to team members and/or help the Director respond in a timely manner.
9. Contribute to field organizing during priority campaigns by conducting phone and email outreach to allies in key states/districts, coordinating phone banks, participating in local coalition work and demonstrations, tracking conferences and events, and maintaining databases.
10. Other duties as assigned.

**Requirements:**

**Education:** College degree preferred

**Work Experience:** Two years of office experience through employment and/or internships preferred. Campaign experience, including with student organizations, a plus.

**Skills:** Good communication and interpersonal skills; Good typing, database management, Microsoft Word, Microsoft Excel, and computer skills; A demonstrated exceptional eye-for-detail and well-organized a priority; Familiarity with html editors and graphic design helpful.

**Capabilities:** Ability to work well under pressure, manage up, handle multiple tasks at once, adapt to rapidly changing situations on a daily basis and work well with a wide range of people.

**Salary and Benefits:** Competitive non-profit salary commensurate with experience; great medical and dental coverage; three weeks paid vacation for new employees.

**How to apply:** Please send a cover letter, resume and writing sample to gtwapplicants@citizen.org. No phone calls.

Public Citizen is an equal opportunity employer. Public Citizen employees are proud members of SEIU Local 500. People of color, women and LGBT candidates are encouraged to apply.
Transformative Justice Program Coordinator | AVP Campus Life, Brown University | Providence, RI

Job Description: The Transformative Justice Program Coordinator focuses on the development and implementation of programming and capacity building that can support student communities in dealing with harm using a transformative justice approach. The coordinator will work with the Assistant Director for Community Dialogue and Campus Engagement to assess students’ current level of understanding of transformative justice frameworks and systems for community accountability. They will design programming rooted in putting transformative justice principles and theory into practice based on the needs shown in that assessment. The coordinator will work closely with the Undergraduate Council of Students and other relevant student groups to advise and assist their efforts in the Transformative Justice space. The coordinator will report directly to the Assistant Director for Community Dialogue and Campus Engagement, and will sit within the Division of Campus Life’s Institute for Transformative Practice.

This is a 2-year pilot position.

Job Qualifications
- Master’s degree in a relevant field and 3 - 5 years of relevant experience, or the equivalent combination of education and experience
- Experience working on social justice issues and addressing instances of harm in communities
- Ability to lead restorative or transformative justice processes
- Proven experience building programs from the ground up
- Excellent written and oral communication skills, including the ability to conduct educational programs and training workshops
- Ability to work with a diverse population of students and colleagues
- Ability to use technology to effectively reach target audiences
- Available to work some nights and/or weekends

BACKGROUND CHECK: Criminal and Education Verification

Job Posting Title: Transformative Justice Program Coordinator

Department: AVP Campus Life

Grade: Grade 10

Worker Type: Employee

Worker Sub-Type: Fixed Term (Fixed Term)

Time Type: Full time

Scheduled Weekly Hours: 37.5


Submission Guidelines:
Please note that in order to be considered an applicant for any staff position at Brown University you must submit an application form for each position for which you believe you are qualified. Applications are not kept on file for future positions. Please include a cover letter and resume with each position application.

Still Have Questions?
If you have any questions you may contact employment@brown.edu.

EEO Statement:
Brown University is an E-Verify Employer.
Brown University is committed to fostering a diverse and inclusive academic global community; as an EEO/AA employer, Brown considers applicants for employment without regard to, and does not discriminate on the basis of, gender, sex, sexual orientation, gender identity, national origin, age, race, protected veteran status, disability, or any other legally protected status.
Conservation Program Manager | Minnesota Land Trust | Saint Paul, MN

**Summary of Position:** The Conservation Program Manager will implement the Minnesota Land Trust's 2017-2027 Conservation Agenda within its Agassiz Beach Ridges, Alexandria Moraine and Minnesota River Conservation Program Areas in western Minnesota. The Program Manager is responsible for achieving the Land Trust's conservation goals of land protection and ecological restoration within these assigned program areas. In addition, the Program Manager sets the stage for program success by: 1) crafting conservation plans that prioritize and target the Land Trust's work, 2) building effective partnerships that enable the Land Trust to maximize its impact and harness the contributions of others, and 3) procuring resources to support the programs.

The Program Manager works closely with other Land Trust staff as a member of the Conservation Team, landowners and our project partners – municipal governments, public agencies and conservation organizations. In addition, the Program Manager will represent the Land Trust in various public settings, as well as participate in fundraising and easement stewardship activities.

The Program Manager reports to the Director of Land Protection and does not supervise other staff. (S)he may manage subcontractors and volunteers. **Location:** St. Paul, Duluth or Appropriate Field Location in Minnesota

**Responsibilities:**
- Manage all aspects of conservation easement projects – assessing the conservation merits of identified properties, negotiating with landowners, drafting easements and baseline documentation reports, record-keeping and other tasks essential to a conservation easement transaction.
- Build effective programs and strong partnerships with governmental and non-governmental partners to implement the Land Trust’s 2017-2027 Conservation Agenda.
- Assist in the development and lead the organization in the implementation of conservation plans that target the Land Trust’s protection work in each of the 3 program areas. Help identify opportunities for restoration work within program areas in collaboration with the Land Trust’s restoration program staff.
- Assist in the procurement and administration of the Land Trust's grants that fund conservation activities in these program areas. Maintain rigorous project- and grant-related records; uphold archival standards for related information.
- Draft correspondence, memoranda, requests for proposals, contracts and other complex documents; assist in the development of appropriate maps and GIS data.
- Participate in communication and outreach activities related to land protection projects.
- Work with the Director of Land Protection, Stewardship Director, Director of Restoration, Staff Attorney and other Land Trust staff to implement other projects or programs as requested.

**Essential Qualifications:**
- A master's degree in natural resources, land management or other related conservation field, or real-estate law.
- Solid scientific knowledge and a minimum of three years field experience in natural resources conservation; experience with Minnesota's landscapes and natural resources is preferred.
- A minimum of three years' demonstrated experience managing complex projects and/or conservation real estate transactions.
- Demonstrated experience and excellence in project management, record keeping, and data management.
- Excellent communication skills and ability to work effectively in a team environment with a wide variety of individuals – such as landowners, stakeholders, partners, staff, and board members – in achieving organizational goals.
- Self-motivated, well organized and self-directed, with attention to detail and the follow-through essential for conservation real estate transactions.
- Willingness and ability to travel throughout Minnesota, with occasional overnight stays. Ability to traverse uneven terrain over long distances, in remote settings, and at all times of the year.
- Proficiency with PC computer systems and Microsoft Office.

**Preferred Qualifications:**
- Experience with Minnesota’s land and water conservation programs and state/federal grant programs, including the Outdoor Heritage Fund and Environment and Natural Resources Trust Fund.
- Proficiency in the understanding and generation of maps, natural resource information, and other spatial data. Proficiency with GIS programs.

**HOW TO APPLY:** Please email resume and cover letter as a single PDF to Sue Martinez at smartinez@mnland.org by April 17, 2019. Website [https://mnland.org/about/employment/](https://mnland.org/about/employment/)
Farmer Outreach Coordinator | Practical Farmers of Iowa | Ames, IA

Practical Farmers of Iowa (PFI) is seeking an outgoing and driven professional to join our staff as farmer outreach coordinator. For over 30 years, PFI has equipped farmers to build resilient farms and communities through farmer-to-farmer knowledge-sharing, on-farm research and strategic partnerships. This new, full-time position will work with PFI staff, members and partners to grow the impact of our members’ voices in their communities and in the media by coaching them on speaking and media interviews, and coordinating speaking appearances at events and in the media. The person will build relationships with farmers and with PFI’s partners and other organizations that host events our members can speak at. This person will also work closely with farmers and PFI staff to create stories, and with fellow PFI communications staff members to produce articles, social media content, videos, podcasts and other digital and print material. The farmer outreach coordinator will join a dynamic, hard-working and enthusiastic team, and will help amplify Practical Farmers’ impact as our organization and the demand for resilient farming systems grows.

**Job Duties:** **Coordinate farmer-to-farmer speaking and outreach program:** • Recruit and coordinate a network of farmers to speak at events • Coordinate event speaking opportunities and media interviews for farmers • Coach farmers on speaking at events and in the media • Create content for farmers speaking at events and in the media • Work with communications staff to develop templates and multimedia content for farmers to use in presentations • Track and report farmer speaking engagements to funders • Track impact on media landscape using media monitoring tool • Coordinate writing of op-eds by farmers • Connect farmers who have questions to other farmers who have answers • Connect farmers to reporters looking for ag-related stories

**Develop content and stories for accomplishing PFI’s strategic goals:** • Work with PFI program staff to plan outreach content for accomplishing strategic goals • Interview farmers for articles, videos, podcasts and other stories • Develop stories for videos, podcasts, email and advertising campaigns • Write copy for social media, email marketing and advertising campaigns • Write articles for PFI’s magazine and blog, and for external farm publications • Edit blogs, emails, articles and other publications as needed **Plan and staff other PFI events as needed; Other duties as assigned**

**Essential Qualifications:** • Bachelor’s degree in journalism, public relations, rhetorical studies or relevant communications field required • Advanced degree in journalism, communications, agriculture or natural resources field or; three or more years of professional experience writing, coordinating outreach or similar capacity • Extensive knowledge of and experience with the diversity of Midwestern agriculture, including conventional and organic row-crop systems; fruit and vegetable production; and indoor and outdoor livestock systems • Knowledge of the principles of persuasive communication and how to deliver effective oral presentations • Strong writer with experience translating complex and technical subjects into engaging, reader-friendly content • Knowledge of interview tactics and the story development process • Knowledge of the media landscape, and how to pitch stories to journalists and editors • Familiarity with AP Style, and commitment to accuracy and consistent application of PFI’s style and voice across all channels • Self-motivated and outgoing; willing to initiate contact with farmers, media outlets and partners hosting events • A creative and strategic ability to frame ideas, develop stories and synthesize complex agricultural issues in a way that appeals to the news media and a wide variety of audiences • Proficiency with Microsoft Office software, including Word, Excel and especially PowerPoint • Comfortable working with a diverse audience of farmers and stakeholders • Ability to work well with others and build partnerships • Ability to meet deadlines and effectively manage several tasks at once • Commitment to Practical Farmers’ mission, and a belief in elevating farmers’ voices and experiences • Knowledge of grassroots organizing principles required, experience preferred

**Desirable Qualifications:** • Experience coordinating event logistics • Video, podcast and other multimedia experience • Experience with Adobe Creative Suite, including InDesign, Illustrator, PhotoShop, Lightroom, Audition and/or Premiere Pro • Understanding of effective communication strategies for both print and digital environments • Familiarity with Cision’s media tracking software, or similar media monitoring tools.

This is a full-time position based in our Ames office. Salary is competitive, based on experience and qualifications. Practical Farmers offers a flexible, fast-paced work environment with opportunities for independent initiative and professional development. This position requires travel (mostly in Iowa), a valid driver’s license, the ability to lift 50 pounds and the ability to walk long distances. The position reports to Nick Ohde, communications and marketing director. Practical Farmers is a family-friendly employer. The position includes full health care benefits, a flex plan, short- and long-term disability, life insurance and generous paid time off. Employer contribution to a 401k retirement plan is offered after one year of employment.

**HOW TO APPLY:** Please apply by sending a cover letter, resume, portfolio and professional references to Nick Ohde at nick@practicalfarmers.org by May 15, 2019. Applications will be reviewed on a rolling basis.

When you apply, please indicate that you are responding to the posting on Conservation Job Board.

Website [https://practicalfarmers.org/](https://practicalfarmers.org/)
Responsibilities

As a Natural Resource Management Specialist, you will perform the following duties:

- Analyze and interpret Magnuson-Stevens Fishery Conservation and Management Act, Endangered Species Act, National Environmental Policy Act, and other agency mandates, policies and guidance and anticipate future trends to formulate strategies and policy guidance.
- Make recommendations to resolve a variety of complex problems and issues related to the conservation and management of fisheries, protected resources, habitat conservation, and aquaculture in the South Atlantic, Gulf of Mexico, and U.S. Caribbean.
- Coordinate development of, draft, and review background materials and other informational documents to support briefings and respond to other inquiries from senior officials and Congress.
- Serve as SERO’s Disaster Response Coordinator, supporting cross-divisional communication and engagement in disaster planning and response activities, preparedness drills, and training.
- Oversee and manage implementation and tracking of SERO-wide strategic planning activities, including advising and assisting with developing organizational and science priorities.
- Manage assigned projects using planning techniques, effective communication, information management, computer tools, and other methods to produce quality products within assigned time frames.
- Represent SERO on complex and controversial policy issues at a variety of public forums, including meetings, workshops, and conferences, and present complex technical and procedural information in written and oral format to a wide range of audiences.

These duties are described at the full performance level of the GS-12; the GS-11 is developmental leading to such performance.

View Full Job Description: https://www.usajobs.gov:443/GetJob/ViewDetails/528669400
General Description: The League of Conservation Voters (LCV) works to turn environmental values into national, state and local priorities. LCV, in collaboration with our state LCV partners, advocates for sound environmental laws and policies, holds elected officials accountable for their votes and actions, and elects pro-environment candidates who will champion our priority issues.

LCV’s work to protect and advocate for the environment is rooted in our commitment to racial, social and environmental justice. Communities of color are disproportionately impacted by climate change and pollution. For this reason, racial justice and equity are inextricably linked to protecting our environment. Within the organization, we are actively building a workplace culture that demonstrates how we value equity and inclusion through more intentional and inclusive practices. We are committed to building an organization that represents a variety of backgrounds, perspectives, and skills.

LCV is hiring a Legislative Representative to help lead our lobbying and other advocacy work around federal conservation policy, including land, water and endangered species protections. We are seeking a dynamic addition to our team to help promote our proactive legislative agenda and defend against executive branch and congressional attacks on core environmental protections and attempts to reverse progress on conservation and other environmental issues.

Responsibilities:
• Work closely with the Conservation Program Director to craft and implement LCV’s work on federal conservation policy, including land conservation, oceans, and endangered species.
• Directly lobby members of Congress and their staff on conservation policy and other priority issues.
• Ensure that all of our conservation policy work is advancing racial justice and equity, including through partnerships and coalitions and engagement with leaders of color in Congress.
• Collaborate with LCV’s Policy and Lobbying team, outside coalitions, and our state league partners, as appropriate, to advance our policy goals.
• Research, track and analyze environmental legislation and executive branch actions.
• Assist in the production of LCV’s nationally-recognized National Environmental Scorecard.
• Ensure the accuracy of LCV’s public materials; work with the Membership and Online Engagement, Communications, Field, and Chispa teams to advance our policy priorities.
• Partner with the Conservation Voter Movement, a network of over 30 state leagues, on various projects and provide timely updates on federal legislation.
• Assist with LCV’s electoral work, including work with candidates, PAC investments and the Congressional Candidate Questionnaire.
• Collaborate with the Development department and other staff to craft materials that will help raise resources for our conservation policy work.
• Other duties as assigned.

Qualifications:
• Work Experience: Must have at least 3-5 years of work experience, with one year experience working on Capitol Hill, in the executive branch, or at an advocacy or political organization. Demonstrated experience at effectively representing organization externally. Experience working on federal conservation policy is preferred. Experience talking on the record with the press is preferred.
• Skills: Policy analysis and research, federal government relations, coalition-building, excellent written and oral communication skills, including delivering public presentations. Organized and attentive to details; commitment to teamwork and community; ability to handle multiple tasks, effectively prioritize and thrive in a fast-paced setting. Strong interpersonal and communications skills with an ability to develop relationships with individuals representing a rich mix of race, gender, talent, experience, and background. Demonstrated ability to apply a racial justice lens to policy analysis. Demonstrates initiative and ability to seize strategic opportunities preferred. Experience using social media tools, such as Facebook and Twitter, preferred, as is experience and interest in electoral campaigns. Knowledge of federal conservation policy preferred.
• Cultural Competence: Shares our commitment to increasing racial diversity in our movement and organization, integrating justice and equity into the work we do and ensuring an inclusive organizational culture. Commitment to environmental protection and mission of LCV.
• Conditions: Able to work long hours to get the job done. This position is based in Washington, D.C.

HOW TO APPLY: Send cover letter and resume to hr@lcv.org with “Legislative Representative” in the subject line no later than April 16, 2019. No phone calls please.
Conservation Outreach Manager | Greenwich Land Trust | Greenwich, CT

**Role:** Reporting to the Executive Director, the Conservation Outreach Manager will work collaboratively with staff and organizational leadership to manage GLT’s conservation initiatives, lead and develop educational programs, and continue to build upon our community partnerships through collaboration and engagement.

**Responsibilities:**
- Manage GLT’s Seed-to-Seed native plant initiative including the planning and implementation of program goals including seed collection, propagation, and planting through the utilization of dedicated volunteer and community partners.
- Coordinate Greenwich Land Trust’s Youth Corps program including coordinating hiring, establishing project goals, and managing program staff including GLT’s Conservation Educator. Work with the Executive Director to secure program funding and compile all related reporting.
- Develop and present educational programming to a large and varied audience.
- Identify, implement, and highlight conservation projects on GLT preserves.
- Assist with land management including seasonal maintenance, habitat restoration, and property specific projects.
- Assist with land acquisitions including site visits, conservation assessment reporting, and mapping as needed.
- Assist with program and event preparation and execution as needed.
- Contribute content including photo and video for publications including monthly e-newsletter and annual report.
- Work with Development Manager to identify and prepare grants to enhance stewardship and education programs
- Other duties as assigned.

**Qualifications:**
- Bachelor’s or Master’s degree (preferred) in Natural Resources, Ecology, Horticulture, Wildlife Biology, Forestry, or related field
- 3-5 years of relevant work experience
- Demonstrated teaching experience (preferred)
- Demonstrated knowledge of applied science and stewardship principles
- Experience writing about agriculture, science, conservation, the environment and/or other related topics helpful
- Ability to manage projects and deadlines simultaneously
- Strong organizational skills and attention to detail
- Ability to work independently
- Friendly, patient, and mature attitude with exceptional people skills

**Skills:**
- Greenhouse management, plant propagation, or nursery operation
- Knowledge of natural processes, native plants, and invasive plant identification is critical
- Keen sense of judgment regarding organization and presentation of content for a variety of audiences
- Excellent written, presentation, oral communication and interpersonal skills
- Ability to thrive in a fast-paced environment with strict deadlines, and a willingness to help the team get work accomplished
- Experience with ArcGIS systems and applications is preferred
- Proactive approach to work and willingness to take initiative
- Interest in Greenwich Land Trust’s mission

**Compensation:**
Salary range is competitive depending on experience. Package includes health care benefits, retirement plan, paid vacation, and holidays. No relocation funding available.

**More info:** [https://gltrust.org/about/jobs/](https://gltrust.org/about/jobs/)

**HOW TO APPLY:** Please mail or email your resume with cover letter and at least two references to:

Will Kies, Executive Director  
Greenwich Land Trust  
370 Round Hill Road  
Greenwich, CT 06831  
Email can be directed to: will@gltrust.org
**Project Manager | The Mosaic Initiative, Pisces Foundation | San Francisco, CA**

**Mosaic Project Manager:** Mosaic is hiring a Project Manager to help launch the initiative and implement this ambitious vision. S/he will work closely with the Director to establish and support the Mosaic governing body, and work to engage and network members of the broader Mosaic community. The Project Manager will also help implement the initiative’s inclusive grant-making process and will support day-to-day operations. The ideal candidate excels at bringing together people with diverse experiences and perspectives for a common cause. Mosaic is a start-up, and s/he will have the resourcefulness, flexibility, self-direction, and good humor to operate effectively on a small team in a fast-paced, dynamic environment.

The Project Manager will have the opportunity to work with a wide range of environmental NGOs and philanthropies across the U.S. in order to create a more connected, effective, and inclusive environmental movement. The Project Manager will be Mosaic’s second full-time team member, which means that s/he will help influence the direction and formation of the initiative. The successful candidate will be passionate about thinking about how change happens and energized by working collaboratively with field organization to support the movement.

**Primary Duties and Responsibilities:** The Mosaic staff team will be responsible for successfully launching and implementing the initiative. The Project Manager will work closely with the Director on the following:

**Community engagement |** Growing the Mosaic community and facilitating opportunities for the community to connect by:
- Tracking the growth and development of a community of 90+ NGO’s and philanthropies
- Drafting regular updates about Mosaic’s activities
- Supporting efforts to broaden and build an inclusive Mosaic community that reflects the diversity of the environmental movement, with particular attention to including historically marginalized people and organization.
- Supporting in-person and virtual meetings to connect the Mosaic community around strategy and grantmaking activities

**Governance support |** Enabling effective decision-making by Mosaic’s governance groups, focused on strategy and grant-making, by:
- Supporting meeting preparation, including development of meeting materials, and presentations
- Drafting communications to the governance groups to keep them informed of Mosaic’s day-to-day progress and solicit input in between meetings
- Conducting research and otherwise supporting the work of the governance groups

**Operations |** Managing internal operations, by:
- Helping coordinate between Mosaic’s fiscal sponsor and contractors
- Preparing reports and other funder requirements

**Qualifications:** We’re seeking candidates who excel at collaboration and are passionate about the environment. We strongly encourage applicants from diverse backgrounds and with a variety of skills, experiences, and ideas. The ideal candidate will have:
- An ability to foster collaboration and relationship-building among people and organizations who have different perspectives and experiences;
- 2-5 years of relevant work experience, which has yielded an understanding of how social movements work and interest in how change happens; knowledge of environmental issues and philanthropy a plus;
- An ability to forge new relationships and represent Mosaic in a professional, courteous, and tactful manner;
- An ability to manage multiple projects simultaneously and be a highly-motivated, resourceful, self-starter;
- Excellent interpersonal, verbal, and written communication skills and the ability—and desire—to collaborate effectively in complex environments;
- Excellent analytical and problem-solving skills and be a strategic and creative thinker who can forge new ground;
- Strong organizational skills with an excellent attention to detail and commitment to high quality work;
- A history of operating successfully and with enthusiasm in evolving circumstances, particularly at the start-up phase of an organization or company;
- Flexibility, emotional intelligence, positive attitude, enthusiasm, and a sense of humor;
- Strong Microsoft Office (Word, Excel, PowerPoint) skills; Salesforce or other CRM platform experience a plus;
- Ability and willingness to travel within the U.S.

**Benefits:** Mosaic offers an excellent benefits package and a competitive salary that is commensurate with experience. This position will be located in San Francisco, CA.

**How to Apply:** CEA Recruiting is assisting the Mosaic initiative with this search. To be considered for this position, interested candidates must follow the link below to submit a resume, cover letter, and salary requirements through CEA’s job portal. This position will remain open until filled. [https://job.ceaconsulting.com/jobs/mosaic-project-manager-san-francisco--104755](https://job.ceaconsulting.com/jobs/mosaic-project-manager-san-francisco--104755)
Development Officer | Trust In Food | Lenexa, KS

Salary: $55,000 - $60,000

POSITION DESCRIPTION: Farm Journal seeks energetic, entrepreneurial candidates passionate about making a difference in the food and agriculture industry for an exciting position in a startup division of Farm Journal Media. The position offers tremendous long-term career growth in an area that is foundational to the future of U.S. farming: conservation and environmental sustainability.

The Trust In Food Development Officer will directly report to the Director, Development and Programming within this fast-growth startup division of Farm Journal. He or she will work closely on all aspects of the business focusing on helping farmers make more money, improve their sustainability and conservation practices, and leave a legacy for their families in partnership with the conservation and sustainability community.

To be successful, the Development Officer will cultivate deep relationships with high-level partners across the food value chain, sharing the story of Farm Journal and Trust In Food, identifying needs in the conservation agriculture and sustainability communities where Farm Journal’s data, research, communications and platform can add value and scale the adoption of voluntary conservation agriculture practices across U.S. farm country. Think of this role as a liaison between Farm Journal and all food system stakeholders with a desire to keep farm families on working lands for generations to come – being profitable, passionate stewards of land and water, and champions of conservation agriculture as integral to the way they do business. The successful candidate’s job will be to cultivate the relationships between Farm Journal and the food supply chain to identify partnership opportunities and set the stage for strong, multi-year, win-win collaborations.

As part of this role, the Development Officer will take a leading role in the following conservation development activities, with other duties as assigned:
• Researching, analyzing, and planning new business growth opportunities
• Conducting competitive intelligence to position Trust In Food in the marketplace.
• Supporting effective internal communication and information management processes to ensure that Trust In Food staff members have access to business development information.
• Advancing new business opportunities from scouting for opportunities, scheduling phone calls and setting up in-person meetings to proposal submission.
• Supporting Trust In Food in identification of national funding partners including agribusinesses, commodity associations, academia, NGOs, government agencies, technology firms, food companies, food retailers, food-service organizations and other stakeholders.
• Participating in field reconnaissance for new project opportunities and recruiting partners for collaborative grant and funding opportunities.
• Negotiating Trust In Food’s role on teams and collaborative partnerships to ensure a competitive position that adheres to organizational best practices, strategic direction and long-term financial and thought-leadership growth of the division.
• Contributing to proposal efforts as lead writer on strategic project opportunities or as contributing writer by coordinating submission of content.
• Providing business development services to guide or lead Trust In Food team members to analyze opportunities, prepare and review proposals, and conduct after-action reviews to ensure the timely submission of high-quality proposals.
• Contributing to the development and dissemination of standardized Trust In Food materials such as marketing resources, guidelines, tools and templates.
• Building our relationships across all of the supply chain in all 50 states.
• Supporting networking and relationship-building between Trust In Food team members and local, state and national partners.
• Domestic travel: up to 50%.

Minimum Qualifications
These qualifications include, but are not limited to, the following:
• Immense passion for helping farmers, ranchers and growers – and leaving the environment in better shape than we found it
• Hungry for the subject matter and the work, tremendous humility with a can-do attitude and an always-on learner, smart and strategic (people-smart, proactive communicator, self-starter)
• BA/BS degree and 2-5 years of professional experience
• Ability to manage multiple complex projects under deadlines.

Work location flexible to the following areas: Lenexa, KS, St. Louis, MO, Washington, D.C. and Mexico, MO

Benefits:
• Paid time off
• Health insurance
• Dental insurance
• Healthcare spending or reimbursement accounts such as HSAs or FSAs
• Other types of insurance
• Retirement benefits or accounts

How To Apply: https://www.agweb.com/farm-journal-media/careers/
Oceans Campaigner | Center for Biological Diversity | Oakland, CA

Application Deadline: April 19, 2019  Salary: Salary is commensurate with experience.

General position overview: The Center for Biological Diversity seeks an experienced campaigner for its oceans program. The aim of the position is to campaign for the protection of marine wildlife and ecosystems from threats including offshore drilling, plastic pollution, climate change, and destructive fisheries.

The campaigner will use their skills to plan and execute strategic campaigns that promote ocean conservation. The campaigner will implement bold initiatives and creative tactics to mobilize support for our campaigns. An integral part of the position will be to build power with allies and the public to influence decision-makers on critical issues.

Priority campaigns this year include: (1) opposing Trump’s expansion of offshore drilling; (2) fighting the massive plastic industry boom; and (3) halting a major new oil pipeline that threatens the California coast.

Main duties:
- Plan and implement effective campaigns that inspire people to demand meaningful policy changes.
- Communicate with decision-makers, the public, allies and opinion leaders through outreach and public speaking.
- Engage, coordinate and collaborate with a broad alliance of organizations in coalition to identify and advance winning strategies.
- Media advocacy and delivering effective statements to reporters.
- Build and maintain strong and authentic relationships with organizations, community groups, and key influencers.

Essential qualities, qualifications and skills:
- Excellent communication skills, written and oral; including strong public speaking skills
- Experience planning and implementing successful campaigns
- Track record of inspiring people to take action in online and offline spaces
- Highly organized and experience managing multiple projects
- Strong work ethic and time management skills
- Experience working effectively within coalitions, including honoring best practices and competence in diversity, equity and inclusion

The Center for Biological Diversity deeply values, and is committed to sustaining and promoting, both biological and cultural diversity. We welcome, embrace and respect diversity of people, identities and cultures. We are committed to fostering an organizational culture of diversity and inclusion. The Center believes staff and board diversity is critical to saving life on Earth.

We are an equal opportunity employer.

Benefits package: The Center offers a very generous benefits package which includes:
- Paid Medical, dental and vision plan for employee.
- Paid Short-term and long-term disability.
- 403(b) plan with opportunity for match.
- Generous time off policies.
- Relaxed work atmosphere and dress code.

Application Process: Please apply via our website at https://www.biologicaldiversity.org/about/jobs/ by submitting a cover letter, resume, references and a writing sample by April 19, 2019. No telephone calls, please. Only candidates selected for interviews will be contacted.
AmeriCorps Farm to School Coordinator | Green Mountain Farm to School | Lyndon, VT

Green Mountain Farm-to-School, a nonprofit organization in northern Vermont, has 5 AmeriCorps openings:

See link for Full Posting: GMFTS FTS Coordinator, 2019-2020

The primary responsibilities of the AmeriCorps Farm-to-School Coordinator will be to develop, grow, present, and evaluate GMFTS’ Farm-to-School Programs. This is a full-time year-long AmeriCorps position. The Farm-to-School Coordinator reports to the Farm to School Program Manager.

The AmeriCorps Farm-to-School Coordinator will work with school staff to develop, implement and evaluate Farm to School program activities such as taste tests, farm field trips, school gardens, nutrition education and more. This position is part of the Lyndon Economic opportunity AmeriCorps Program (LEAP). Compensation includes a biweekly stipend totaling approximately $13,700 for the year and a $5,900 Education Award for past or future education upon successful completion.

Start date: August 2019.

This position is part of the Lyndon Economic opportunity AmeriCorps Program (LEAP). LEAP is a national service program that places AmeriCorps members with non-profit organizations throughout the NEK of Vermont to support those organizations in expanding their services that many communities rely on. LEAP supports their members in their path to educational and career attainment through direct service, on-going trainings, and professional development opportunities offered during the service year. Position dependent upon LEAP federal funding.

To Apply: Submit a resume, cover letter and essay to jobs@gmfts.org. Essay topic: Please explain one thing you could do to introduce children to healthy local foods (maximum 200 words). No phone calls please.

Open until filled with priority given to applications received before April 15th 2019. EOE

GMFTS FTS Coordinator - Typical weekly schedule (1)

GMFTS FTS Coordinator, 2019-2020

AmeriCorps FAQ BeforeYouApply
New England Climate & Agriculture Program Manager | American Farmland Trust | Northampton, MA

American Farmland Trust is the only national organization that takes a holistic approach to agriculture, focusing on the land itself, the agricultural practices used on that land, and the farmers and ranchers who do the work. AFT launched the conservation agriculture movement and continues to raise public awareness through our No Farms, No Food message. Since our founding in 1980, AFT has helped permanently protect over 6.5 million acres of agricultural lands, advanced environmentally-sound farming practices on millions of additional acres, and supported thousands of farm families. Long a pioneering leader, AFT is now riding a new wave of growth, driven by agriculture’s most pressing needs and opportunities.

Conserving farmland by the acre and soil by the inch is a powerful strategy for sequestering carbon and reducing greenhouse gas emissions and enhancing farmland and ranchland productivity in the face of a changing climate. AFT’s Farmers Combat Climate Change initiative has been working to reduce the conversion of agricultural land to development and promote smart growth; increase the use of climate-smart conservation farming systems; and build support for policies that help farmers combat, mitigate and adapt to a changing climate. AFT’s work in New England builds on our national efforts. We are conducting research and comparative policy analysis around renewable energy generation and farmland; engaging agriculture, the general public, researchers, and policy makers around the role farms can plan in both preventing and mitigating against climate change; and we are working with a variety of stakeholder groups to move forward agendas that are mutually beneficial to agriculture and the climate. But we can do more and wish to do so by increasing our capacity to further this work and build additional programming on the topic.

The program manager reports to the New England Director, who oversees AFT’s work in the region and will work closely with national AFT staff including the National Climate Director. The program manager will implement AFT’s climate strategy in New England and actively collaborate and coordinate with AFT staff to help ensure that AFT’s programming is strategic, synergistic, efficiently-delivered, well-received, and impactful.

Preferably the program manager will be based at AFT’s Northampton Office but could possibly work remotely from elsewhere in the region, depending on the location.

Duties & Responsibilities
The primary responsibilities of this position are to implement existing AFT climate related activities in the six New England states; help develop new programming that furthers AFT’s broader mission as it relates to climate change and agriculture; provide leadership and support to other organizations and efforts in the region related to climate change and agriculture. Specific responsibilities include:

- Work with regional partners to lead a major regional initiative to encourage renewable siting across New England in ways that sustain farm productivity and protect farmland;
- Design, develop, and implement projects relating to climate change that align with AFT’s mission;
- Track and engage with state and federal policy initiatives throughout the region related to climate change and agriculture;
- Support US Climate Alliance States in their work on natural and working lands as a member of the US Climate Alliance Impact Partnership;
- Represent AFT at meetings, conferences, and discussion groups related to climate change and agriculture;
- Provide expertise in New England within and outside of AFT regarding climate change and opportunities for farmers to combat climate change;
- Build coalitions of agricultural and climate stakeholders where those are lacking in New England;
- Conduct policy research relevant to climate change and agriculture;
- Work collaboratively with AFT staff to ensure that the work being performed is effectively integrated into national strategies and regional programs;
- Work with federal and state policy staff in the region to advance policies;
- Work with Development staff to raise funds for projects in the region;
- Work with Communications staff to actively communicate about the work;
• Provide regional visibility for AFT at climate coalitions, workshops, and conferences;
• Supervise interns and consultants working on projects developed in the region; and
• Support a strong team culture among AFT staff.
• Other duties as assigned.

The program manager must be outgoing and energetic and have direct professional experience working on agriculture and climate issues. The individual must have knowledge of and experience with one or more of the following: agriculture, climate, soil health, conservation, carbon markets, corporate sustainability, and/or farmland protection. The program manager must be able to work closely with farmers and agriculture organizations as well as environmental organizations, universities and other research institutions, and state/federal government agencies.

• A BA or BS degree and a minimum of 7 years of related work experience in agriculture, climate, soil health, conservation, carbon markets, corporate sustainability, and/or farmland protection. An advanced degree in one or more of the disciplines noted may be substituted for up to 5 years of experience.
• Be comfortable interacting with farmers, advocates and policy makers.
• Technical knowledge of climate, agriculture, and soil health science and policy a plus.
• Work history of developing and implementing effective programs and projects.
• Demonstrated project management skill and experience working in diverse teams of individuals, peers, and partners.
• Demonstrated experience and success in fundraising a plus.
• Excellent written and verbal communication skills.
• Must be Highly motivated with strong interpersonal skills.
• Must bring a collaborative, outgoing, professional, and innovative approach to tackling these issues.
• Ability to deliver high-quality work in a dynamic organization under time pressure.
• Ability to travel throughout the New England region including occasional overnight trips.

Compensation
Salary is competitive and commensurate with experience and background. AFT provides a full and generous benefits package.

Application Deadline: While applications will be accepted until the position is filled, we will prioritize those received by April 26th and we will begin our review process then.

Please include a cover letter with resume for consideration.

American Farmland Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, American Farmland Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

How To Apply: If you’re interested in joining the team, please apply via the link!

The Farmland Information and Policy Specialist will be responsible for conducting state and local policy research and expanding and maintaining an online collection of relevant laws, regulations and policies for AFT’s Farmland Information Center website. The Policy Specialist also will contribute to AFT’s state policy scorecard—a component of AFT’s Farms Under Threat initiative that ranks states’ efforts to protect agricultural land and support agricultural viability. The successful candidate will oversee surveys of state and local farmland protection activity and help respond to requests for information received through the FIC’s answer service. While the Policy Specialist may contribute to policy development the position does not involve direct advocacy. The Farmland Information and Policy Specialist will report to the Director of AFT’s Farmland Information Center and work in AFT’s office in Northampton, Massachusetts.

**Duties & Responsibilities**

- Managing the collections of laws, regulations, polices and sample documents on the FIC website. This will involve developing protocols for adding content, a schedule for checking and refreshing content, and plan for expanding collections with input from national and field directors to reflect all three parts of AFT’s mission;
- Reviewing and analyzing federal, state and local laws, regulations, policies and plans;
- Identifying factors across policies and programs that can highlight best practices and/or measure the effectiveness of the approach to support AFT’s state policy scorecard;
- Synthesizing complex information into clear summaries, policy briefs, professional reports and blogs;
- Assisting AFT’s national initiative and field directors in the development of policy recommendations;
- Responding to technical requests from external audiences and AFT staff;
- Tracking relevant state legislative activity;
- Developing a range of educational resources including fact sheets and technical memos;
- Managing consultants and/or interns hired to support the responsibilities listed above including maintenance of the FIC’s collection of laws, regulations, policies and sample documents;
- Assisting with fundraising; and
- Contributing to special projects on an as-needed basis.
- Other duties as assigned.

**Requirements**

- A law degree or advanced degree in public policy;
- Minimum of three years of related work experience in agriculture, farmland protection, land conservation, land use planning or environmental policy;
- Proven ability to perform legal and policy research and a thorough understanding of the legislative process as demonstrated by experience working with lawmakers, public agency staff, advocacy groups or similar entity for at least two years;
- Ability to analyze data;
- Ability to use proper legal citation;
- Project and budget management skills;
- Experience fundraising;
- Verbal, written and multi-media communication skills;
- Familiarity with online meeting and training platforms, video conferencing, desktop sharing;
- Familiarity with website content management systems, WordPress preferred; and
- Proficiency with Office Suite, including Excel and PowerPoint.
- Passion for AFT’s mission;
- Strong work ethic;
- Good team player and willingness to forge new relationships;
- Ability to think strategically; and
- Attention to detail.

**Compensation:** Salary is competitive and commensurate with experience and background. AFT provides a full and generous benefits package.

**Application Deadline:** May 3, 2019 If you are eager to join our team, [please visit this page to apply](#). Please include a cover letter with resume for consideration.
Community Engagement Coordinator | Frenchman Bay Conservancy | Hancock, ME

Application Deadline: April 22, 2019

Frenchman Bay Conservancy, an accredited 501(c)(3) land trust in Hancock, Maine, seeks a Community Engagement Coordinator to engage members, partners, and anyone who enjoys being in the outdoors in community events, on social media, and as volunteer trail stewards on our 8,000 acres of preserves and easements in Hancock County.

We are looking for a self-motivated team player whose energy and enthusiasm for conservation will move people to participate in our work. The ideal candidate will cut through the noise and busyness in people’s lives to engage them with Frenchman Bay Conservancy in fun, creative, and meaningful ways.

This is a full-time position at 40 hours per week. Events in the evenings or weekends will require time outside normal work hours. The Community Engagement Coordinator will work out of the Frenchman Bay Conservancy office at our Tidal Falls Preserve in Hancock and report to the Executive Director.

Desired qualifications

- A passion for land conservation, strong attention to detail, exceptional organizational skills, assertive creativity, and ability to lead and coordinate team projects
- Proficiency with email and social media and impeccable phone and in-person interpersonal skills
- Strong writing skills and experience with grant writing and press releases
- Familiarity with Hancock County communities and land trusts
- Familiarity with Mail Chimp, WordPress, Adobe Illustrator, and InDesign

Primary responsibilities

- Develop and implement FBC's annual marketing and communications plan, including developing, writing, and designing monthly e-newsletters, bi-annual print newsletters, membership and business mailings, event engagement and advertising, social media, website, press releases, and other media campaigns and materials,
- Develop and implement event programming including education, citizen science, stewardship, recreation, and fundraising with partnership from FBC board members,
- Engage area businesses, institutions, and organizations through community partnerships, joint programming, and membership/sponsorship,
- Grow our volunteer network and strengthen volunteer connections with FBC,
- Work in partnership with members of our Outreach and Events board committee and other staff and board members as necessary,
- Engage local schools in FBC’s work, including supervising and developing two 3-day summer camps and projects with FBC’s Education Advisory volunteer committee, and
- Assist with development and design of FBC’s new Exploration Center.

How To Apply
To apply, please send your resume with cover letter to: info@frenchmanbay.org.

Location
72 Tidal Falls Road, Hancock, ME 04640 https://frenchmanbay.org
**ACCSP Coordinator | Atlantic States Marine Fisheries Commission | Arlington, VA**

**Deadline:** Apr 05, 2019 | **Vacancy #**19-002 | **Starting Salary:** $51,000 - $55,000 annually w/benefits (Starting salary commensurate with experience) | **Position Title:** Atlantic Coastal Cooperative Statistics Program (ACCSP) Coordinator

**Duties:** As ACCSP Coordinator, the incumbent is responsible for supporting Atlantic Coastal Cooperative Statistics Program (ACCSP) policies and goals by coordinating the ACCSP activities, providing staff support to specific ACCSP committees, managing the ACCSP web site, assist with managing annual funding process and monitoring program performance, and providing support to the ACCSP Director. Additional duties include coordinating meetings and workshops, assisting in program planning and working with the ACCSP Director to ensure that documents and presentations are consistent and of highest quality. ACCSP’s website ([www.accsp.org](http://www.accsp.org)) will provide comprehensive information about its activities.

The position of ACCSP Coordinator is based out of the Arlington, Virginia office of the Atlantic States Marine Fisheries Commission (ASMFC) and will require some overnight travel, primarily along the Atlantic coast. The incumbent reports to the ACCSP Director.

**Qualifications:** Applicants should be self-starters with 2-3 years’ experience and a bachelor’s degree in the fields of resource management, marine fisheries conservation, or a communications-related field, such as public relations, journalism, or marketing. Applicants should have proven written and oral communication skills, as well as demonstrate coordination, facilitation, public speaking, and interpersonal skills. Must be eligible to work in the United States. ASMFC is unable to sponsor applicants for work visas.

**General Description of Position Responsibilities:**
The ACCSP Coordinator is responsible for supporting ACCSP policies and goals by coordinating the ACCSP activities, providing staff support for some ACCSP committees, managing the ACCSP web site, monitoring program performance, and providing support to the ACCSP Director.

**Specific Duties:** The ACCSP Coordinator conducts these activities according to ASMFC policies and procedures.

- Coordinate program activities such as meetings and workshops. Assist in program planning. Work with the ACCSP Director to ensure that documents and presentations are consistent and of highest quality.
- Assist the ACCSP Director in managing the annual funding process and the monitoring of ACCSP-funded projects.
- Assist the ACCSP Director in the support, coordination and documentation of the ACCSP Coordinating Council and Operations Committee and their subcommittees and workgroups.
- Assist ACCSP Director in promoting ACCSP to program partners and key stakeholders.
- Coordinate external and internal outreach and communications, working with the Director of Communications as part of the overall ASMFC outreach effort.
- Assist program partners by developing informational materials for new data collection and access systems, providing talking points on ACCSP standards to leadership, provide education and training to scientists and managers on the content, purpose and use of the ACCSP data warehouse, and developing creative strategies for hard-to-reach constituents.
- Ensure ACCSP activities consistently receive widespread attention through continual updates to content on [accsp.org](http://accsp.org), maintaining the ACCSP social media presence, issuing press releases and contributing monthly newsletter articles.
- Provide staff support to the Advisory Committee and associated workgroups, including setting meeting schedules and agendas that support program objectives. Work with the Director of Communications to coordinate the activities of the Atlantic Coast Fisheries Communications Group.

**Supervision:** The ACCSP Coordinator reports directly to the ACCSP Director. The incumbent is expected to exercise substantial independence in addressing program and outreach needs and other areas of responsibility with general guidance from the ACCSP Director.

**Work Environment** Work is performed in an office setting; however, there will be periodic travel. The work is fast-paced and involves substantial mental demands, including integrating a number of complex and potentially controversial tasks at one time.

**Overtime:** This position is not qualified for overtime. Compensatory time and flexible working hours (with supervisory approval) are available under the Commission’s policies. The ACCSP Coordinator position is a salaried employee and is expected to put in the effort needed to make the ACCSP successful.

**Company Profile:** The Atlantic States Marine Fisheries Commission (Commission) is comprised of the 15 Atlantic coast states under the terms of an interstate compact approved in 1942. The purpose of the Commission, as set forth by Article I of its Compact, is: To promote the better utilization of the fisheries, marine, shell and anadromous, of the Atlantic seaboard by the promotion and protection of such fisheries. As an instrumentality of the 15 Atlantic coastal states, the Commission is employed to coordinate conservation and management for nearshore migratory fishery resources.

**Application Process:** Please email a resume and cover letter referencing the vacancy number (19-002) to Laura Leach, Director of Finance and Administration, Atlantic States Marine Fisheries Commission, 1050 N. Highland Street; Suite 200 A-N, Arlington, VA 22201 ([asmfc-jobs@asmfc.org](mailto:asmfc-jobs@asmfc.org)). The vacancy number (19-002) must be identified in the subject line.

**Atlantic States Marine Fisheries Commission (ASMFC) is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, sexual preference, disability, or any other legally protected status.**

*If you have a disability and need assistance applying for this position, you may call the ASMFC Human Resources office at (703) 842-0740 between the hours of 8:00 a.m. and 3:00 p.m. ET, Monday – Friday. Reasonable accommodations for interviews will be provided upon request to individuals with disabilities.*
Stumped in an Interview? Three Tips to Remain Cool and Composed

Mar 28, 2019
By Deborah Vieyra


Your palms are wet, your heart hammers like a construction site, your ears get hot. They’ve asked you a question you can’t seem to think of the answer to. You thought you had done everything to prepare. How is this happening?

There really is no other experience like being an interviewee. So much hinges on what you are able to do in the moment. There is no do-over, no second chance, no editing. I say this not to make you run for the hills chased by your own anxiety, but rather to introduce you to strategies that will help you thrive in this setting, regardless of what is happening on the inside.

First, know that the interviewers are by no means expecting you to be flawless. They want the real-life human. You, not an algorithm that is able to spew out perfect answers. The aim of the interview process is to get to know you better to see if you are a suitable candidate. However trite it may sound, the first rule then is to be yourself.

To help you feel relaxed as you navigate this process, I’ve outlined important survival strategies that will help you keep your cool:

1) Ask for clarification
It’s simple—to ensure that you answer the question asked of you, it’s vital that you understand the question in the first place. If you are unsure, the best response is always to ask. The likelihood is very slim that you will be penalized for this. In fact, there is a great chance that, by asking for clarification, you will demonstrate your capacity for both accuracy and humility. The last thing you want to do is give a runaway train of an answer that goes full speed in the wrong direction.

Asking for clarification allows you to wrap your head around what is expected of you—and then deliver.

2) If you don’t have the exact answer, explain how you will find it
In some cases, you simply may not know the answer to the question that is being asked of you. Don’t respond to this by giving false or misleading information. Put yourself forward with integrity. Highlight that, while you don’t have immediate answers, you do understand the complexity of the question. Rather than explain exactly how you would solve the problem, tell them how you would approach the problem. Where would you seek more information? What skills would you use that you currently have to find out the answers that you need? If you can display a capacity for critical thinking and problem solving-ability, you will cast yourself in a very favourable light. This is far more valuable than having all the answers.

3) Take a long pause
Pausing is the speaker’s friend. It allows you a moment to gather your thoughts and provides the listener with the time to process information before moving on to the next topic. While there is no hard and fast rule, think of 15-20 seconds as a good ballpark measurement for a pre-answer pause. Let them know you are considering one of several examples you could draw for your response. Once you have done so, you can take your time composing your answer in your mind before speaking. This gives you a moment to collate your thoughts into a cohesive answer, meaning you can move forward with confidence. In addition to this, a perfect pause will likely be welcomed by your listener. As many public speaking experts know, the pause is one of the most effective tools to have in your arsenal. A well-timed pause can have the psychological effect of keeping your interviewer on edge for your response. Whatever comes out of your mouth will sound thoughtful!

Final thoughts
Your interview is often the final hurdle in an application process. Allow yourself the time to give considered answers that do justice to all the hard work you have already put into the process.

Lastly, remember that they’ve called you into the interview because they want to meet you. They are already interested in what you have to offer. Now show them that they’re right!

Deborah Vieyra is a Fulbright alumna from South Africa who completed her MA in Applied Theatre Arts at the University of Southern California. She now works as a writer, proofreader and performer in Vancouver, Canada.

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COMPANY DESCRIPTION
The DNATL (Del Norte and Adjacent Tribal Lands) Food Council works to build a vibrant local food system that provides healthy, affordable food to all DNATL families. Our programs are organized around three primary efforts: ensuring food security, growing our local food economy, and shifting DNATL’s resident food culture towards healthy foods. The DNATL Food Council is housed within the Family Resource Center of the Redwoods (FRC). We work closely with many community partners including: Tolowa Dee-ni’ Nation, Del Norte County Unified School District, the Cultural Fire Management Council, College of the Redwoods, SNAP-Ed, First 5 Del Norte, local farmers, and local farmers markets. DNATL is one of 14 communities in The California Endowment’s Building Healthy Communities (BHC) initiative, a ten-year, place-based initiative to improve health outcomes for all residents, with a strong emphasis on equity. The DNATL Food Council was founded with a BHC grant in 2010 to bring together food system stakeholders, including residents and consumers, to improve healthy food access and opportunity for all. Recent DNATL Food Council work includes:

- Collaborating with the Tolowa Dee-ni’ Nation on a USDA Community Food Project grant to create four food forests across DNATL
- Designing and opening DNATL’s first choice-based food bank at the FRC
- Launching Del Norte’s Seamless Summer meals program and expanding it to serve over 50,000 meals each summer
- Bringing Market Match funding into DNATL’s farmers markets
- Establishing DNATL’s first college-level agriculture education course offerings
- Hosting over 50 DIY food and garden workshops at the FRC and throughout DNATL

JOB DESCRIPTION
The Food Program Director oversees the management and growth of all DNATL Food Council activities. The Food Program Director essential job duties include the following:

- Leads program strategy development and implementation
- Integrates community priorities into overall program strategy
- Supervises a staff of approximately five employees
- Coordinates and supports regular meetings of the DNATL Community Food Council
- Oversees program budget in collaboration with FRC staff
- Manages current sources of grant funding and seeks out additional funding sources
- Oversees the completion of all grant reporting requirements
- Collaborates with numerous community groups and other BHC funded teams
- Serves as a spokesperson for the DNATL Food Council
- Liaisons with the FRC Executive Director and Board

Supervisor: The FRC Executive Director supervises this position.

Qualifications and Experience
The Food Program Director will have a passion for creating a just food system. This position requires innovation, flexibility, and a high degree of administrative independence. The successful applicant will have strong writing and storytelling skills, have a high level of empathy and the ability to listen to learn, be culturally competent, and will be intellectually curious. A desire to work with communities experiencing high levels of poverty is also required. The applicant will have demonstrated skills and abilities in community organizing, public policy, project management, and building positive relationships with staff, community members, public and nonprofit organizations, appointed and elected officials, and others. Practical cooking, gardening, permaculture, and/or farming experience will be helpful. A successful track record of grant writing and management is strongly desired. A BA in food studies, agriculture, sociology, public health, or other relevant field is required. A Master’s degree in a similar field is preferable. Applicants should have a minimum of two years of increasingly responsible experience with food system or community organizing work, as well as supervisory or administrative experience. Extensive food system and/or community development experience will be considered in lieu of education for an outstanding candidate.

COMPENSATION: this position is PAID: hourly, varies DOE, $48,000.00 - $54,000.00

HOW TO APPLY: Please click here to view posting. Application is via the Good Food Jobs website. If you are not registered, you'll be prompted to do so. Don't worry, it's free!
The Conservation Coordinator provides technical leadership and support to help implement a suite of protection strategies, with a primary focus on managing the conservation easement compliance monitoring program for 160+ properties totaling over 165,000 acres in South Carolina. S/he will support the Director of Land Protection in new land acquisition projects with tracking, conducting baseline documentation reports, and managing contracts on easement and preserve lands.

**Essential Functions:** The Coordinator provides technical leadership and support to the South Carolina Chapter by managing the statewide conservation easement compliance program. S/he ensures that annual monitoring reports are completed and reported in a timely manner for all properties where the Conservancy holds a conservation easement or deed restriction in accordance with established TNC standard operating procedures. In addition, the Conservation Coordinator is responsible for conducting baseline and annual monitoring and submitting reports for a number of properties in South Carolina. S/he provides leadership, training, and technical assistance regarding annual monitoring to landscape programs where necessary. Moreover, s/he routinely works with landscape staff, landowners and TNC attorneys to respond to easement interpretation questions, notices and to resolve issues regarding easement compliance issues and violations. In addition, this person works closely with science and stewardship staff to manage contracts related to the management of preserve properties.

The Conservation Coordinator will also support the SC land protection program to help protect ecologically important areas in South Carolina and employs a full range of protection tools to acquire different legal interests in land. Works with private landowners, government agencies, conservation partners and contractors to coordinate project details, to move towards closing.

**Responsibilities And Scope**
- Performs tasks with minimal supervision and makes independent decisions based on analysis, experience and judgment.
- Designs, implements and directs multiple complex projects, setting deadlines and ensuring program accountability and legal compliance.
- Ensures program compliance with internal policies and external requirements.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.

**Minimum Qualifications:**
- Bachelor’s degree and 2 years’ experience in natural resource management or equivalent combination of education and experience.
- Experience interpreting legal documents, including deeds and conservation easements.
- Experience conducting field work (i.e., land management, ecological monitoring, etc.).
- Experience using common software applications such as Word, Excel, web browsers, etc.
- Experience in basic cartography, ArcGIS and GPS.
- Must have valid driver's license.

**Desired Qualifications**
- 2-5 years’ experience in natural resource management or equivalent combination of education and experience.
- Ability and willingness to apply science to decision-making and let science guide activities.
- Relationship building skills to work closely with a variety of partners and the public, i.e., media, government officials, internal scientists.
- Excellent communication skills via written, spoken and graphical means in English.
- Familiarity with principles of land acquisition and protection.
- Familiarity with the Land Trust Alliance Standards and Practices.
- Familiarity with Microsoft SharePoint.
- Experiences creating and managing ArcMap Geo-databases and managing spatial datasets.
- Knowledge of current trends and practices in conservation, ecological land management and natural resource preservation.
- Completing tasks independently with respect to timeline(s).
- Experience in managing volunteers.
- Ability to obtain related licenses or certifications such as prescribed burning (red card), first aid, CPR, herbicide application.
- Must have valid driver’s license and safe driving record (per TNC’s Auto Safety Program.)

**AUTO SAFETY POLICY:**
- This position requires a valid driver's license and compliance with the Conservancy's Auto Safety Program. Employees may not drive Conservancy-owned/leased vehicles, rental cars, or personal vehicles on behalf of the Conservancy if considered "high risk drivers." Please see further details in the Auto Safety Program document available at [www.nature.org/careers](http://www.nature.org/careers). Employment in this position will be contingent upon completion of a Vehicle Use Agreement, which may include a review of the prospective employee's motor vehicle record.

**TO APPLY TO THIS POSITION,** please visit [www.nature.org/careers](http://www.nature.org/careers) and click on Current Job Opportunities. Please submit your resume (required) and cover letter separately using the upload buttons.

*The Nature Conservancy is an Equal Opportunity Employer Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.*

*The successful applicant must meet the requirements of The Nature Conservancy’s background screening process.*
Research Associate | Pat Brown Institute for Public Affairs at Cal State LA | Los Angeles, CA

**Work Schedule:** This is a full-time one-year appointment with opportunity for extension, subject to funding, non-exempt position. This position is eligible for benefits.

Organization Description: The Pat Brown Institute for Public Affairs at Cal State LA is a nonpartisan, presidially chartered institute dedicated to the quest for social justice and equality of opportunity, enlightened civic engagement, and an enhanced quality of life for all Californians. Former California Governor Pat Brown brought the Institute to Cal State LA in 1987. Today, the Institute seeks to sustain the vision and legacy of Governor Brown by promoting civic and community engagement; helping to advance an inclusive public policy; connecting with and energizing the Next Generation; and serving as a thought leader on vital issues for the region and the state. Its current programs include: Southeast Los Angeles (SELA) Initiative, Civic U©, polling, candidate debates, and community-based research.

**Essential Functions:** Under the general direction of the Associate Director of Pat Brown Institute, and direct supervision of the Public Policy Analyst, the incumbent is responsible for administering research on a variety of programs. The incumbent will conduct quantitative and, as appropriate, qualitative research which will involve gathering, compiling, and analyzing data; conduct research for a variety of Institute projects including a survey of residents in geographic areas, civic engagement polling projects, and new academic research projects; prepare data for presentation in graphic, tabular, pictorial, and written form; write analytical reports and descriptive summaries; and assist with planning research program events, summits and polling releases.

Requirements: Bachelor’s degree from an accredited four-year college or university. The incumbent must have two years of research experience, related to the duties and responsibilities of the position (years of relevant education at the upper-division or graduate-level may be used to fulfill this requirement). The incumbent must have experience with geographic information system (GIS) and geospatial data, data visualization tools, and statistical analysis software such as Stata or SPSS. The incumbent must be a team player, creative, enthusiastic, outgoing, reliable, and cooperative. The incumbent must have the ability to: take initiative and learn new skills and concepts; travel to assigned locations in the local community as needed; work with sensitive and confidential materials; produce highly readable, informative reports for a variety of audiences; and work well with co-workers, community representatives and stakeholders. The incumbent must also demonstrate an interest and or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

**Desired Qualifications:** A Master’s degree in Political Science, Public Administration, Public Policy or a related field. Strong working knowledge and experience in community-based research. Extensive experience with in-depth analysis.

**Benefits:** • Medical Insurance • Dental Insurance • Vision Insurance • Life Insurance • 403B Retirement Savings Plan

**How To Apply:** ONLY APPLICATIONS SUBMITTED TO CAL STATE LA ARE ACCEPTED FOR CONSIDERATION. SEE LINK BELOW.

[http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf](http://www.calstatela.edu/sites/default/files/groups/University%20Auxiliary%20Services%2C%20Inc./HRM/employment_application.pdf)

**Application Deadline:** May 3, 2019 – Review of applications/resumes will begin April 3, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

*UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department. UAS is an Affirmative Action/Equal Opportunity Employer.*
**Red Tomato**
**Supply Chain Associate**

**Status:** Full time, 40 hours per week, some nights/weekends, frequent travel to farms

**Preferred start date:** May 13

**Location:** Plainville, MA

**Compensation:** $43,000-$46,000

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**General Summary**

Since 1996, Red Tomato has connected farmers and consumers through the sales and marketing of more than $45 million of local, sustainably grown, and farm-identified produce to supermarkets, distributors, and institutions. A leader in the Good Food Movement, Red Tomato ensures that the voice of mid-sized wholesale growers and good food at scale are represented in our movement’s efforts to create resilient, regional food systems. We seek a motivated and resourceful person to step into the role of supply chain management.

**Overall Duties and Responsibilities:**

- Establish working relationships with growers and customers that reflect RT brand and brand values, including grower recruitment and on-boarding
- Manage key accounts including overall communication, pricing and sourcing
- Establish annual sales and margin goals for accounts and products
- Communicate grower and customer feedback, issues, concerns, or kudos to RT Team
- Provide detailed reporting and analysis on product movement and account performance
- Understand and execute allocation and inventory reconciliation
- Logistics problem solving

**Requirements:**

- Resiliency and cool head in chaos
- Problem solver
- Good communication skills
- Ability to work independently
- Ability to manage complex logistics
- On-time management skills and discipline

**Preferred:**

- Experience in produce
- Experience in food safety
- Experience working in wholesale/retail markets

Please email resume and cover letter to mmastanduno@redtomato.org. Hiring is open until position is filled. No phone calls please.
MEM-155-19 Staff Assistant

The House Select Committee on the Climate Crisis is seeking a staff assistant to support the administrative needs of the Committee. The staff assistant will answer telephones, greet visitors, and assist with administrative duties related to committee hearings and other committee business. Candidates should possess exceptional organizational skills and attention to detail. Salary commensurate with experience. Please send resume and cover letter to SCCCDjobs@mail.house.gov with “Staff Assistant” in the subject line. The Committee is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

For important details on how to apply to positions, please visit https://www.house.gov/employment

From the House employment page:
The House is not a single employing entity, but rather consists of several hundred individual employing offices. These offices include Members of Congress, Committees, House Officers, and the Inspector General, and carry out responsibilities ranging from representational duties on behalf of congressional districts, legislative activity, oversight of federal agencies, and the administration and operation of the processes and functions of the House. Currently, the total workforce is approximately 10,000 employees. While over half of the employees work in Washington, D.C., there are House employees working for Members in every state, Guam, American Samoa, the Northern Mariana Islands, Puerto Rico, U.S. Virgin Islands and the District of Columbia.

Employing offices within the House are equal opportunity employers. As individual employing offices, Members of Congress and Committees create their own organizational structure, develop job descriptions, and set work schedules and compensation.

Selection and continued employment may be contingent upon an applicant satisfactorily completing a background check (including a criminal history records review). Some employing offices may also test for illegal drug use.

Submit Your Resume to a Freshmen Member: If you are interested in working for a Freshmen Member, please use the Freshmen Member Resume Submission Form.

House Vacancy Announcement and Placement Service: The House Vacancy Announcement and Placement Service (“HVAPS”) assists House members and committees fill staff vacancies by posting job vacancies and maintaining a resume bank of candidates seeking employment.

Learning About Vacancies
HVAPS publishes the House Employment Bulletin as a resource for House offices and committees wishing to advertise staff vacancies. Offices wishing to advertise vacancies in the Bulletin should contact HVAPS for more information. The Bulletin is distributed by email once a week. Subscribe to receive the weekly House Employment Bulletin. The printed Bulletin is also available for pick-up at the House Vacancy Announcement and Placement Service Office - Ford House Office Building - Suite H2-102, (202) 226-5836

Resume Bank
HVAPS maintains a resume bank of candidates seeking employment with the House. HVAPS provides confidential referral of resumes if/when House offices request them. To become registered in the resume bank, applicants must complete the Resume Submission Form, including the resume section. Resumes are kept on file for 90 days from the date of submission.

Each House Office is an independent employer and responsible for candidate screening, interviewing and selection, as well as job requirements, compensation, and conditions of employment. HVAPS does not possess hiring authority, nor does it control salaries or job requirements. Staff positions in House Offices are classified as legislative, administrative, or press, however, specific titles, and duties may vary. Offices within the United States House of Representatives are equal opportunity employers.

HVAPS is nonpartisan and administered by the Office of the Chief Administrative Officer of the United States House of Representatives.

Resume Bank Submission Form Instructions

1. Adobe Reader is required to complete the Form. Download Adobe Reader first, if needed.
2. Open the Resume Submission Form.
3. Fill in the form fields using Adobe Reader.
4. Paste your resume into the large text fields on pages 3–5 of the form.
5. Add a digital signature at the end of the application on page 2. (Learn how to apply a digital signature in Adobe Reader.)
   Save a copy for your records.
6. Submit the completed Resume Submission Form via email to ResumeService@mail.house.gov

To apply for positions with House organizations, please follow the instructions in individual vacancy announcements.

The U.S. House of Representatives is an equal opportunity employer. All applicants will be considered without regard to race, color, national origin, religion, sex (including marital or parental status), disability, or age. Transportation and all related travel expenses associated with the interview and hiring process must be paid by the applicant. Moving and related relocation expenses are not available. Continued employment with Officers and the Inspector General of the House of Representatives is contingent upon satisfactorily completing a criminal history records check. Employment with the U.S. House of Representatives is at-will.**

**To be employed by a House office in a paid position in the continental United States an individual must:

1. Be a U.S. citizen;
2. Be lawfully admitted for permanent residence and seeking citizenship as outlined in 8 U.S.C. § 1324b(a)(3)(B);
3. Be (i) admitted as a refugee under 8 U.S.C. § 1157 or granted asylum under 8 U.S.C. § 1158 and (ii) have filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
4. Owe allegiance to the U.S. (i.e., qualify as a non-citizen U.S. national under federal law)
CONSTITUENT SERVICES CASEWORKER/FIELD REPRESENTATIVE - # 224726
Senator Van Hollen has an opening for a Constituent Services Caseworker in his Largo, Maryland state office. Primary responsibilities include handling a large docket of constituent casework; interacting with constituents and government agencies; and representing Senator Van Hollen at community events. This position provides an opportunity to be part of a hard-working cohesive team and to make a difference in the lives of others. Familiarity with Prince George’s County is essential. An MSW and Spanish-speaking ability are plusses. The ideal candidate is self-motivated, great at multi-tasking, has a strong desire to help people, and has excellent interpersonal and writing skills. Evening and weekend hours are often required. This is a full-time position with federal benefits. Interested applicants are invited to send a resume and cover letter, including salary requirements, to applications@vanhollen.senate.gov. Applications that do not include salary requirements will not be considered. Please put “Constituent Services Position - Largo” in the subject line. No phone calls, please.

LEGISLATIVE ASSISTANT - # 224971
Mid-Atlantic Democratic Senator seeks staffer to handle transportation and infrastructure portfolio. Issues include highways, water projects, public transportation, public buildings, and other related issues. Duties include research, meetings with interest groups, writing talking points and memos on legislation, regulations, policy developments, and other items within the issue portfolio. You should be a self-starter and good writer with a strong interest in the issue areas, with the ability to work independently, and consistently meet deadlines. Related experience and/or relevant graduate degree required. Mid-Atlantic ties a plus - please detail your application – and diverse candidates encouraged. Please email a cover letter, resume and brief writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line.

PRESS INTERNSHIP - # 224972
The Office of U.S. Senator Kirsten Gillibrand is looking for an individual who is interested in a full-time Press Internship, starting immediately. If accepted, you will work closely with the communications team and gain valuable experience. Interns help coordinate logistics for press conferences in the U.S. Capitol, answer press calls, assist with media monitoring, rapid response, and the Senator’s daily clips collection and distribution. Tasks require individuals to be detail oriented with strong writing and grammar skills. Recent graduates with a communication or political science background are encouraged to apply. This position is for immediate availability only. To apply: Please fill out the DC Press Internship Application which can be found at: HERE.

LEGISLATIVE CORRESPONDENT - # 224976
Democratic Senator seeks Legislative Correspondent to cover a variety of domestic policy issues. This position requires excellent written and verbal communication skills, attention to detail, and strong organization skills. The LC must be able to meet tight deadlines while managing multiple projects at once. Responsibilities include responding to constituent mail, assisting legislative staff, and representing the office in constituent meetings. Ideal applicants will show enthusiasm for public service and a willingness to work as part of a team. Capitol Hill background preferred. Please e-mail resume, cover letter, and writing sample to legiscorrespsenate19@gmail.com

LEGISLATIVE CORRESPONDENT - # 224981
Progressive Midwest Democratic Senator seeks highly motivated, detail-oriented, service-oriented, and energetic individual for open Legislative Correspondent position. Responsibilities include responding to constituent mail in a timely and correct manner, drafting form and individual letters, assisting Legislative Assistants with legislative work on an ad hoc basis, representing Senator at events and in constituent meetings, and responsible for other duties as assigned. A qualified candidate should be strong writer, have strong research skills, be well-organized, be resourceful, and be able to meet deadlines in a fast-paced, changing environment. Prior Hill experience and ties to the Midwest preferred, but not required. We are an equal opportunity employer. Please e-mail a resume, cover letter, and a 1-2 page writing sample to senate_employment@saa.senate.gov indicating job referral number in the subject line no later than COB on April 12, 2019.

LEGISLATIVE CORRESPONDENT - # 224984
Northeast Democratic Senator seeks Legislative Correspondent to focus on commerce, energy, environment, FEMA, labor, and transportation issues. Primary responsibilities include responding to constituent correspondence, attending constituent meetings and conducting research. This position requires excellent communication, research and writing skills, as well as the ability to work well under pressure and in a fast-paced environment. Hill experience and Northeast ties a plus. This office is an equal opportunity employer and does not discriminate on the basis of race, sex, color, age, religion, national origin, sexual orientation, gender identity, or disability. Interested applicants should email a cover letter and resume to legjobs@email.senate.gov, ATTN: Legislative Correspondent in the subject line.

Senate Opportunities (The entire list of available positions can be found at https://www.senate.gov/pagelayout/visiting/h_multi_sections_and_teasers/employment.htm:

You can also find information about internships, fellowships and other opportunities in this publication
Mad River Solar is excited to offer this internship to current Vermont undergraduate and graduate school students for the Spring and Summer of 2019. Mad River Solar is a fast-paced, dynamic startup in the solar and battery storage development space. The candidate will gain hands-on experience on solar and battery storage projects in multiple regions and market segments and see first-hand what it takes to take a project from start to finish.

**PROGRAM REQUIREMENTS**
- Must be enrolled, and in good standing in an undergraduate or graduate degree program at an accredited institution in the semester prior to the internship
- Have a cumulative grade point average of 3.0 or greater
- Candidates must possess a strong work ethic and be flexible in meeting assignments
- Excellent analytical skills, strong interpersonal skills and a high energy level are required
- Must have strong oral and written communication skills
- Strongly prefer candidates who live within a commutable distance

**RESPONSIBILITIES**

**Summer Internship Details/Description:** Large scale solar and battery storage development

Preferred Academic Discipline(s): Renewable Energy, Law, Finance, Business, or Political Science

While receiving mentoring and technical guidance from the executive team of Mad River Solar, the Intern will be asked to:

- Complete specific projects which are designed to add value to the organization while providing real-world experience. This will include a single large research project on the market opportunity with Commercial & Industrial customers in certain strategic markets
- Assist in the development of projects by performing market research including: identifying prime real estate through publicly available sources; identifying and investigating potential customers; compiling and comparing electric rates and state incentives
- Assist in updating financial models/proformas
- Assist in updating and reviewing development related contract documents
- Arrange client meetings and evaluations of prospective solar project sites and customers

**QUALIFICATIONS**
- Good computer skills, particularly Microsoft Excel.
- Experience performing research using multiple platforms online and in-person
- Outgoing personality with good verbal and written communication skills
- Exceptionally organized with attention to detail and ability to work on more than one project
- Passionate about renewable energy

**HOW TO APPLY:** Please apply directly to Jared Alvord (founder) Jared@MadRiverSolar.com

Mad River Solar, LLC PO Box 966, Waitsfield, VT 05673 www.madriversolar.com

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*Mad River Solar is an equal opportunity employer and, as such, affirms in policy and practice, its commitment to recruit, hire, train, and promote, in all job classifications, without regard to race, color, creed, religion, sex, gender, age, national origin, marital status, sexual orientation, gender identity, gender expression, citizenship, eligible veteran status, disability, or any other status protected by law.*
Program Data Assistant | Vermont Housing & Conservation Board | Montpelier, VT

Temporary Job at the Vermont Housing and Conservation Board – Good full time job for the summer

APPLICATION DEADLINE: APRIL 15, 2019

VHCB is seeking a highly capable, self-motivated individual with attention to detail for a full-time, temporary position.

Responsibilities include collecting program data to populate a new database, working with staff to gather data from internal and external sources, entering into the database, and reviewing for accuracy and integrity.

Requires excellent organizational and analytical skills; experience using advanced Excel features; proficiency with MicroSoft Word; excellent communication and interpersonal skills; ability to prioritize and manage multiple tasks; and ability to work independently and as part of a team.

This is a full-time (40 hours per week), four-month position. EOE. See the job description. Please send resume and cover letter by April 15 by email to: jessica@vhcb.org

Viability Program Outreach & Communications Coordinator | Vermont Housing & Conservation Board | Montpelier, VT

VHCB is seeking a full-time Outreach & Communications Coordinator to join our Vermont Farm & Forest Viability Program team. The program provides business planning and technical assistance to farm, food, and forest products businesses to enhance the viability of working lands enterprises and industries in Vermont. This position will manage outreach, events, recruitment, public relations, communications, and our annual report.

The ideal candidate has strong communication, writing, and administrative skills, is able to lead the team’s communication strategy, and is able to work both independently and as part of a team. Qualified candidates will have a degree and 3-5 years of experience in public relations, communications, or related field. Salary commensurate with experience. Comprehensive benefits package.

For more information and to apply, see the job description. EOE. Position open until filled.
Now in its second century, Audubon is dedicated to protecting birds and other wildlife and the habitat that supports them. Audubon’s mission is engaging people in bird conservation on a hemispheric scale through science, policy, education and on-the-ground conservation action. By mobilizing and aligning its network of Chapters, Centers, State and Important Bird Area programs in the four major migratory flyways in the Americas, the organization will bring the full power of Audubon to bear on protecting common and threatened bird species and the critical habitat they need to survive. And as part of BirdLife International, Audubon will join people in over 100 in-country organizations all working to protect a network of Important Bird Areas around the world, leveraging the impact of actions they take at a local level. What defines Audubon’s unique value is a powerful grassroots network of nearly 500 local chapters, 23 state offices, 41 Audubon Centers, Important Bird Area Programs in 50 states, and 700 staff across the country. Audubon is a federal contractor and an Equal Opportunity Employer (EOE).

Position Summary: Reporting to the Forest Program Manager and based in Troy, New York, the Forest Program Associate will help implement forest conservation efforts as part of the Healthy Forests Initiative – an important part of Audubon’s Working Lands conservation strategy in the Atlantic Flyway. Specifically, the Forest Program Associate will help design and conduct management, education, and outreach programs targeting forest owners and managers, both public and private, to promote sustainable forest management techniques that create and improve habitat required by priority forest bird species (e.g., Prairie Warbler, Golden-winged warbler, American Woodcock, Black-throated Blue Warbler, Cerulean Warbler, and Wood Thrush). The Associate will also assist with training foresters on bird-friendly management practices, conduct field assessments, develop management plans for forest owners, and work with foresters and other land managers to implement forest management. The Associate will collaborate with other Audubon staff in the Atlantic Flyway, as well as with organizations that share Audubon’s forest conservation objectives. This position is an 18-month grant-funded position with an opportunity for renewal pending additional funding being secured.

Essential Functions
- Conduct field site visits to assess forest habitat and review existing management plans or write new habitat and/or forest management plans in order to provide management options to improve bird habitat.
- Assist in developing and administering a training program for foresters to increase their understanding of integrating silviculture and forest management for birds.
- Conduct workshops and outreach to private landowners, public land managers, foresters, and others.
- Develop and deliver outreach programs, in collaboration with partners, to promote sustainable forest management that also helps create habitat required by priority bird species.
- Serve as an expert on forest management and forest bird habitat requirements and advise other Audubon NY staff members as well as partner organizations and agencies.
- Collaborate with other Audubon staff in NY and surrounding states on Healthy Forests Initiative projects.
- Work with multiple partners, including land trusts, state and federal government agencies, and other conservation groups to achieve conservation results shared with Audubon’s forest program.
- Give public presentations and bird walks as related to the forest program.
- Assist with other project-related activities deemed necessary by Audubon NY.

Qualifications and Experience
- Bachelor’s degree in forestry, natural resources, conservation biology, wildlife management, or a closely related field (Master’s degree preferred) and 2-4 years’ relevant professional experience required. An equivalent combination of education and experience will also be considered.
- Demonstrated understanding of forestry and forest management techniques that are employed in eastern forests, especially as they are applied to meet multiple landowner objectives, including habitat improvements for a full suite of forest birds.
- Strong knowledge of GIS and its application in the conservation field.
- Knowledge of forest birds of New York and their habitat requirements; able to identify forest birds by both sight and sound or willingness to learn.
- Excellent interpersonal, verbal, and written communication skills, with the ability to connect with diverse audiences, including landowners and forestry professionals.
- Must be results-oriented; success will be evaluated by number of forest owners and managers reached, number of foresters trained, and, ultimately, by acres of habitat properly managed.
- Ability to work independently and as part of a larger team.
- A positive attitude and sense of humor is essential.
- Willingness and ability to work outdoors, including in inclement weather and traversing across uneven and steep terrains.
- Must have a valid driver’s license. Position requires regular travel (often using rental vehicles and occasionally with personal vehicle).
- Passion for and commitment to the mission of the National Audubon Society.

HOW TO APPLY: Please use this link to apply online https://careers-audubon.icims.com/jobs/4029/forest-program-associate/job?mobile=false&width=975&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240
Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) seeks to fill a full-time position for a Program Coordinator for the Water Quality Program. Resource Conservation Districts across California serve as local hubs for conservation, connecting people with the technical, financial and educational assistance they need to conserve and manage natural resources. The RCD helps public and private land owners and managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources. A defining characteristic of RCDs is that we provide non-regulatory, confidential, free assistance.

**POSITION:** We are looking for a new team member to help identify sources of local water pollution and implement solutions to protect and enhance water quality in coastal San Mateo County. The position is full-time at 40 hours per week and is grant dependent. See [http://www.sanmateorcd.org/project/water-quality/](http://www.sanmateorcd.org/project/water-quality/) for more information about the RCD’s Water Quality Program.

The Coordinator will report to the Water Resources Specialist and will work with other staff as needed to ensure the successful implementation of projects. He or she will work closely with a broad array of partner organizations, government agency staff, and public and private landowners.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Coordinate water quality monitoring activities for all water quality programs:
  - Plan sampling events and track program status
  - Obtain supplies/materials and calibrate equipment
  - Coordinate and mobilize field staff
  - Collect samples, and process or transport samples
- Manage, organize, and analyze field and laboratory data
- Generate data figures, statistics, and maps
- Coordinate the annual First Flush program including recruiting and training volunteers, and presenting results
- Coordinate watershed and water quality education/outreach activities and events
- Assist with project implementation/construction as needed (ex green infrastructure)
- Assist with administrative duties such as tracking budgets, invoicing, writing reports, and drafting grants and proposals as needed

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree or higher with focus on environmental science, biology, resource management, watershed science, conservation planning, or related field
- Two or more years of professional experience, including field work and data management
- Some knowledge of watershed stewardship, water quality, hydrology, water conservation, and/or stormwater management
- Strong written and verbal communication skills
- Strong computer skills including Word, Excel, and ArcGIS
- Excellent planning, coordination, and decision-making skills
- Highly organized and strong attention to detail
- Motivated self-starter with the ability to prioritize
- Ability to work independently as well as part of a team
- Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment etc) during all seasons
- Creativity, sense of humor, “can do” spirit, flexibility, strong desire to learn
- Valid California driver’s license, clean driving record, and current auto insurance

**DESIRED QUALIFICATIONS:**

- Experience implementing water quality monitoring plans and programs
- Experience coordinating field work or planning events from start to finish
- Experience communicating scientific information to diverse audiences

**COMPENSATION:** Financial compensation will be between $52,000-$60,000/year, commensurate with applicable experience. Full-time employees are offered benefits which include a health, dental and vision plan. All employees are offered vacation and sick time and a retirement plan. The Coordinator will also enjoy a flexible work schedule in a fun, fast-paced, positive work environment with excellent coworkers.

**TO APPLY**

email a cover letter, resume, writing sample, and three references to Brittani Bohlke, Water Resources Specialist: brittani@sanmateoRCD.org. Applicants may later be asked to submit a driving record. Applications will be accepted through April 22nd, 2019. If you would like additional information, please contact the email address above.
Office of Alumni Relations
Want to connect with alums in your area? Are you searching for jobs in a new city? Check in with Melissa Harwood, Director of Alumni Relations. Melissa can introduce you to alums in your location and/or your area of interest. Email Melissa at: mharwood@vermontlaw.edu

Connect on vlsConnect
If you're looking for a directory of alums, sign up for vlsConnect if you are a recent grad. VlsConnect also hosts a job board. Check out the regional alumni groups and see if they are hosting an event near you! It's a great way to get to know other Swans because, you know - Swans Fly Together!