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).

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Recommended Job Search Websites

Many of these sites allow you to set email alerts

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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!

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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

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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.
Project Coordinator, Operations | Panorama | Seattle, WA

Application Deadline: April 22, 2019

About Panorama: Panorama is an action tank that focuses on influencing people and organizations worldwide to be the change we need to improve our world. Our unique, entrepreneurial model unites team members with diverse skills around the table to collaborate on ways to solve local and global social issues. We work with non-profit and for-profit partners to advance their work, and we initiate our own projects when we see gaps that need to be filled. We work across numerous global health and global development issues, in support of the Sustainable Development Goals, including infectious disease elimination, pandemic preparedness, and improving nutrition for people worldwide. Panorama is headquartered in Seattle with a global team and network. To learn more, visit our website www.panoramaglobal.org

Position Summary: At Panorama, we are a team of strategists, advocates, campaigners, analysts, storytellers, resource mobilizers, and organizational designers with deep experience in foundations, non-governmental organizations, private companies and public institutions. We are all inspired by a life-long commitment to improve the world.

We are looking for a Project Coordinator to support the day-to-day operations for a variety of projects ranging from advocating to eliminate cervical cancer to improving community health systems around the world. In this position, you will work directly with partners, track timelines and grant requirements, and provide backup support for Panorama’s Operations team. If you have superb attention to detail, are highly organized, and enjoy working in a fast-paced environment we would love to have you join our team.

Essential Duties and Responsibilities

• Contribute to operational and procedural innovations for Panorama
• Support project financial management including payments, expense reconciliation, and monthly financial reports
• Coordinate grant and contract processes
• Track deadlines and deliverables and send reminders to partners, following up as needed
• Provide briefings, research, and background documents for meetings, as needed
• Assist with planning and executing team retreats and other special meetings and events
• Other administrative and special projects as assigned

Skills and Experience

• Bachelors’ degree or 2+ years equivalent professional experience
• Highly organized, detail-oriented, and able to manage multiple, competing priorities
• Experience coordinating projects involving multiple team members and stakeholders
• Exceptional verbal and written communication skills
• Experience with Microsoft Office Suite
• Interest in global health or social impact issues especially in a non-profit and/or policy driven environment

Application Process:
Interested candidates should submit a resume and cover letter to careers@panoramaglobal.org with subject line “Project Coordinator, Operations.”

Benefits:
Panorama benefits include paid time off, medical and dental insurance, as well as 401k and flexible spending accounts.

Level of Language Proficiency:
Fluency in written and spoken English; other language proficiencies welcomed
Legal Assistant / Paralegal | Bryan Schwartz Law | Oakland, CA

Bryan Schwartz Law is looking to hire a legal assistant to support its civil rights mission. The individual will report to the firm’s attorneys.

BSL is a fast-paced plaintiff-side employment firm representing employees in wage and hour, discrimination, whistleblower, and related retaliation claims. You can learn more about the firm at https://www.bryanschwartzlaw.com

BSL presently utilizes Windows 10, Microsoft Office 365, G Suite, and Chrome. BSL also uses Clio and Timeslips for timekeeping and billing purposes.

BSL seeks an organized, detail-oriented, team-player to assist the firm in a variety of tasks related to its litigation practice. Applicants should be comfortable formatting documents, making outgoing calls, communicating via email, answering phones (as needed), and performing internet searches. Applicants should possess superior computer skills including a strong familiarity with the above-listed programs or demonstrated capacity to learn new programs quickly.

Pay: commensurate with experience.

Schedule: full-time or part-time.

BSL is an equal opportunity employer and is committed to diversity among its lawyers and staff.

Interested applicants should send a brief letter of interest and their resume to Rachel@bryanschwartzlaw.com.

Resource Development Assistant | New England Wildlife Center | Weymouth, MA

Application Deadline: April 30, 2019

The New England Wildlife Centers, headquartered in Weymouth, Massachusetts, is a two veterinary hospital non-profit that provides medical care to wildlife and non-traditional pets, education to elementary, secondary, undergraduate, and graduate students, and conducts research into wildlife diseases, habitat health and public health issues.

We are looking for an individual who is eager to learn resource development for a science based non-profit. Skills should include:

- a strong writing talent
- competent team interaction
- ability to multitask
- eagerness to grow in a fast-paced work environment

How To Apply: Please email a copy of your resume and a cover letter to complete your application to: katrina.bergman@newildlife.org

https://www.newildlife.org
Interested in a job with Senate or Congressional members?

According to the US House of Representatives, there is not one single office that manages hiring. The current total workforce is approximately 10,000 employees and is comprised of staff from individual Members of Congress (both within DC and in their home states), and various other offices that contribute to the functioning of Congress.

Despite the lack of a central hiring office, there is a “House Vacancy Announcement and Placement Service” that assists House members and others with their staffing needs by maintaining a resume bank and publishing a list of vacancies. The House Employment Bulletin is published weekly. You can sign up to receive it via email here (check your spam filter for the subscription verification emails sent immediately after subscribing). This appears to be the only way to receive a copy short of going to the House.

The Senate also has a resume bank accessible here and job postings here.

**Featured Postings for the House:**

**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 SCCCJobs@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.

**Featured Postings for the Senate:**

**224997 CENTRAL NEW YORK REGIONAL ASSISTANT (Syracuse, NY) -**

Office of U.S. Senator Gillibrand seeks a personable, dependable and professional Regional Assistant for the Syracuse, New York office. Applicants must be self-motivated team players; able to exercise discretion and maintain confidentiality; have strong interpersonal, written, and oral communication skills; and be proficient in Word and Excel. Responsibilities include, but are not limited to, office management, meeting with constituents, coordinating and managing the office’s internship program, assisting in events with Senator Gillibrand and representing the office at events across the region. Some evenings and weekends will be required. This is an entry-level position. Candidate must have valid NYS driver’s license and vehicle for required regular regional travel. Past or current residency in New York preferred. Senator Gillibrand’s office is an equal opportunity employer. Please email resume, cover letter, and reference with the subject line “Central New York Regional Assistant” to jobs@gillibrand.senate.gov, or submit an application HERE. No calls, please.

**224994 LONG ISLAND REGIONAL ASSISTANT (Melville, NY) -**

Office of U.S. Senator Gillibrand seeks a personable, dependable and professional Regional Assistant for the Long Island, New York office. Applicants must be self-motivated team players; able to exercise discretion and maintain confidentiality; have strong interpersonal, written, and oral communication skills; and be proficient in Word and Excel. Responsibilities include, but are not limited to, office management, meeting with constituents, coordinating and managing the office’s internship program, assisting in events with Senator Gillibrand and representing the office at events across the region. Some evenings and weekends will be required. This is an entry-level position. Candidate must have valid NYS driver’s license and vehicle for required regular regional travel. Past or current residency on Long Island preferred. Please email resume, cover letter, and reference with the subject line “Long Island Regional Assistant” to jobs@gillibrand.senate.gov, or submit an application HERE. No calls, please. Senator Gillibrand’s office is an equal opportunity employer.

**Litigation Assistant | Earthjustice Headquarters | New York, NY**

Earthjustice is now accepting applications for a full-time Litigation Assistant to join the Northeast regional office. The successful applicant will provide both substantive and administrative support to our team of attorneys, who litigate in federal and state courts and conduct...
administrative advocacy to defend the right of all people to a healthy environment and to speed our transition away from fossil fuels to clean and renewable energy. The position will be available as of mid-June 2019 and will be based in New York City.

The Northeast office uses hard-hitting litigation and administrative advocacy to protect people from toxic chemicals, to secure clean drinking water for all, to end our reliance on fossil fuels, and to make an equitable transition to clean energy. For more information about the Northeast office, please visit https://earthjustice.org/about/offices/northeast.

**Responsibilities:** Litigation Assistants in the Northeast office provide administrative and litigation support services for more than 10 active attorneys practicing in federal courts and administrative forums. Tasks may include but are not limited to the following: • Preparing and editing documents for filing, including: proofreading, cite checking, bluebooking, formatting, producing tables of contents and authorities, assembling exhibit lists, etc. • Filing and serving paper and electronic filings. • Ensuring all court rules are being met. • Creating, organizing, and maintaining case files and contacts. • Computing and calendaring court deadlines. • Assisting in the collection, processing, and review of incoming and outgoing discovery productions, such as administrative records, including use of an eDiscovery software platform. • Assisting attorneys with deposition and hearing preparation, including: organizing document binders, printing exhibits, creating exhibit lists, communicating with court reporters, etc. • Supporting attorneys in gaining admission to courts, registration renewals, and creating and managing e-filing accounts. • Reviewing, organizing, and interpreting factual and technical information; generating research notes, memoranda, summaries, tables, maps, and other visuals as needed. • Drafting basic pleadings and other case-related documents under attorney supervision, including: case initiating documents, proposed orders, cover letters, FOIA requests, pro hac vice applications, etc. • Communicating with courts, clients, experts, opposing counsel, and government officials as requested or approved by attorneys. • Tracking relevant dockets and issues related to the work of the Northeast Office via the Federal Register, agency web sites, various distribution lists, media outlets, etc. • Participating in conference calls and meetings when relevant to the position and/or assigned projects. • General administrative assistance (photocopying, proofreading, taking meeting minutes, updating database of case descriptions).

**Qualifications:** • Bachelor’s degree or equivalent experience. • Paralegal experience or training a plus. • To qualify for Litigation Assistant II, at least three years of paralegal or legal assistant experience in a litigation setting and experience with discovery management programs or GIS. • Interest in and knowledge of environmental, social justice, or public interest issues a plus. • A can-do attitude, meticulous attention to detail, and an unrelenting commitment to high performance standards. • Excellent research, analytical, writing, and computer skills (word processing, databases and spreadsheets, Internet, etc.). • The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure. • The ability to work effectively as part of a team, including with remote staff, and to maintain confidential information. • Flexible, punctual, highly reliable, and available for occasional evening and weekend work. Ability to work for extended periods on the computer as needed to meet filing deadlines. • A team player who will enthusiastically take on tasks that range from intellectually challenging to administrative work. • Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations. • Commitment and contribution to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

*Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.*

**To Apply:** Interested applicants should submit the following via online application site: • Resume • One- or two-page cover letter that addresses: (1) why you are drawn to Earthjustice’s mission and whether there are particular legal, environmental, or justice issues that inspire you; and (2) aspects of your background that demonstrate competence to work with a diverse group of clients and colleagues. • Short writing sample. • List of three references. Applications will be reviewed on a rolling basis. Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application. **No phone calls, drop-ins, or hard copies.**
**Yellowstone Program Manager | National Park Conservation Association | Bozeman, MT, US**

**NPSC Position Description:**
**Position Title:** Yellowstone Program Manager; Grade: 4; Full-time Exempt; Department: Regional Operations, Bozeman, MT

**Primary Purpose of the Position:** The purpose of the Program Manager position: to protect and enhance Yellowstone National Park (YELL) and its resources, through engagement with allies; to lead key Yellowstone Field Office (YFO) priority campaigns both inside the park and on lands bordering the park, to maintain and grow NPCA’s established high profile programs in and around Yellowstone, to build NPCA’s conservation leadership in the region, and to advocate for NPCA’s national programmatic priorities. Through these efforts the Program Manager will assure strong public outreach, key leader support, and fundraising activities. The position works in coordination with the Northern Rockies Associate Director to determine NPCA’s lead strategist, spokesperson, and advocate for Yellowstone park protection and policy campaigns.

**Essential Functions:**

1. **Yellowstone Park Protection 30%:** Protect and enhance YELL by leading NPCA’s advocacy efforts on strategically important issues effecting Yellowstone and its resources. This includes, but is not limited to, visitor use and management, park infrastructure and other development projects, park-wide management plans, and wildlife management.

2. **Large Landscape Conservation 20%:** Work with Northern Rockies Associate Director to implement YFO’s wildlife-focused landscape conservation efforts concentrating on keystone species and challenges to those species in, and adjacent to YELL. Species specific policy work includes, but is not limited to bison, grizzly bears, wolves, wildlife vehicle collision mitigation, and pronghorn antelope. **Duties include:** campaign development, and implementation; identification of new and emerging opportunities; and crafting/implementing strategies to achieve new goals. The Program Manager will regularly coordinate with NPCA staff nationally on wildlife conservation policy issues.

3. **Development 20%:** Assist with overall YFO/NPCA fundraising goals, including individual donor outreach, cultivation and solicitation, grant development, support for corporate fundraising, and other assistance as needed.

4. **Ally Development 15%:** Advance strong working partnerships in Yellowstone’s gateway communities, with elected officials, agency personnel, local, regional and statewide community, and business leaders and organizational allies on priority issues.

5. **Supporting NPCA National Priorities 10%:** Actively engage in and support NPCA’s national priorities at the local/statewide/regional level, including park funding, new constituent engagement, and landscape conservation. Continue elevating the profile of Yellowstone nationally as an example of national park challenges. Pursue fulfillment of NPCA’s mission through creative and active media outreach and use of internal NPCA communication resources.

6. **Other 5%:** Respect employees regardless of their position or background. Participates in developing department goals, objectives, and systems. Participates in regional staff meetings, organization-wide meetings, staff committee meetings, training programs, and attends other meetings and seminars as designated by the supervisor. Assists in evaluation of reports, decisions, and results of department in relation to established goals. This job description in no way states or implies that these are the only duties to be performed by the employee in this position.

**Total 100%**

**Minimum Work Schedule:** 9:00 to 5:30, Monday-Friday (37.5-hour work week), occasional weekends and evenings.

**Minimum Scope of Position:** Position is based in Bozeman, Montana. The position requires significant travel to park gateway communities and other site locations to work in person with park allies and supporters. Occasional travel by car or air to other parks in the region and the country.

**Minimum Qualifications, Competencies, Skills, Education, and Traits:**
- Commitment to protecting and restoring America’s national park system.
- Bachelor’s degree in relevant field, graduate degree preferred. A minimum of 4 years of relevant experience in the conservation field.
- Extensive working knowledge of natural resource issues and the political and social landscape of the Northern Rockies.
- Experience in fundraising strongly preferred.
- Background in nonprofit work and advocacy.
- Experience in a leadership position in conservation advocacy, resource management, or park management.
- Demonstrated strategic ability to develop and implement effective natural resource policy programs and campaigns.
- Demonstrated ability to work in collaborative teams to organize tasks, to set and observe priorities, and to maintain schedules.
- Proven track record and substantial knowledge of federal legislative and administrative policy-making processes.
- Proven ability to build relationships across political and interest boundaries.
- Excellent communication skills; demonstrated public speaking and presentation skills.
- Experience communicating with media.
- Proven ability to self-manage, self-motivate, and work independently.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

**CONTINUED ON NEXT PAGE**

**Core Values:** Live, honor, and own the organization’s Core Values:

**Commitment.** We are passionate about NPCA and dedicated to achieving excellence through our work and mission. We seek to improve our performance by taking opportunities for professional and personal development, and encouraging reasonable risk-taking and innovation.
Inclusion. We value diversity of thought, background, experience, and opinion. We create a culture of empowerment by welcoming and encouraging meaningful participation from all people and promoting an environment that embraces different perspectives.

Integrity. We hold ourselves accountable to each other, our members and partners, and our mission. We evaluate the impact of our work and strive for honesty and transparency across the organization. We operate ethically in the organization’s best interests.

Respect. We collaborate in results-oriented teams based on trust and consideration for each other. We promote harmony between our work and our personal lives. We foster a healthy and positive workplace culture and work collaboratively with external partners.

Benefits: Please visit our website https://www.npca.org/resources/3143-resources-for-job-applicants to learn more about our comprehensive benefits package.

Physical Effort and Dexterity: While performing the duties of this job, the employee is typically required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by the job may include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

NPCA is committed to diversity among its employees and hiring practices. All qualified applicants are encouraged to apply.

Physical Environment: Typical office setting

TO APPLY: Visit online application site – CLICK HERE.

Employer’s Rights: NPCA reserves the right to revise this position description at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the NPCA and employee and is subject to change by the NPCA as the needs of the NPCA and requirements of the job change. The above is in no way an exhaustive list of the requirements for the position.
The Family Nutrition Program (FNP) is a grant-funded program that helps limited-income families and youth acquire the knowledge, skills, attitudes, and changed behavior necessary to improve their diets with better nutrition.

Regional Food Systems Specialists (FS Specialists) operate as the face and key facilitator for the Food Systems team within the FNP. FS Specialists support capacity building among school food authorities, communities, and farmers to expand access to local, delicious, fresh, and nutritious food for the limited resource populations in Florida. FS Specialists support the direct education efforts of the FNP by implementing Policy, Systems, and Environmental supports such as: implementing school and community gardens; supporting local procurement efforts in schools; serving on wellness committees; and working with farmers to increase marketing channels while meeting state and federal food safety standards. Other duties include: provide outreach and support for school food service and producers to promote Farm to School activities in Florida schools with a high percentage of free or reduced lunches; increase fresh fruit and vegetable access to low-income communities; help develop trainings and pilot programs; and implement new relationships for the sale of local products. FS Specialists will travel throughout the counties in their area (using personal and rented vehicles) to meet with school food authorities, farmers, distributors, Extension agents, and other relevant stakeholders to increase procurement of local food and promote healthy food choices for limited resource residents. This position is located in Sarasota County and serves counties within the Southwest UF/IFAS Extension District (DeSoto, Hardee, Manatee, Sarasota).

**JOB DUTIES:**

**District Program Coordination and Collaboration**
- Assist the PIs, project staff and UF/IFAS Extension county faculty in fostering strategic partnerships within the institution and broadly throughout the state by working in collaboration with Farm to School partners.

**Job Description:**
- Support capacity building among school food authorities, communities, and farmers; provide education, training, and technical support to equip them to meet state and federal food safety standards in order to increase the availability of specialty crops in the school lunch program and to increase locations and opportunities for consumers to purchase fresh fruits and vegetables directly from farmers in their communities.
- Provide outreach and support for school food service and producers to promote Farm to School in Florida schools with a high percentage of free or reduced lunch; to provide fresh fruits and vegetables to low-income communities; to help develop trainings and pilot programs; and/or to implement new relationships for the sale of local food products.

**Training & Programming**
- Introduce farmers and teachers to food safety requirements for schools and provide information on relevant training opportunities related to food safety, school food procurement processes, and other relevant topics.
- Design, develop, and implement trainings and educational programs for teachers, farmers, providers, and community leaders related to food safety, gardening, procurement, and strategies to promote healthy food choices among limited resource residents (e.g., smarter lunchroom techniques, food pantry “nudges”).
- Assist with planning and implementing school and community gardens; enhance and support the capacity building of teachers and community leaders to increase garden sustainability and promote educational engagement.
- Participate in and contribute to the design and delivery of national and statewide meetings as needed.
- Facilitate distribution of educational/training materials to FNP staff and training recipients.
Management, Administration, and Coordination

- In counties with FNP county-based programming, coordinate all procurement and gardening activities with the FNP supervisor. In counties without FNP county-based programming, ensure that the local county extension director is aware of activities being performed and that appropriate nutrition education is being taught.
- Support the research, analysis, development and implementation of Farm to School best practices within the scope of the SNAP-Ed grant.
- Provide project-based programming support, including contributions to written reports/materials/presentations that summarize and communicate programs.
- Develop monthly and annual progress reports and contribute to other reports needed by the PI.
- Maintain regular communication with FNP program staff to remain informed of new developments, policies, and procedures; document successes; and work collaboratively to overcome barriers.

Travel

- FS Specialists will travel throughout the counties in their district and meet with school food authorities, farmers, distributors, Extension agents, and other relevant stakeholders to increase the procurement of local food and to support an environment that promotes healthy food choices.

Other Job Characteristics:

May require lifting and carrying materials and/or supplies up to 40 lbs. May require standing, stooping, pushing, and/or pulling. May require standing for prolonged periods of time both indoors and/or working outside to provide education sessions.

Flexible daily schedule; 40 hours a week. Most work will occur during business hours Monday through Friday, 8 am – 5 pm. Variation includes travel to counties for program visits and reviews; some weekend work will be necessary. Travel within Florida and to attend national meetings for training and outreach is required.

Expected Salary: $40,976 - $46,098 annually

Minimum Requirements:

Bachelor’s degree in an appropriate area; or an equivalent combination of education and relevant experience. Valid Florida driver's license.

Preferred Qualifications:

Master’s degree preferred.
Candidates must have a general knowledge of community food systems, and some combination of experience in one or more of the following fields: nutrition, agriculture, marketing, gardening, curriculum development, program evaluation, and extension programming. Candidates must have the ability to positively interact with a wide variety of business and organizational partners as an ambassador of the Florida FNP and articulate the program’s goals, strategies and outcomes with confidence.
Experience working in a college or university setting a plus. The successful candidate must be able to integrate quickly and effectively into a busy team. Excellent communication skills are essential. Excellent attendance history in prior positions; excellent oral and written communication skills, including a courteous and helpful manner in all communications; completeness, accuracy, and timeliness in all work, scheduling and event management experience; proficiency with MS office software, social media tools and other web computer applications are keys to success.

Special Instructions To Applicants:

This is a time-limited, grant-funded position headquartered in Sarasota County.
Please upload a cover letter and resume. A pre-employment criminal background check is required.
Application must be submitted by 11:55 p.m. (ET) of the posting end date.

Health Assessment Required:

No.
The National Program Manager provides management and oversight for New Entry’s beginning farmer land-based training networks and leads robust program evaluation strategies locally and nationally. Responsibilities include oversight of several USDA national technical assistance (TA) projects supporting Ag Apprenticeship Learning Networks, and National Incubator Farm Training Initiative networks, Gaining Results through Evaluation Work program, and Community Food Projects TA program. This person will lead outreach to national organizations, particularly in underserved communities. In addition, this position requires strong project management, leadership, evaluation, and networking skills, as they will: • Manage partner relationships; • Conduct intake and case management/technical assistance for partner organizations and connect them to our networks of technical assistance providers; • Develop educational resources, toolkits, guidebooks, and webinars to support successful programs; • Lead program evaluation, data collection, monitoring, and project reporting; and; • Manage annual conferences and convenings of national partners.

Manage the National Incubator Farm Training Initiative (NIFTI) Program - 30% Time: Oversee the administration of New Entry’s National Incubator Farm Training Initiative (NIFTI). This involves managing NIFTI partner networks; scheduling, planning and hosting professional development events and conferences; developing educational resources, toolkits and guidebooks; and supporting incubator farm programs with ongoing project planning, development, advocacy, and evaluation. • Conduct national planning, outreach, and technical assistance to emerging or developing beginning farmer training and incubator farm programs through recruiting clients and engaging national partners in TA and national and regional Community of Practice (CoP) efforts; • Develop TA protocols in areas of financial literacy, land and credit access, and metrics and evaluation for farm incubator projects; • Maintain national NIFTI TA request and referral system; • Develop national webinars on incubator farm program topics; • Refine and expand upon web-based national clearinghouse for farm incubator resources; • Develop case studies, success stories, and best practices; • Organize multi-day national Incubator Field Schools and CoP national meetings/conferences; • Facilitate ongoing CoP strategies for beginning farmer program staff; • Document and evaluate program outputs and outcomes; • Collaborate on development of national metrics and evaluation of farm incubator projects; • Collaborate on national-level research on incubator projects; • Promote and distribute existing NIFTI toolkits, fact sheets, and other materials; • Collaborate with national partners on local and regional-level projects to encourage and strengthen farm incubators by partnering and serving in an advisory capacity as requested; • Manage project reporting and evaluation metrics to funders.

Manage the Agriculture Apprenticeship Learning Network (AgALN) – 30% time: Oversee administration and management of the national Ag Apprenticeship Learning Network (AgALN). AgALN is geared towards formalizing a set of shared standards or best practices for meeting clearly articulated learning goals of farm/ranch apprentices looking to gain hands-on, land-based management and production skills on commercial farms and ranches. Our aim is to “raise the bar” of on-farm learning and training by skilled mentors. • Conduct national planning, outreach, and technical assistance to emerging or developing agricultural apprenticeship and internship programs by engaging national partners in TA and national and regional Community of Practice (CoP) efforts; • Expand the network to include a diversity of members and program types: urban/rural, large/small scale ag, enterprise interests, geographically diverse, and culturally/racially diverse programs; • Research and produce a variety of documents, reports, proposals, webinars, other literature across multiple project partners/authors; • Plan, coordinate and host educational events (webinars, national conferences, meetings); • Respond to inquiries about the AgALN network and provide detailed information and technical assistance and referrals to constituents; • Collaborate on development of national metrics and evaluation of ag apprenticeship programs; • Collaborate on national-level research on ag apprenticeship programs; • Develop case studies, success stories, and best practices on ag apprenticeships for broad dissemination. • Refine and expand upon web-based national clearinghouse for ag apprenticeship resources; • Manage project reporting and evaluation metrics to funders.

Manage the Gaining Results through Evaluation Work (GREW) - 20% time: Oversee New Entry’s role in the GREW project – a partnership between UCSC, Virginia Tech, and New Entry that supports the development of strong, effective, and long-lasting farmer and rancher training programs to ensure that beginning farmers and ranchers (BFRs) can enter the field and establish successful farming businesses through training and education on evaluation tools and practices. • Conduct national planning, outreach, and networking to expand and diversify participation in the GREW project

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by underserved communities and geographically diverse organizations; • Participate collaborative project team meetings to conduct national outreach and develop and get feedback on beginning farmer Pathway Analysis (to identify outcomes most likely for success); Outcomes Lists (to identify key outcomes and indicators); and Resource Lists (to identify a variety of example survey instruments, assessment instruments and other resources); • Coordinate identification, collection of, and organizing of a web-based national clearinghouse for evaluation tools to help BFR organizations identify key outcomes and measures that can be used to make evaluation easier; • Contribute to evaluation training via webinars to share technical information for conducting evaluations with national
organizations serving beginning farmers; • Organize and lead an online learning community to support farmer training organization staff to learn from each other, and from project evaluators; • Manage project reporting and evaluation metrics to funders.

**Provide oversight to the USDA Community Food Projects Technical Assistance Program - 10% time:** Oversee staff who coordinate a National Technical Assistance (TA) and Referral Network for Community Food Project (CFP) Programs.

• Establish goals and monitor outcomes of National CFP TA program; • Conduct national planning, outreach, and technical assistance to organizations developing community food security and beginning farmer training programming, in particular: ○ Promote and outreach CFP TA programs nationally by attending and presenting at relevant conferences and events; ○ Recruit applicants and engage national partners in CFP TA efforts; ○ Maintain and expand national TA request and referral system; ○ Develop national webinars on CFP grant application and program topics; ○ Expand web-based clearinghouse for CFP resources and support; ○ Support development of case studies, success stories, and toolkits for CFP projects; ○ Organize national trainings, webinars, and meetings for CFP grantees; • Document and evaluate program outputs/outcomes; assist in completing required reporting. • Oversee planning for a national conference for community food security organizations.

**Oversight of National Programs - 10% time:** Provide strategic vision and direction for national team;

• Manage New Entry’s National Programs Team, including staff, interns, TA partners, consultants, and subawards; manage partner relationships for national programs; create and manage consulting agreements and contracts with program partners; • Develop and maintain operations manuals for all aspects of National TA program administration; • Manage grant budgets, grant reporting, and liaise with USDA agency staff; • Investigate and pursue fee-for-service and additional revenue generating opportunities to support national program operating costs; • Participate in regularly scheduled staff and leadership meetings and lead national team meetings; • Facilitate connections between national and local programs at New Entry by working with New Entry staff to develop robust program metrics and evaluation tools to share nationally and to educate New Entry staff members about best practices gleaned from national organizations; • Promote New Entry’s work on a national scale by attending and presenting at relevant conferences and events.

**Special Requirements:** • Access to reliable private transportation necessary; • Willingness to travel nationally; • Willingness and ability to work a flexible schedule, including evenings and weekends.

**Qualifications:** We will consider exceptional candidates who demonstrate a strong combination of the specific qualifications and skills described here:

• At least 5 years of experience in national network organizing; bachelor’s degree preferred; • Significant work experience in the non-profit sector (at least 5-10 years) with national outreach, and educational resource development; Minimum of 3 years supervisory experience required; • Experience networking with multiple organizations and collaborative networks; demonstrated leadership and communication skills in networking/relationship building across disparate partners and interests; • Ability to analyze data, capture trends, insights, and needs of partners and develop clear, actionable vision and related programming to respond to needs and synthesize ideas / present vision for future to network leadership; • Ability to lead projects independently; ability to coordinate innovative programming with multiple partners; Significant experience in program evaluation, designing surveys, and leading multi-stakeholder assessments required; • Demonstrated research capacity – ability to explore new areas of learning and to back up ideas with data and metrics; • Skills and knowledge in multiple aspects of community food projects, food security, and/or beginning farmer training programs gained through experience working with diverse ethnic and economic groups; • Experience working with social media, web-based/online learning, and web resource development required; • Experience with adult education theory and training strategies preferred; • Experience with event planning is desired; • Organizational development and cross-cultural experience helpful; • Strong commitment to racial equity and social justice; empathy for and sensitivity to food insecurity in underprivileged communities preferred; • Enthusiasm for critically engaging with the local food movement and determining how non-profit programming can better address food insecurity, food access and improve nutritional outcomes; • Strong organizational skills and acute attention to detail; • Self-directed; works well within a rapidly-changing, high-performance environment; • Effective oral, written, and interpersonal communication skills; Ability to write well and develop compelling impact reports; • Proficiency with standard computer software (MS Office, Social Media, website content development, graphic design, Excel database). Experience with Salesforce CRM desired.

**Apply for the National Program Manager Position:** To Apply for all New Entry open positions, visit the employment section of our website at [www.tsne.org](http://www.tsne.org). We strongly encourage online applications per instructions above and provision of a writing sample as needed. We also accept applications by mail or fax. Apply by mail to: TSNE MissionWorks, Attn: Employment Manager, NonProfit Center, 89 South Street Suite 700, Boston, MA 02111; or send by fax to: 617.523.2070.

**North Carolina Energy Democracy Field Coordinator | Appalachian Voices | Boone, NC**

Appalachian Voices is seeking a Field Coordinator to build statewide power and engagement in the growing energy democracy movement. This is a movement to empower communities with the tools necessary to decide their own energy future and work towards a cleaner, more affordable, and more just energy system.

Working under the supervision of the North Carolina Program Manager, the Field Coordinator’s goal will be to increase public awareness of energy issues affecting the lives of North Carolinians and help communities advocate for solutions related to energy democracy and justice. The Field Coordinator will activate community support and expand the grassroots network to create a long-lasting and sustainable environment for energy democracy in North Carolina. This position has the option to be located either in the Boone or Raleigh/Durham areas.
Successful applicants will possess a strong desire to develop their social-impact career by bringing people together with purpose. They will maintain commitments to both clean energy and environmental justice. They will use equitable and inclusive practices in their work to promote democratic decision-making at the grassroots level in North Carolina.

Appalachian Voices is committed to diversity, equity, and inclusion both in our work and in our organizational structure. We seek applicants who share and exhibit these principles. As an equal opportunity employer, we are committed to employment practices that ensure employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.

We understand people gain skills through a variety of professional, personal, educational, and volunteer experiences. We encourage candidates to review the primary roles and responsibilities below. If you believe you have the transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

**PRIMARY ROLES AND RESPONSIBILITIES**

- Develop and implement a range of grassroots advocacy activities that meet the diverse needs and interests of residents across North Carolina and build broad and visible support for Appalachian Voices’ energy democracy campaign
- Build relationships with community members and key partners
- Promote civic engagement on legislation that advances the goals of energy democracy
- Organize, participate in and facilitate coalition/partner group meetings and calls
- Work with our communications team to utilize traditional media, social media and other electronic communications to broadcast a unified message about energy democracy
- Collaborate with other Appalachian Voices Field Coordinators to support complementary programs in Virginia and Tennessee
- Track progress and engage in planning, reporting, and evaluation of the program
- Recruit and manage a team of interns and volunteers
- Potentially manage one or more staff positions, depending on applicant’s leadership experience and qualifications

**REQUIRED SKILLS AND COMPETENCIES**

- A desire to engage the grassroots community on clean energy, environmental and social justice issues
- Excellent communication and listening skills
- Aptitude for executing impactful social media strategies
- Experience in public speaking, training, and facilitation of group meetings and calls
- Event planning skills which include outreach and follow-up, volunteer recruitment, planning, media outreach, event promotion, logistics coordination, etc.
- Strong organizational skills with attention to detail
- Ability to set priorities, multi-task, and meet deadlines and both short- and long-term goals in a fast-paced environment
- Competency in the Google Suite, MS Office Suite and social media tools
- Ability to work independently under minimal supervision
- Available to work with a fluctuating schedule which may include some weekends and evenings
- Valid driver’s license and ability to travel

**COMPENSATION**

This is an exciting opportunity for a talented individual to contribute as part of a growing team of professionals dedicated to achieving meaningful progress on clean energy and environmental issues in North Carolina. Because we are interested in receiving applications from candidates with a range of experience levels and salary requirements, salary will be commensurate with the selected candidate’s experience. This is a permanent, full-time position. Appalachian Voices offers competitive compensation and benefits that include: employer-paid health care, vision and dental policies with options to include family members at a reduced cost, plus short- and long-term disability plans; generous paid vacation and parental leave; options for flexible working hours; an employer-matched retirement plan;

While management and leadership experience is not required for this position, applicants that have those skills may be considered for more senior level field coordination responsibilities with a salary commensurate with those additional responsibilities.

**Applications will be accepted until this position is filled. Interviews may start in April. Anticipated employment date is June 2019.**

**HOW TO APPLY:** Please send your resume and a cover letter (no longer than one page) that highlights your skills and experience transferable to this position to jobs@appvoices.org with “North Carolina Energy Democracy Field Coordinator” in the subject line. Recommendation letters will also be gladly accepted, but are not required. Questions about the position and the program are welcomed via email at amy@appvoices.org.

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**Virginia Energy Democracy Field Coordinator | Appalachian Voices | Charlottesville, VA**

Appalachian Voices is seeking a Field Coordinator to build statewide power and engagement in the growing energy democracy movement. This is a movement to empower communities with the tools necessary to decide their own energy future and work towards a cleaner, more affordable, and more just energy system.

Working under the supervision of the Virginia Program Manager in the Charlottesville, Va. office, the Field Coordinator’s goal will be to increase public awareness of energy issues affecting the lives of Virginians and help communities advocate for their own chosen solutions related to energy and justice. The Field Coordinator will help activate and expand grassroots support for energy democracy in Virginia to create a long-lasting and sustainable network.

Successful applicants will have a desire to begin or continue developing their social-impact career by bringing people together with purpose. They will maintain commitments to both clean energy and environmental justice. They will use equitable and inclusive practices in their work to promote truly democratic decision-making at the grassroots level.
Appalachian Voices is committed to diversity, equity, and inclusion both in our work and in our organizational structure. We seek applicants who share and exhibit these principles. As an equal opportunity employer, we are committed to employment practices that ensure employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.

We understand people gain skills through a variety of professional, personal, educational, and volunteer experiences. We encourage candidates to review the primary roles and responsibilities below. If you believe you have the transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

**PRIMARY ROLES AND RESPONSIBILITIES**

- Develop and implement a range of grassroots advocacy activities that meet the diverse needs and interests of residents across Virginia and build broad and visible support for Appalachian Voices’ energy democracy campaign
- Build relationships with community members and key partners
- Promote civic engagement on legislation that advances the goals of energy democracy
- Organize, participate in, and facilitate coalition/partner group meetings and calls
- Work with the communications team to utilize traditional media, social media, and other electronic communications to broadcast a unified message about energy democracy
- Collaborate with other Appalachian Voices Field Coordinators to support complementary programs in North Carolina and Tennessee
- Track progress and engage in planning, reporting, and evaluation of the program
- Recruit and manage a team of interns and volunteers

**REQUIRED SKILLS AND COMPETENCIES**

- A desire to engage the grassroots community on clean energy and social/economic/environmental justice issues
- Strong attention to detail and organizational skills
- Aptitude for executing impactful digital and social media strategies around core issues
- Excellent communication and listening skills
- Experience in — or aptitude for — public speaking
- Event planning skills which include outreach and follow-up, volunteer recruitment, planning, media outreach, event promotion, and logistics coordination
- Demonstrated experience in — or aptitude for — facilitation of group meetings and calls
- Ability to set priorities, multi-task, and meet deadlines and both short- and long-term goals in a fast-paced environment
- Extensive computer skills, including competency in the Google Suite, MS Office Suite, internet, and social media
- Ability to work independently under minimal supervision
- Flexibility to work evening and weekends when needed
- Valid driver’s license and ability to travel, including some overnight travel

**COMPENSATION:** Because we are interested in receiving applications from candidates with a range of experience levels and salary requirements, salary will be commensurate with the selected candidate’s experience. Expected hiring range is $32,000 – $40,000 annually. This is a permanent, full-time position. Appalachian Voices offers competitive compensation and benefits that include: employer-paid health care, vision, and dental policies with options to include family members at a reduced cost, plus short- and long-term disability plans; generous paid vacation and parental leave; options for flexible working hours; an employer-matched retirement plan.

**HOW TO APPLY:** Please send your resume and a cover letter (no longer than one page) that highlights your skills and experience transferable to this position to jobs@appvoices.org with “Virginia Energy Democracy Field Coordinator” in the subject line. Recommendation letters will also be gladly accepted, but are not required. Questions about the position and the program are welcomed via email at peter@appvoices.org. Applications will be accepted until this position is filled. Interviews may start in late March/early April. Anticipated employment date is no later than June 2019.
Program Assistant | Vermont Energy Investment Corp | Burlington, VT

Deadline to Apply 4/15/2019

Overview: The Implementation Services team is looking for a Program Assistant to support Efficiency Vermont’s prescriptive programs. This role provides general administrative, logistical and customer service support.

We are committed to building a work community that is inclusive and represents a vibrant diversity of background, experience, perspective, and thought. Climate change impacts all of us; however, we are impacted differently based on our identities and experiences. We all deserve a place at the table to make decisions about our collective future – we hope you’ll consider joining us as we work towards our vision for a healthy planet, thriving people, and energy justice.

Candidates across all markers of identity (age, race, gender, ability, communication style, etc.) are highly encouraged to apply.

Responsibilities

• Works directly with Energy Consultants and Program Managers to gather information and perform administrative tasks, including data entry and tracking projects from set-up through closeout utilizing a specialized database.
• Provides and models exemplary customer service to both external and internal customers.
• Performs and maintains quality assurance of project data.
• Serves as point person for assistance with the specialized database, as needed.
• Establishes and maintains common area filing systems, both paper and electronic.
• Maintains calendars and/or schedules for events, meetings, projects, and staff, as needed.
• Provides general assistance, including; answering phones, filing, copying and coordinating special mailings.
• Supports special projects, such as, aiding in the preparation of presentation materials.

Qualifications

• Strong personal commitment to the mission, vision, goals and values of VEIC.
• High school degree or a combination of education and experience from which comparable knowledge and skills are acquired.
• One year experience of administrative tasks in an office environment preferred.
• Proficiency with word processing, spreadsheet and database software including Windows and Microsoft Office applications experience.
• Demonstrated experience in providing excellent customer service.
• Demonstrated ability to be organized, detail-oriented, accurate, and able to handle multiple tasks and competing priorities in a dynamic and fast paced environment.
• Strong interpersonal skills and excellent written and oral communication skills.
• Ability to work independently with minimal supervision, and as part of a team.

To Apply – CLICK HERE
Energy Efficiency Program Manager | Vermont Energy Investment Corporation | Columbus, OH

Deadline to Apply: /25/2019

Overview: The Efficiency Smart division of VEIC is looking for a Program Manager to provide the strategic and operational leadership for Efficiency Smart programs and initiatives to ensure that program implementation is aligned with and meets strategic objectives. This role researches, designs and launches programs to serve customers in participating communities. The Program Manager is responsible for ongoing program success through resource and budget management, monitoring and adjusting processes, and continuous system improvement while providing excellent customer support for both external and internal customers.

VEIC is committed to building a work community that is inclusive and represents a vibrant diversity of background, experience, perspective, and thought. Climate change impacts all of us; however, we are impacted differently based on our identities and experiences. We all deserve a place at the table to make decisions about our collective future - we hope you’ll consider joining us as we work towards our vision for a healthy planet, thriving people, and energy justice.

Candidates across all markers of identity (age, race, gender, ability, communication style, etc.) are highly encouraged to apply.

Responsibilities
- Define the resource requirements, operational expectations, and internal reporting requirements needed to achieve contractual goals.
- Continuously monitor progress regarding initiative goals, budgets and cost-effectiveness, making program tactical changes as needed.
- Develop criteria and lead program performance evaluations regularly.
- Address customer service complaints and feedback. Seek solutions to prevent future occurrences.
- Maintain the relevancy and accuracy of program savings and measure characterizations.
- Conduct research and market assessments to identify new ways to serve our customers that are strategically aligned and customer focused.
- Manage new program development and implementation in coordination with cross-functional teams.
- Develop and facilitate relationships with partner organizations such as trade allies, community action networks, and supply chain partners to advance programmatic goals.
- Develop Requests for Proposal (RFP’s), Memorandums of Understanding (MOU’s), and sub-contracts for external services. Actively manage sub-contractor contracts and performance.
- Manage external relations and communications with partner organizations.
- Work cross-functionally with marketing, account management, and leadership to ensure clear program messaging for customers.
- Assess real-time program market barriers and facilitate short term marketing efforts.
- Provide support to the activities of VEIC as necessary to accomplish organizational goals and objectives.
- Perform presentations and participate in Efficiency Smart outreach events as needed.

Qualifications
- Strong personal commitment to the mission, vision, goals and values of VEIC.
- Bachelor’s degree and one year of experience in energy efficiency implementation planning or management, or a similar combination of education and experience from which comparable knowledge and skills have been acquired.
- Two years of experience in operations or program management including tactical decision-making, influential leadership, facilitation, resource management, budget management, communications, and the ability to develop and attain goals.
- Proven ability to develop strong working relationships, collaborate with internal staff, customers, and trade allies.
- Strength in strategic development of ideas and concepts at a market initiative level.
- Keeps the customer perspective and needs first when developing programs and refining processes.
- Strong continuous improvement mindset.
- Ability to carry out systematic data tracking and reporting processes and implement planned steps from start to finish.
- Demonstrated experience generating reports with spreadsheet and/or database programs such as Excel and Access.
- Demonstrated ability to be organized, detail-oriented, accurate, and able to handle multiple tasks and competing priorities in a dynamic and fast paced environment.
- Excellent written and oral communication skills, experience with substantive elements of customer service.
- Strong interpersonal skills including effectiveness in productive communications along with a high degree of professionalism, maturity and a polished demeanor.

APPLY HERE
**Organization Overview:** At the Midwest Energy Efficiency Alliance (MEEA), we leverage our unique position as the Midwest’s key champion and trusted information resource on energy efficiency policies and programs to help our members and stakeholders identify, understand and implement cost-effective energy efficiency strategies that provide economic and environmental benefits. As a collaborative network and an influential membership organization spanning thirteen states, we provide a professional forum where energy providers, policymakers, implementers, manufacturers, advocates and other stakeholders can make connections, seek advice and learn about energy efficiency.

With our dynamic annual conference, MEEA plays an important role in forging partnerships, promoting new technologies and curating the evolving conversation around economic sustainability and environmental stewardship from energy efficiency.

**Position Summary:** The Policy Associate plays an integral role in advancing MEEA’s policy activities at the local, state and regional levels. The position will conduct research and analysis on best practices in energy efficiency program design and policy. The Policy Associate will conduct outreach and education to policymakers and other stakeholders to convey the economic and environmental value of energy efficiency and position MEEA staff as subject matter experts in the field. Administrative tasks including organizing webinars, updating the website, updating policy materials and completing internal reporting. The Policy Associate will be responsible for coordination with other areas of MEEA, including Membership, Marketing and Programs. Developing and maintaining relationships – both internally and externally – that advance the work of the Midwest Energy Efficiency Alliance will be a requirement of the position. The Policy Associate will report to MEEA’s Policy Manager.

**Other Responsibilities:** In addition to the key responsibilities described above, the Policy Associate would be responsible for the following:

- Develop fact sheets, policy memos, testimony, public comments, white papers and other advocacy materials, as needed
- Track regulatory and policy developments in MEEA’s 13-state region and help disseminate this information through MEEA’s policy newsletter
- Assist in coordinating educational and outreach events to increase awareness and understanding of energy policy and the role of energy efficiency
- Write articles, blog posts and use social media to promote MEEA’s mission
- Data entry and organization for MEEA’s research projects

**Qualifications**

- Passion for policy advocacy, plus a commitment to energy efficiency and environmental issues
- B.A. or B.S. in public policy, political science, or a related field; advanced degree preferred
- Two (2) years of experience in public policy required, with knowledge of the energy industry a plus
- History of strong project management experience with proven success with meeting deadlines and the ability of adapt to shifting priorities
- Strong facilitation and coalition building skills among diverse stakeholders
- Strong initiative and comfortable working independently toward common goal or deliverable
- Strong oral and written presentation skills
- Ability to work as a member of a team in a small-office environment
- Proficiency in Microsoft Office
- Passion for energy efficiency
- Ability to travel up to 25% of the time

**Compensation:** MEEA offers a competitive employment package with salary commensurate with experience.

**To Apply**
Submit cover letter, resume, and salary requirements to jobs@mwalliance.org with Subject: “Policy Associate” by April 19, 2019.

Candidates who do not submit all three items will not be considered. Candidates considered for interviews may be asked to provide writing samples and references. No phone calls please.

MEEA is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, gender, color, age, religion, creed, class, sexual orientation, national origin, and disability.
Solar Marketing Coordinator | Elevate Energy | Chicago, IL

The responsibility of the Solar Marketing Coordinator is to increase participation in the organization’s administration of the Illinois Solar For All program. Primary tasks include developing and executing marketing plans, building strategic relationships, writing compelling content, testing new strategies, and finding opportunities to promote programs. Additionally, the coordinator will support other organizational marketing and outreach needs as they arise.

**Accountability:** The Marketing Coordinator reports to the Associate Director of Marketing and will work with other teams across Elevate Energy.

**Responsibilities**

- Work with managers to develop strategic marketing and communications plans for Elevate Energy’s solar programs
- Assist in creation of marketing materials, including brochures, bill inserts, direct mail, online ads, presentations, and case studies to articulate the benefits of our products
- Proactively identify and seek out opportunities to present on Elevate Energy’s solar programs
- Work with passionate existing participants to create testimonials and otherwise support them as evangelists for our programs
- Create and place sharable content about Elevate Energy’s solar programs in places such as groups’ newsletters, websites, and online forums
- Track and analyze data to evaluate effectiveness of outreach efforts
- Regular travel within Chicago region and ability to work occasional nights and weekends
- Build strategic relationships with community leaders, industry organizations, and affinity groups to run mutually beneficial promotional efforts
- Advocate internally that all teams solve for the customer – you are their biggest fans within the company and understand that their success and happiness mean our success and happiness

**Qualifications/Skills**

- Bachelor’s degree required
- At least two years of experience in marketing or advertising
- Proven ability to manage and move forward multiple project priorities with minimal supervision
- Creative thinker with strong writing skills and the ability to simplify and summarize abstract ideas
- Detail-oriented, process-driven, and able to use data to make decisions
- Excellent relationship building, networking, and presentation skills
- Comfortable giving presentations to unfamiliar audiences
- Experience using social media to recruit new customers and build brand loyalty
- Proficiency in Adobe Creative Suite and HTML preferred
- Passion for Elevate Energy’s mission
- Bilingual English/Spanish preferred but not required

**Organization Description**

We design and implement programs that reduce costs, protect people and the environment, and ensure the benefits of clean and efficient energy use reach those who need them most.

**Anti-Discrimination Policy**

_Elevate Energy is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation, and training. This is a nonexempt position._

To apply, please submit your materials through our candidate portal at [http://elevateenergy.appone.com/](http://elevateenergy.appone.com/). Search for “Marketing Coordinator” to find the position listing.

Please note that Elevate Energy will only contact candidates via an elevateenergy.org email address. We will never ask a candidate for payment of any kind as part of the hiring or onboarding process or send payment to any candidate prior to completing the hiring and onboarding process. **NO PHONE CALLS PLEASE.**
Policy Advocate | Environmental Health | National City, CA

DESCRIPTION: Environmental Health Coalition (EHC) is a San Diego/Tijuana non-profit social and environmental justice organization dedicated to the prevention and cleanup of toxic pollution threatening our health, our community and the environment.

Position Overview: The Policy Advocate (PA) promotes policy change to reduce impacts and benefit low-income communities of color in the San Diego region by advocating to influence local governments and state regulatory and legislative bodies.

The PA will advocate to and work with local, regional, and state entities including San Diego Unified Port District, City of National City, City of San Diego, other San Diego County cities, California Legislature, and any regulatory bodies related to environmental justice, land use, air pollution, climate change, and public health.

The PA is responsible for representing the interests of EHC members before decision-making authorities and ally groups in order to change or enforce public policies. Working with Community Organizers and Leaders, the PA will serve as EHC’s lead advocate in National City and work on issues related to air pollution, transportation and land use with our base of resident members.

Primary Responsibilities
- Organize and advocate for the development and implementation of land use, transportation, and community development policies that advance public and environmental health, equitable development, land use compatibility, affordable housing, climate and transportation justice, jobs and health;
- Conduct issue research and policy advocacy activities regarding transportation, climate change, air pollution, and related environmental justice issues affecting low-income communities of color;
- Understand government systems and laws, and effectively monitor and advocate with those entities;
- Develop written analyses, position papers, and correspondence;
- Conduct effective networking and ally development activities with individuals, groups, organizations, and governmental entities in the San Diego region;
- Work with community organizing efforts to ensure coordination;
- In collaboration with the EHC National City Organizer develop an empowered and effective Community Action Team composed of EHC community leaders;
- Manage the National City Healthy Cities/Healthy Residents Project to include liaison with the County of San Diego; coordinating and facilitating an effective collaborative with key stakeholder organizations and residents and ensuring project scopes are accomplished;
- Work with EHC team members to develop strategic plans for key projects and activities; and
- Participate in statewide environmental justice networks to secure state policy to meet local goals.

Qualifications and Skills
Required:
- 3 to 5 years’ experience in grassroots organizing and policy work;
- Experience working with local and state government policy makers;
- Demonstrated commitment to the principles of environmental justice;
- Excellent oral and written communication skills;
- Excellent policy analysis skills;
- Advanced Microsoft Office skills including PowerPoint, Outlook, Excel;
- Reliable transportation to enable attendance at meetings throughout the region;
- Ability to work flexible hours including some nights and weekends;
- Ability to handle multiple tasks, work under pressure, and maintain attention to detail; and
- Cultural competence.

Preferred:
- Background in environmental justice, land use, climate and air pollution, or other related fields;
- Experience in research including data and GIS;
- Bilingual (English/Spanish); and
- Familiar with San Diego regulatory bodies and state and local government.

Compensation: Salary range is $53,000 – 63,000, commensurate with experience. Benefits include health, dental, 401k, LTC, generous vacation and wellness leave, professional development, and other benefits.

To Apply: Submit cover letter, resume, and 3 references to Environmental Health Coalition: frontdesk@environmentalhealth.org. Subject line should read: POLICY ADVOCATE 2019 followed by your name Target Start Date: Position to remain open until filled.

EHC is an Equal Opportunity Employer, we encourage people of color and women to apply.
COMPANY DESCRIPTION: Founded in 2009, Apex Clean Energy is an independent renewable energy company focused on bringing utility-scale generation facilities to market, from site origination and financing to turnkey construction and long-term asset management. Apex is constructing one of the nation’s largest, most diversified portfolios of renewable energy resources, capable of producing more than 12,000 MW of clean energy. In the coming year, Apex will bring five new U.S. wind energy facilities online, comprising 1,161 MW of capacity. Apex will provide asset management services on four of these facilities. Apex strives to excel in every phase of project realization, from origination and financing to construction and asset management. Our mission-driven team seeks determined, resolute individuals who strive to innovate and go above the call of duty, and who will relentlessly do their part to help accelerate the shift to America’s clean energy future.

Apex Clean Energy, Inc. is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

We recognize and respect the amount of time you are about to invest by applying to this open position. If you complete this job application, you will be kept informed via email status updates (and text messages, if you opt in) throughout the evaluation process. By continuing with this job application, you will be asked to answer job-specific questions. Please note that the questions contained in this job posting are our sole intellectual property. Upon receipt of your responses, we will evaluate your submission. If selected for a personal interview, you will receive an email/text with scheduling instructions. Thank You, The Apex Team

SPECIAL NOTE: If you do not receive a confirmation e-mail within minutes of your job application submission, please check your email bulk or spam folders.

JOB DESCRIPTION: We are currently seeking an Environmental Permitting Manager to support our national portfolio of utility scale wind and solar projects. This position reports to the Vice President of Environmental and is based in our Charlottesville, Virginia, office.

The successful candidate will bring at least 3 years of directly related experience and work with a group of 4-5 environmental professionals to support all aspects of environmental compliance and permitting for wind and solar projects in development and may support environmental compliance aspects of construction and asset management. Work will focus on effective agency coordination, management of consultants to implement necessary studies for wildlife, cultural, wetlands, and Phase 1 ESAs, and internal coordination with Apex to prepare projects for construction, financing and sale.

Our ideal candidate is versatile, team oriented with project-management experience ready to jump into a face-paced environment. The qualified person will have strong writing, verbal communication, and problem-solving skills. Experience in environmental review, impact analysis, and permitting renewable energy projects, and/or applied experience with the regulatory requirements associated with preparing various permitting documents, such as the National Environmental Policy Act (NEPA), Endangered Species Act and Eagle Act, and state and federal wetland regulations is a plus. Preference will be given to candidates with renewable energy (solar/wind) generation and energy transmission experience, and expertise in wildlife biology, natural resources, wetland delineation and permitting and/or legal background. A strong understanding of GIS and the associated value to environmental permitting efforts also required; however, GIS skills are not utilized in this role.

The ideal candidate has a master’s degree in a relevant field. He or she must be a highly motivated and self driven individual with strong attention to detail, excellent interpersonal and communication skills, and strong problem-solving skills. Candidates must be willing to travel up to 40%.

RESPONSIBILITIES

- Manage and review the work of environmental consultants that implement field studies and other risk assessment work products
- Manage agency coordination and regulatory compliance documentation during project development, construction, and operations
- Complete internal work products as appropriate, such as desktop and field based environmental risk reviews for siting and acquisitions USFWS Tier 1, Tier 2 Risk Reviews, and ECPG Stage 1 reviews Bird and Bat Conservation Strategy development in coordination with Apex GIS department
- Prepare and present PowerPoint presentations for agency meetings develop other materials such as construction compliance plans, environmental training materials, conservation plans
- Attends industry events to improve knowledge of renewable energy permitting and to represent Apexs interests
- Attend industry events to improve knowledge of renewable energy permitting and represent Apexs interests
- Identify and coherently communicate federal, state, and municipal permit and authorization requirements for each development project to other members of Apexit Development teams, as well as project investors and buyers.
- Navigate environmental and permitting risk associated with all phases of utility-scale wind and solar projects.
- Maintain relationships with and serve as point of contact for diverse project stakeholders, including environmental and other NGOs, federal and state regulatory agency staff, municipal officials, landowners, attorneys, and third-party consultants and subject-matter experts.
• Convey and document the budget and schedule implications of environmental issues or permitting requirements to project developers.
• Manage the quality and timeliness of work contracted to environmental consultants.
• Performs other duties as assigned

QUALIFICATIONS
• Bachelor’s degree in Wildlife, Environmental Science, Natural Resources, Planning, Law, or a related field Master’s degree strongly preferred
• Strong commitment responsible renewable energy development.
• Motivated problem solver with an ability to work collaboratively with project teams and regulators to address permitting challenges
• Demonstrated planning and organizational skills, and strong communication skills.
• Self-starter, flexible, able to run with assigned tasks.
• Ability to be highly responsive and willing to work flexible hours, if needed. Apex acts quickly and being able to adapt to changing internal and external conditions is extremely important.
• An ability to manage shifting assignments and multiple projects at the same time is a must.
• Strong planning and organizational skills
• Ability to be highly responsive and willing to work flexible hours, if needed. Apex acts quickly and being able to adapt to changing internal and external conditions is extremely important.
• Comfortable managing shifting assignments and multiple projects at the same time.
• Ability to take part in collaborative efforts with peers and colleagues.
• Willing and able to travel up to 40%
• Willing and able to travel on a regular basis (up to 40%)
• Must be able to work from our HQ in Charlottesville, Virginia or our office in Boulder, CO.

BENEFITS
• Paid Time Off (PTO)
• Holidays
• Health Insurance
• Vision Insurance
• Dental Insurance
• Health Savings Accounts
• Group Term Life Insurance
• Long-term Disability Insurance
• Short-term Disability Insurance
• 401(k) Pre-tax or Roth Deferrals
• Flexible Spending Arrangements
• Company Paid Cell Phone
• Company Paid Parking
• ACAC Fitness and Wellness Center - Corporate Discount
• United Van Lines - Relocation Discounts

APPLY HERE
Policy Advocate, Fish Conservation | Ocean Conservancy | Austin, Texas

DESCRIPTION

Ocean Conservancy has played a key leadership role in transitioning our nation’s fisheries towards a sustainable future.

Ocean Conservancy’s Fish Conservation Program is a dynamic, multi-faceted initiative focused on achieving sustainable fisheries in our nation’s waters.

Past accomplishments include securing significant improvements to our nation’s fisheries management laws in 1996 and 2007 as well as the establishment of the first science-based rebuilding plan for red snapper in the Gulf of Mexico. We will continue this leadership role by ensuring the development and implementation of laws and policies consistent with sustainable fisheries in partnership with fishery stakeholders.

Position Summary

The primary responsibility of the Policy Advocate is advocating for Ocean Conservancy’s sustainable fisheries platforms and priorities in the Gulf of Mexico. Day-to-day work involves closely coordinating with the Director of Fish Conservation to analyze ongoing and emerging regional and national fishery management issues, designing appropriate advocacy platforms that lead to sustainable fish populations and fishing communities (including written and oral comments), developing and maintaining strategic plans, and communicating Ocean Conservancy positions and priorities to both internal and external audiences.

The Policy Advocate will be expected to collaborate with a team of Ocean Conservancy experts, state and federal government officials, the news media, non-governmental organization colleagues, the academic community, industry groups and other stakeholders in the region to achieve program goals. Finally, the Policy Advocate will assist with the development and management of work plans and budgets to ensure our sustainable fisheries goals are achieved.

Primary Responsibilities

The Policy Advocate will secure sustainable fisheries management in the Gulf of Mexico by:

- Working with a multi-disciplinary team of Ocean Conservancy experts to develop and implement strategies that achieve desired conservation outcomes.
- Advocacy of Ocean Conservancy positions with diverse audiences including decision-makers, stakeholders, the media and the public through research, analysis, writing, oral and written testimony, position papers, and reports.
- Achieving fish conservation program objectives through developing, implementing and monitoring project work plans in line with available resources.
- Maintaining cooperative and effective working relationships with colleagues in government agencies, regional fishery management councils, industry groups, scientific and academic communities, and non-governmental organizations.
- In consultation with Ocean Conservancy staff, informing Ocean Conservancy members, activists, funders and the public through press releases, newsletter articles, workshops, brochures, action alerts, media interviews and grant reports.

Required Skills, Qualifications & Experience

- Ability to effectively work within a team of experts and manage project work plans and budgets to secure meaningful results.
- Strong verbal and written communication skills are essential, as are demonstrated advocacy skills, and the ability to communicate complex scientific or technical concepts to policy and lay audiences (written samples may be requested).
- Demonstrated ability to work effectively in the Gulf of Mexico region preferred.
- A strategic thinker who can bring the creativity, energy, discipline and commitment needed to execute our fisheries policy and advocacy work;
- A high-level performer who remains attentive to details and adheres strictly to deadlines and deliverables while keeping a larger vision in mind;
- Excellent interpersonal and communication skills;
- Highly collaborative with an appreciation of the benefit of a multi-disciplinary team approach;
- Personable, passionate, productive, and focused to support accurate and timely analysis, advocacy, products, and positions.

Education & Training:

- Advanced degree preferred in fisheries science, marine biology, environmental science, environmental management, environmental policy, law or closely related field.
- In-depth knowledge of fishery management laws, systems and policies preferred.
- Two years or more of professional conservation, public policy, program management, or other relevant experience.

To Apply: To be considered for this position, interested candidates may submit a resume and cover letter to jobs@oceanconservancy.org. Please note position title and #19-04 in the subject line.
Codes Program Coordinator | South-Central Partnership for Energy Efficiency as a Resource | Austin, TX

SPEER, the South-central Partnership for Energy Efficiency as a Resource, is a small but growing educational not-for-profit organization. SPEER is one of six regional energy efficiency organizations (REEOs) recognized by the US Department of Energy. SPEER’s mission is to accelerate the adoption of advanced building systems and energy efficient products and services in the South-central US. Our purpose is to advance the understanding and adoption of energy efficiency as a low-cost energy resource, and to design, implement, coordinate, and support regional projects to promote high energy performance and clean distributed energy in the built environment.

GENERAL POSITION SUMMARY
The coordinator will support the codes program, with a focus on accelerating the local implementation, enforcement, and compliance with the most recently adopted state energy code in Texas and Oklahoma. These two states account for almost 20% of all new building construction in the U.S. so set trends for manufacturing and building practices across the country. Our goal is to make homes and buildings in Texas and Oklahoma more energy efficient, durable and more affordable to own and operate.

This position will support our Sr. Codes Program Manager in organizing and analyzing various sources of available data that reflect residential building practices and products in Texas, for a three-year study funded by the Department of Energy. This project will be engaged in original research, analyzing available data for both the 2015 and the 2018 new home construction market, to identify the changes and preferences in building practice, and the energy savings related to those changes, and the benefit of more stringent code adoption.

This position offers growth and advancement potential for the right candidate.

Functions and Major Responsibilities
Under the direction of the Sr. Codes Program Manager the Code Program Coordinator will:

∙ Compile and analyze data to support this original research program;
∙ Assemble and analyze very large data sets on new home construction to identify practices, prevalence of code compliance paths, and the actual energy consumption in excel or access;
∙ Collaborate to develop methodology for comparing large sets of data;
∙ Collaborate on reporting of findings and outcomes;
∙ Communication with project stakeholders;
∙ Engagement and communication with team members and other SPEER staff; and
∙ Other duties as assigned.

ESSENTIAL EXPERIENCE AND QUALIFICATIONS:
The person that will best fit this job will be thoughtful and analytical, energetic and motivated, organized and articulate, with:

∙ Strong organizational, problem solving and logistical skills.
∙ Experience in accurate management of big data.
∙ Strong communications skills, both verbal and in writing and editing.
∙ 2+ years related experience, or combination of academic and work experience which demonstrates the ability to perform the duties assigned.
∙ Excellent computer skills, include MS Office applications.
∙ Strong team orientation, interpersonal skills, judgment and ability to work effectively in collaboration with diverse groups of people.
∙ Ability to meet daily, weekly and monthly deadlines consistently.
∙ Genuine passion for our mission and purpose, with an interest in energy efficiency and clean energy.
∙ Energy, creativity, initiative, sense of humor and enthusiasm.

LOCATION AND SALARY: This position is based in the SPEER office in Austin, Texas. Salary is commensurate with experience. SPEER is an Equal Opportunity Employer.

HOW TO APPLY: All qualified candidates may apply by sending a cover letter and resume to info@eepartnership.org. No phone calls please.
About the Center for Sustainable Energy®

Center for Sustainable Energy (CSE) is an independent, mission-driven nonprofit organization with offices in San Diego, Oakland, Los Angeles and Boston. We accelerate the adoption of clean and efficient energy solutions via program administration, technical assistance, policy innovation, and other forms of market facilitation. We are uniquely positioned and engaged with a variety of stakeholders and market actors, including policy-makers, state and federal agencies, regional and local governments, utilities, business and civic leaders, and individuals in both the general market and equity sectors. Our technical areas of focus include distributed energy resources (renewable energy, energy efficiency, energy storage, fuel cells, combined heat and power) and clean transportation.

The Project Manager will be responsible for coordinating resources and managing budgets, timelines, and deliverables, and for evaluation projects that are part of a variety of clean transportation projects—mostly within the State of California, including the Clean Vehicle Rebate Project administered by CSE on behalf of the California Air Resources Board. Under general supervision from the Senior Specialist, Evaluation, and working closely with the Senior Principal Advisor, Transportation, the Project Manager will be:

- Managing many complex small-to-large projects, deliverables, and processes in a fast-paced, matrixed environment.
- Working with research analysts to plan and guide diverse projects types relating to program evaluation, including: design and planning, analysis of participants, development of implementation and outreach strategies, and assessment of program impacts.
- Communicating and coordinating with many stakeholders across multiple departments within the organization, as well as select sub-contractors and clients.

Essential Functions and responsibilities:

- Project Management: Manage all aspects relating to successful implementation of assigned projects. Develop and oversee detailed project policies and guidelines, team roles and responsibilities, budgets, and schedules. Track and manage project activities and expenditures to ensure project deliverables are completed on time and within budget. Ensure accurate, timely billing of project activities. Continuously monitor project effectiveness and implement new approaches, as required.
- Create project reports and presentations.
- Contribute to data analysis and project reporting.
- Design, refine, and communicate (written, visual, and verbal) products aimed at high-level external stakeholders
- Participate in program evaluation activities
- Perform other related duties as assigned

QUALIFICATIONS: Essential knowledge, Skills and Abilities:

Required

- Strong attention to detail
- Ability to work independently and produce high-quality, refined work products
- Ability to collaborate with a team of analysts (e.g., designing requests, providing feedback and quality assurance)
- Computer competence, comfort, and demonstrated high-level abilities with programs such as (or comparable to) Excel, Word, PowerPoint and Outlook
- In particular, extensive work in Excel at the intermediate level will be required
- Experience writing technical reports
- Good presentation and communication skills
- Ability to write well and communicate complex topics effectively for a wide variety of stakeholders

Preferred

- Knowledge of the electric vehicle market and related policies and technologies
- Familiarity with statistical tools
- Skills related to evaluation activities (e.g., program design, planning, forecasting, scenario analysis, consumer/participant research, outreach strategy, program improvement, and/or assessment of impacts)

Education: • Bachelors degree in a related discipline or equivalent work experience required • Masters’ degree preferred

Experience: • ~1+ year of related experience required • Experience participating in evaluation activities (e.g., program design, planning, forecasting, scenario analysis, consumer/participant research, outreach strategy, program improvement, and/or assessment of impacts) is preferred

HOW TO APPLY: All qualified candidates may apply by sending a cover letter and resume to info@eepartnership.org. NO PHONE CALLS PLEASE.

CSE is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.
Wholesale and Retail Energy Services Analyst | Customer First Renewables | Gaithersburg, MD

**Job Description and Opportunity**
Analysts are key members of CFR’s professional services team. This individual will provide analytical support across several areas of the company, interact frequently with CFR’s leadership team, and get involved in a broad range of internal and client-facing initiatives. Our analysts can expect to learn and develop technical and modeling skills practiced at investment banks, along with critical thinking and problem-solving skills typical of top-tier management consulting firms. There is also an opportunity to work closely with clients and develop communications skills (both oral and written) critical to delivering superior client service. Wholesale & retail energy services analysts will specialize in supporting CFR’s work in competitive and/or regulated electricity or gas markets (wholesale and/or retail).

CFR is proud of its open, inclusive, challenging, and fun workplace culture, which we believe helps us consistently deliver distinctive and impactful client services. We offer an excellent compensation package and personal development experience, and foster a highly skilled, energized, and empowered team environment. Depending on personal aspirations and performance, this position provides the opportunity for long-term career development within the organization.

**Example Job Functions (representative; not exhaustive)**
- **Client Development**
  - Listen to, analyze, and understand client needs and wants; synthesize in written documents
  - Research specific companies, technologies, policies, financing, other general industry topics
  - Conduct outside-in analysis of companies, create business development presentations and help craft written client proposals
  - Update client relationship management (CRM) system
- **Client Solutions**
  - Help develop creative renewable electricity supply solutions that maximize client savings while eliminating future price uncertainty
  - Work with large data sets to synthesize and analyze client problems and help develop hypotheses for potential solutions
  - Get involved in renewable energy project development and finance modeling
  - Interact with developers and other value chain participants to support negotiations
  - Participate in transaction-related due diligence processes and meetings with counterparties
  - Contribute to creative, client-specific problem solving
  - Create presentation materials for clients and other audiences
- **General/Finance**
  - Build detailed Excel models involving complex computation and technical analysis
  - Develop pro forma client energy usage and cost forecasting
  - Conduct economic analysis and modeling

**Qualifications and Skills**
- Bachelor’s degree with excellent grades from a challenging undergraduate program
- Passion for sustainability and the energy industry
- Attention to detail with an ability to create client-ready deliverables, communication and information
- Comfort completing complex quantitative and qualitative analyses, while maintaining a consistent attention to detail and a focus on creating client-ready deliverables
- Ability to communicate solutions in a simple, concise manner
- Ability to learn quickly and make a positive impact with clients, even in areas with limited experience or knowledge
- Strong oral and written communication skills; ability to interact well with individuals from varied experience levels and backgrounds (from entry level to C-suite)
- Strong sense of ownership/self-motivation
- Proven ability to work independently and as part of a team in an unstructured and flexible environment — comfortable with ambiguity
- “Buttoned-up” and organized with an ability to multi-task to deliver on tight deadlines
- Evidence of creative problem-solving skills across a range of topics
- High proficiency in Microsoft Excel, PowerPoint, and Word
- Honest and fun!
- Prior experience in one or more of the following is also a plus:
  - Competitive and/or regulated electricity or gas markets (wholesale and/or retail)
  - Renewables, cleantech, or energy industries

**Apply for this Position:** Applicants will be considered on a rolling basis; please email a cover letter and resume to: careers@customerfirstrenewables.com. Careers at CFR

*CustomerFirst Renewables (CFR) is an independent renewable energy advisory services firm focused on bringing large-scale solutions directly to businesses and institutions across North America. Founded in 2010 by two former McKinsey & Company energy practice partners and headquartered in the Washington DC area, CFR has the longest industry track record assisting clients in developing and executing on holistic energy strategies, which integrate smart supply-side solutions with ongoing demand-side strategies. With over 150 years of combined energy, retail and wholesale electricity operations, executive, and consulting experience, CFR has a unique ability to listen to customer needs and apply distinctive problem-solving skills and expertise to produce energy solutions that create tremendous lasting value.*
CLASP serves as the leading international voice and resource for appliance energy efficiency policies and market acceleration initiatives. From advancing off-grid solar technologies, bringing power to energy-impoverished people, to cutting the catastrophic climate impacts of air conditioning, CLASP programs increase uptake of affordable, low-impact, high-quality appliances. We’re mission-driven, impact-focused, and committed to a culture of diversity, transparency, and collaboration. Learn more here.

Projects: CLASP works on projects ranging from advancing the off-grid solar technologies that bring power to energy-impoverished people, to cutting the catastrophic climate impacts of commonly used appliances. During your internship, you will be part of an integrated multi-national team that is transforming global markets. You will likely contribute on several projects, gaining exposure to a range of issues and details.

The exact assignment(s) will depend both on our needs and on your particular skills, expertise and interest. Representative projects include:

Market and Policy Research – Refrigerants: The Summer Fellow will support the team working on a major initiative to transform global markets for more efficient air conditioners that use climate friendly refrigerants. This program will support countries in the implementation of actions to reduce HFCs in air conditioners, as part of the upcoming Amendment to the Montreal Protocol to Phase Down HFCs.

The Summer Fellow will support the Program Manager in conducting desk research to:

- Identify legal and regulatory frameworks in place to regulate the efficiency of room air conditioners and the use of refrigerants in select countries
- Develop surveys and interviews with institutions and agencies responsible for development, implementation and enforcement of energy efficiency policies for air conditioners in various economies
- Map institutions and other regulations and actions that may affect the type of refrigerants used in selected economies
- Investigate supporting policies or programs, such as voluntary programs, replacement programs, and green procurement that promote demand of high-efficiency air conditioners

Global Standards & Labeling (S&L) Database

CLASP hosts and maintains an online resource, the Global Standards & Labeling (S&L) Database, which allows appliance energy efficiency practitioners to obtain specific information on the energy performance standards and labeling policies in place or under development for a range of products across a range of countries. The Summer Fellow will support CLASP’s efforts to update, increase coverage, and supplement the database and will conduct research and update S&L policies in selected economies and document the most recent standards and labels used in each economy for each product.

Qualifications and Competencies

- Current or recent graduate student studying engineering, business, sustainability, environmental management, public policy or relevant degree
- 2-3 years relevant professional experience
- Knowledge of and experience with qualitative research methods
- Highly motivated self-starter; project management experience preferred
- Excellent oral and written communication skills; proven ability to write clearly and concisely
- Ability to synthesize data and analysis to inform strategy and recommendations
- Professional demeanor, including ability to comport in a diverse, international work environment and ability to interact comfortably with organizational partners and stakeholders
- Knowledge of energy efficiency policy and Montreal Protocol highly desirable
- Prior market and environmental policy research and analysis highly desirable
- Eligibility to work in the United States during the summer of 2019

To Apply: CEA Recruiting is assisting CLASP with these placements. To be considered, interested candidates should click "Apply to this Job" to submit a resume and cover letter. Please direct all applications and inquiries to CEA Recruiting (info@cearecruiting.com).
Intern: Energy and Environmental Analysis, Modeling & Analytics | NYSERDA | Albany, NY

The New York State Energy Research and Development Authority, known as NYSERDA, promotes energy efficiency and the use of renewable energy sources. These efforts are key to developing a less polluting and more reliable and affordable energy system for all New Yorkers. Collectively, NYSERDA’s efforts aim to reduce greenhouse gas emissions, accelerate economic growth, and reduce customer energy bills.

This is a paid internship for current, matriculated students. Students are allowed to work up to 18.5 hours per week during the semester, and up to 37.5 hours per week in between semesters, when not attending class.

Primary Responsibilities

- Support State energy and climate policy by collecting and analyzing data for the New York State Greenhouse Gas Inventory, decarbonization pathways analysis, and related efforts
- Support macroeconomic, cost-effectiveness, and environmental impact analysis of NYSERDA’s portfolio and statewide energy transition activities
- Research and analyze energy-related policy and legislation
- Assist with development of analytical studies, reports and activities
- Assist with development of energy use and pricing forecasts, and energy-related geospatial analysis
- Collect and organize information, including energy statistics, to prepare memos and reports.
- Conduct fuel and infrastructure-related market and policy research, including data collection for the New York State Heating Oil Price Program
- Perform other responsibilities as assigned

Minimum Qualifications

- Graduate-level candidate, studying engineering, economics, science, business, public administration and policy, or another related field of analytical study, including interdisciplinary fields with an energy or environmental focus
- Policy analysis, research, technical writing, and spreadsheet knowledge
- Excellent skills with the Microsoft Office suite of programs
- Demonstrated ability to research primary and secondary sources
- Skill in managing multiple activities, delivering on commitments, and operating with speed, accuracy, and strong judgment
- Strong work ethic

To Apply: Please submit one file that includes both your cover letter and resume to internship@nyserda.ny.gov. Please include NYSERDA Internship – Specific Internship Name in the Subject Line.

Intern: Energy and Environmental Analysis, Data & Markets | NYSERDA | Albany, NY

The New York State Energy Research and Development Authority, known as NYSERDA, promotes energy efficiency and the use of renewable energy sources. These efforts are key to developing a less polluting and more reliable and affordable energy system for all New Yorkers. Collectively, NYSERDA’s efforts aim to reduce greenhouse gas emissions, accelerate economic growth, and reduce customer energy bills.

This is a paid internship for current, full-time students. Students are allowed to work up to 18.5 hours per week during the semester, and up to 37.5 hours per week in between semesters, when not attending class.

Primary Responsibilities

- Assist with development of analytical studies, reports and activities – Monitoring of fuel price and supply information – Heating degree days – Transportation fuels
- Research and analyze energy-related policy and legislation
- Conduct fuel and infrastructure-related market and policy research.
- Collect and organize information, including energy statistics, to prepare memos and reports. Support the development of Patterns & Trends including the development and reporting of new distributed energy resource data
- Collect and analyze data for the New York State Greenhouse Gas Inventory report and State Heating Oil Price Program
- Assist with development of energy use and pricing forecasts, and energy-related geospatial analysis
- Perform other responsibilities as assigned

Minimum Qualifications

- Graduate-level candidate, studying engineering, economics, science, business, public administration, or a related field of analytical study
- Data and policy analysis, research, technical writing, and spreadsheet knowledge
- Excellent skills with the Microsoft Office suite of programs
- Demonstrated ability to research primary and secondary sources
- Work well in a team environment
- Skill in managing multiple activities, delivering on commitments, and operating with speed, accuracy, and strong judgment
- Strong communication skills and work ethic

To Apply: Please submit one file that includes both your cover letter and resume to internship@nyserda.ny.gov. Please include NYSERDA Internship – Specific Internship Name in the Subject Line.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.
When I started this email list, I only had experience searching for jobs, never hiring for one. Now I have been through the hiring process from the other side, and have reviewed a number of resumes and cover letters. I thought I would use this experience to share some thoughts with the job seekers out there.

I won’t pretend that these tips are new, or that no one else has written on this subject, and for that reason I’m going to keep this relatively short.

**Remember this:** the reason companies hire someone is that they have a problem they need to solve, even if it is just that they need another person to help do the work. Your job as an applicant is to understand the problem they are trying to solve, and show them why you are the person to help them solve that problem.

- **Resume tips:**
  - **PROOFREAD!** Have a friend or family member review it for you too, make sure there are no typos.
  - **Don’t include irrelevant jobs on your resume.** [VLS’ comment on this – If you are new to the job market, we can help you decide which jobs should be included and which to leave out. Sometimes there is value in highlighting transferable skills from seemingly irrelevant jobs] If you have been working for ten years I don’t need to know about your high school or college job, unless it was directly relevant to the job you are applying to. Similarly, if you took some time between relevant jobs for whatever reason, don’t include the interim jobs, especially if the result is that your relevant employment history gets pushed down the page. You can address this by simply titling the employment history section something like “Relevant Past Employment”. I had this on my own resume. My ski bum jobs weren’t going to help me get a professional job, but my experience as a paralegal showed that I had professional experience. One made it, the others didn’t
  - **Make sure you customize your resume for the job you are applying to.** Yes, it is more time consuming. Taking this approach will force you to consider if you are really qualified for the job you are considering. I took the approach of copying and pasting the job description into a google doc and highlighting/bolding keywords or phrases that I could address with my skills and experience. For an example, see here.

- **Cover letter:** A cover letter is mandatory. The cover letter must be customized to the job you are applying for.
  - **PROOFREAD!** Have a friend or family member review it for you too, make sure there are no typos.
  - **Do a little research to see if you can find the name of the individual who will likely review your materials.** Look on LinkedIn to try to figure out who is the hiring manager or the individual you may be working with. Also look and see if you know anyone at the organization or have a “second degree” connection who could provide background information or an introduction. With that said, sending a LinkedIn connection request to the hiring person is too aggressive. But do check out their profile.
  - **Use the cover letter to describe how your experience is relevant to the position you want.** Refer back to the keywords and phrases you picked out in the job description.
  - **The Interview:** Once you know who you will be speaking with, look them up on LinkedIn or google them. Do some background research and find common ground or shared connections if possible. This shows you are prepared. You may not use the information you gather, but at least you have it and you know who you are talking with.
  - **Send a thank you note afterwards.** It can simply be an email, but a handwritten note will definitely get you noticed. This alone might not get you the job, but it makes a positive impression that people won’t forget.

- **Organizing the search:**
  - I created a Google Drive folder for every job I applied to. It contained a copy and paste version of the job description, the link back to the job description, the resume and cover letter I submitted, and any details that I noted if I had an interview. This made it much easier for me to prepare for interviews because I could review these materials before the meeting. Often times the job description will be taken down before interviews take place, so having a copy available is valuable.
  - Create a database of companies that you are interested in. I used a spreadsheet (where do you think I find all these jobs I send out?) with a link to company/organization jobs boards and I kept track of the last time I had looked at each jobs board.
  - My spreadsheet also contained a list of all of the jobs I applied to, the date I had submitted my application materials, and the dates of follow up communications. This gave me a lot of information about how long companies were taking to review my materials or schedule interviews.
  - This level of organization helped keep me sane by giving me a sense of control over my job search. Looking for a job can be a tedious and frustrating process. Creating some sense of control made me feel better, even as I felt like I was banging my head against a wall.
Overview: Do you love fruits and vegetables and are you interested in helping their businesses grow? The Vermont Agency of Agriculture, Food, and Markets seeks an Agriculture Development Specialist I to support the Vermont Produce Program. This position will engage with fruit and vegetable growers, produce buyers and distributors, agricultural service providers and researchers, and staff across the Agency of Agriculture. This position will engage with Vermont producers and partners and will have the opportunity to connect with other state programs, buyers, and distributions within the Northeast region.

Primary Duties Of This Position Include:

- Conducting outreach to fruit and vegetable growers and produce buyers/distributors with a focus on produce safety and market opportunities.
- Managing operations of the Produce Safety Improvement Grant (PSIG) program and the Vermont Specialty Crop Block Grant Program (SCBGP) for both growers and support organizations.
- Facilitating internal Produce Program communication, including updating program calendars and scheduling meetings, trainings, and farm visits.
- Assisting with data collection and analysis to report programmatic accomplishments.

The ideal candidate is detail-oriented, has strong communication and facilitation skills, and is ready to engage in multiple projects. Candidates can expect a mix of programmatic and administrative responsibilities in this role and should enjoy collaboration, diverse work assignments, and a fast-paced work environment. Join a dynamic group of public servants who support public health and a viable agricultural economy. Apply on the state website Resumes will not be accepted via e-mail. You must apply online to be considered. Please note that multiple positions in the same work location may be filled from this job posting.

Who May Apply

This position, Agriculture Development Specialist I (Job Requisition #1444), is open to all State employees and external applicants. It is a Limited Service position, which is non-tenured and authorized for a specific period of time. Limited Service positions are established for specially funded projects or programs. If you would like more information about this position, please contact Abbey.Willard@vermont.gov

Environmental Factors

Duties are performed in a variety of settings, including open floorplan office, producer and market sites, and public events, project sites and potential hearing settings. Some in-state and limited regional, out-of-state travel is involved for which private reliable means of transportation must be available. Occasional public communication, both verbally and in writing is required. An incumbent must coordinate activities with other departmental staff and interact considerably with agricultural and land development business people, interest groups and the general public. Certain required activities may occur outside of normal office hours.

Minimum Qualifications

Bachelor's degree AND one (1) year or more of experience at or above a technical level in agriculture, marketing, environmental conversation, communications, land use planning or another relevant field.

Preferred Qualifications

- Completion of Lean White Belt training.
- Experience assisting in the annualized management of grant and program funding.

Total Compensation: As a State employee you are offered a great career opportunity, but it's more than a paycheck. The State's total compensation package features an outstanding set of employee benefits that are worth about 30% of your total compensation, including:

- 80% State paid medical premium
- Dental Plan at no cost for employees and their families
- Flexible Spending healthcare and childcare reimbursement accounts
- Two ways to save for your retirement: A State defined benefit pension plan and a deferred compensation 457(b) plan
- Work/Life balance: 11 paid holidays each year and a generous leave plan; many jobs also allow for a flexible schedule
- Low cost group life insurance
- Tuition Reimbursement
- Incentive-based Wellness Program
- Qualified Employer for Public Service Student Loan Forgiveness Program

Want the specifics? Explore the Benefits of State Employment on our website.

Equal Opportunity Employer: The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.
Climate & Energy Communications Associate | Climate Interactive | Asheville, NC

Application Deadline: April 24, 2019 | Salary $37,500 - $40,000

POSITION SUMMARY: As a Climate and Energy Communications Associate with Climate Interactive you will get to support people worldwide in exploring climate change solutions with interactive tools. This Associate will help to expand the reach of Climate Interactive’s tools, and in particular share the soon-to-be-released En-ROADS climate solutions simulator and workshops. This will entail, among other things, communicating complex energy and climate insights from simulation models to people in an accessible way across Climate Interactive’s website, social media networks, and email lists. This position would be a good fit for someone highly motivated to use their skills in science and policy communications, public engagement, and marketing to make a difference worldwide on climate change. The ideal candidate will be a detail-oriented self-starter who is skilled at reaching out to new audiences, managing social media, developing support materials for tools, organizing webinars, planning trainings, researching climate and energy policy, and troubleshooting problems. This person will build on Climate Interactive’s successes in bringing rigorous data-driven tools to groups such as the United Nations Secretary General’s office, the Obama-era U.S. State Department, New York Times, and over 50,000 citizen climate leaders in 85 countries.

This is a one-year full-time position (possibly extendable) with a generous package of benefits (e.g., health, fitness, disability, and retirement). Climate Interactive is made up of a small dedicated team, committed to creating a healthy work environment that fosters personal growth.

Responsibilities

- Build out social media for the En-ROADS launch.
- Maintain and develop website content and infrastructure (a website redesign process is underway).
- Create email newsletters and manage contact database in MailChimp and Salesforce.
- Cultivate and support strong partnerships to engage new audiences.
- Stay attentive to user needs and feedback and incorporate insights into project strategies and implementation.
- Design presentations, written materials, graphics, and videos.
- Develop and update support materials for simulation tools.
- Track project outcomes.
- Stay current with relevant climate science and policy developments.
- Support project team and overall CI staff with necessary data research, data entry and clerical tasks such as logging expense reports, booking hotels, and researching travel.
- Complete miscellaneous tasks and respond to short term needs.

Qualifications, skills, & core competencies:

- Experience running a digital communications campaign.
- Excellent writing and editing skills for web.
- Good design sensibility.
- Quick to pick up new software and technologies. Proficient in MS Office and HTML.
- Strong quantitative skills.
- Excellent public relations skills.
- Acute attention to detail.
- Able to be highly productive when working independently.
- Experienced in the climate, sustainability, or energy fields.

Climate Interactive is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

Benefits: Generous benefits including: health, fitness, disability, and retirement

How To Apply: To apply please visit: https://form.jotform.com/90995868137173
Legal Assistant | Environmental Integrity Project | Washington, DC

Application Deadline: May 6, 2019

The Environmental Integrity Project is seeking a full-time Legal Assistant to advance environmental protections under federal and state environmental laws in its Washington, DC office. The Legal Assistant will support EIP’s attorneys with case development, administrative filings, and litigation. EIP advocates for environmental protection and public health through legal, research, and communication strategies. The Legal Assistant will work with our attorneys on both litigation tasks (for example court filings) and also on non-litigation tasks (for example, research and data analysis).

The Legal Assistant will be expected to:
- Proofread, edit, check facts and citations;
- Format legal filings, including preparation of tables of authority, tables of contents, and exhibits, ensuring all court rules are met;
- Compile, organize, and track discovery, docket filings, and other relevant case documents;
- File and serve legal documents as required, whether electronically, by mail, or in person;
- Help prepare for and assist attorneys during depositions, hearings, trials, oral arguments, and presentations, as needed;
- Coordinate with fact and expert witnesses;
- Calculate and track court deadlines;
- Assist with case development, including but not limited to: drafting, submitting, and tracking public information requests; reviewing documents; gathering, compiling, and analyzing facility-level data; and conducting compliance audits;
- Assist in the preparation of public reports and whitepapers;
- Travel as needed;
- Other tasks as assigned.

Qualifications: The successful candidate will: 1) have at least a 4 year undergraduate degree in political science, public policy, pre-law, environmental studies, English, history, sociology, or a related field; 2) be well-versed in using Windows PCs, the internet and web browsers, Microsoft Office programs (Word, Outlook, Power Point, and Excel); and 3) have a valid US driver’s license. 2 to 3 years of legal support or paralegal experience is preferred. Previous nonprofit or government experience is a plus, though not required.

EIP offers a collegial atmosphere and a mission-focused work environment. The ideal addition to our team will be driven, inquisitive, and passionate about environmental protection. The position requires the successful candidate to be detail-oriented, exceptionally well organized, able to multitask and manage competing priorities with internal and external deadlines, proactive, and a quick and independent learner. He or she will also be expected to have excellent written and oral communication skills and to generally be able to work well under pressure.

Compensation/Hours: Pay commensurate with experience. Full-time.

About EIP: EIP is a nonprofit organization established in March of 2002 by former EPA enforcement attorneys to advocate for more effective enforcement of environmental laws. We have three goals: 1) to provide objective analysis of how the failure to enforce or implement environmental laws increases pollution and affects the public’s health; 2) to hold federal and state agencies, as well as individual corporations, accountable for failing to enforce or comply with environmental laws; and 3) to help local communities obtain the protection of environmental laws. For more information about our work, visit our website at www.environmentalintegrity.org.

How To Apply: Please submit PDF copies of a cover letter and resume to Courtney Bernhardt at cbernhardt@environmentalintegrity.org by May 6, 2019. Please include your last name and “Legal Assistant Application” in the email subject line.

Applications may also be submitted by mail to the following address: Courtney Bernhardt, Environmental Integrity Project, 1000 Vermont Ave. NW Suite 1100, Washington, DC 20005.

If you are selected for an interview, our hiring team may ask you to submit a short writing sample or complete a brief editing or written exercise.
Program Associate, Detained Youth Empowerment Project (DYEP) | Immigrant Defenders Law Center | Los Angeles, CA

Salary: $17-22 per hour, commensurate with experience

The Immigrant Defenders Law Center (ImmDef) is a next generation, social justice law firm that defends our immigrant communities against systematic injustices in our legal system. We provide legal representation and popular education classes to Southern California’s most marginalized immigrant communities. The leadership staff of Immigrant Defenders Law Center has been involved in providing pro bono legal services and education to immigrants and their families in Los Angeles for more than 15 years. Our website is www.immdef.org.

The Detained Youth Empowerment Project (DYEP) works directly with unaccompanied children and youth detained in Office of Refugee and Resettlement (ORR) shelters in the greater Los Angeles area. The majority of these minors have been recently apprehended by Border Patrol, and many have experienced serious trauma. The DYEP program coordinates legal services including Know-Your-Rights presentations, legal screenings, and nationwide legal referrals. The DYEP team is responsible for inputting, analyzing and reporting data using multiple data collection platforms.

This position is 40 hours/week.

Program Associate Responsibilities: • Provide weekly legal services for UCs placed in four local ORR shelters • Facilitate “Know-Your-Rights” (KYR) presentations to UCs, youth and teen parents using Popular Education and engaging techniques. • Conduct and document legal screenings to newly detained UCs. • Input, analyze and report data using internal data-tracking spreadsheets and web-based database. • Working collaboratively to coordinate initiating of representation and other legal services. • Other administrative and substantive task as assigned by DYEP Program Coordinator

Qualifications: • Undergraduate degree, or 4+ years of relevant experience; • Meticulous attention to detail; • Advanced organizational skills; • Experience in managing high volumes of data; • Proficiency in Microsoft Office, with an emphasis in Excel; • Spanish oral and written fluency required; • Experience with popular education pedagogy highly preferred; • Strong writing skills; • Experience working in a legal and/or non-profit start-up environment preferred; • Experience communicating and working with particularly vulnerable children, including pregnant and parenting teens, child victims of trauma, very young children, and children with developmental disabilities, preferred; • Ability to work independently a must; • Passion for social justice and commitment to immigrant community is REQUIRED. • DACA Recipients encouraged to apply!

Additional Requirements: • Must have reliable transportation to travel locally around Southern California. Candidates must have access to a car, valid CA Driver’s License and current auto insurance. • Employment is dependent on background checks, including Livescan and Child Abuse and Neglect Index.

Location: This position is based in our Los Angeles office. The Program Associates will be required to travel to immigration detention facilities in Los Angeles, Orange, and Riverside counties. Mileage is reimbursed.

Holidays and Paid Time Off: • 12 paid holidays • 1-Week paid winter break between Christmas and New Year’s • 15 vacation days per year • 12 Sick Days per year

Health, Dental and Vision Insurance: ImmDef offers a number of health plans that are 100% paid plans for staff starting on the 1st of the month following 30 days of employment. Additionally, we pay 75% of the premiums for select plans for immediate family members, including registered domestic partners.

FSA and Dependent Care FSA: ImmDef offers FSA plans to help offset the costs of eligible health care expenses for you, your spouse, and your eligible dependents using pre-tax dollars • We also offer Dependent Care FSA to pay for eligible dependent care services, such as preschool, summer day camp, before or after school programs, and child or adult daycare.

401(k) Retirement Savings Plan: ImmDef staff are eligible to enroll in our 401(k) plans immediately upon hire, contributing pre-tax dollars towards their retirement goals • After six months on staff, ImmDef will match 100% of contributions up to 3% • Funds are vested immediately!

Public Service Loan Forgiveness: As a 501(c)3, qualified ImmDef staff are eligible for Public Service Loan Forgiveness

Level of Language Proficiency: Spanish oral and written fluency required.

How To Apply: Email resume, cover letter and at least two references to DYEPJobs@immdef.org. In the subject line please write FIRST NAME_LAST NAME_PROGRAM ASSOCIATE APPLICATION. Only those selected for an interview will be contacted. No phone calls please.

ImmDef believes in second chances. As an organization, we will rely on individualized assessments in the hiring of those with past criminal convictions. We encourage all qualified applicants to apply for a position fighting for our immigrant communities!

Immigrant Defenders Law Center is an Equal Opportunity Employer.
Conservation Coordinator Duluth MN – 47549 | The Nature Conservancy | Duluth, MN

The Nature Conservancy offers competitive compensation, 401k or savings-plan matching for eligible employees, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

**YOUR POSITION WITH TNC:** The Conservation Coordinator (Coordinator) works in the Duluth, Minnesota office of the Minnesota/North Dakota/South Dakota Chapter of The Nature Conservancy (Chapter). The Coordinator is an integral member of the Duluth Office team and plays an essential role in office management and programmatic support. Equal portions of their time are spent on a) project management and other general assistance for the Forest Conservation Program and b) management of the Duluth office. The Coordinator reports to the Forest Manager and provides administrative support to all staff based in the Duluth Office. This is a part-time (20 hours per week) position with benefits (including health, dental and vision insurance and paid time off).

**Essential Functions:** The Conservation Coordinator performs multiple administrative functions related to program support and office management. The Coordinator ensures that the Duluth office operations run smoothly, including facilities management, telecommunications, computers and printers, logistics for meetings and special events, purchasing, central filing and mail. Support specific to the Forest Conservation Program includes activities related to financial and reporting requirements for field-based conservation activities. The Coordinator may develop requests for proposals, draft contracts and/or purchase agreements, process invoices, manage contracting processes and assist with budget tracking. In addition, they may enter data and compile information, produce maps using Geographic Information Systems (GIS) software, assist in the production of reports and maintain project records. Work may include collecting, assembling and analyzing various types of data, producing maps using GIS software and assisting in the production of reports.

**Responsibilities And Scope**
- Supervises no staff but may oversee and direct work of office volunteers or interns.
- Coordinates multiple tasks or projects in a timely manner and with attention to detail.
- May assist with program budget preparation and monitoring.
- Makes day to day decision as delegated by the supervisor.
- Assists in grant management and grant reporting.
- Manages conservation data and information related to forest management and restoration projects.
- Financial responsibility may include developing requests for proposals, drafting contracts, purchasing, processing invoices, managing the contracting process, assisting with budget tracking.

**Minimum Qualifications**
- Associate’s degree and 4 years related experience or Bachelor’s degree in a related field and 2 years related work experience or equivalent combination of education and experience
- Experience with Microsoft Office suite
- Experience coordinating multiple projects.
- Experience handling standard business communications

**Desired Qualifications**
- Multi-lingual and multi-cultural or cross-cultural experience appreciated.
- Ability to complete tasks independently within assigned time frames.
- Ability to manage multiple priorities, with assignments sometimes coming from a number of sources and work independently.
- Ability to coordinate project information from a number of sources to populate databases, create reports and produce manual files.
- Experience utilizing databases for data entry and report production preferred.
- Strong administrative skills including attention to detail and numerical ability.
- Ability to plan, administer and record results of work-team meetings and activities.
- Basic competencies with Geographic Information Systems (GIS) or willingness and ability to learn GIS quickly.
- Experience with grant management, grant reporting, or production of business reports.
- Ability to write and edit written materials for use with program communications.
- Experience managing, maintaining, and populating databases and manual files.

**SALARY INFORMATION:** $21-23 per hour with benefits (including health, dental and vision insurance and paid time off).

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.
Organization: Ceres is a sustainability nonprofit organization working with the most influential investors and companies to build leadership and drive solutions throughout the economy. Through powerful networks and advocacy, Ceres tackles the world’s biggest sustainability challenges, including climate change, water scarcity and pollution, and human rights abuses.

For more information about Ceres, please visit: www.ceres.org.

Description & Responsibilities: Ceres’ Food and Forests program works to protect forests from the impacts of agriculture, largely with a focus on influencing the largest food and beverage companies to improve the sustainability of their agricultural sourcing policies and practices.

The Food and Forests team is seeking an Assistant to support the program broadly, as well as support key projects on agricultural initiatives. The Assistant will be part of a team of five working with investors, companies and other NGOs to improve agricultural sourcing practices. We seek an energetic, highly motivated, self-starter to play a critical administrative and programmatic support role, both internally and externally. This full-time position reports to the Program Director and will be located in Boston, MA.

Specific duties include, but are not limited to, the following:

- Work with the Program Director in setting up and maintaining systems for the Food and Forest team. Responsibilities include:
  - Supporting staff on key projects, including organizing meetings with internal and external stakeholders and executing webinars;
  - Organizing and supporting team and cross functional meetings, including arranging schedules, organizing agendas, taking notes and following up;
  - Supporting the Director and other senior program staff on scheduling and travel logistics;
  - Supporting HR related efforts, including recruitment and team training;
  - Process the program staff’s expense reports, reimbursements, and other finance-related administrative duties;
  - Organize and enhance excel-based tracking of program spending versus budgets.
- Assist in development and management of team planning, goal setting, and impact tracking, working in concert with the Director and project leads;
- Support coordination, logistics, and management of team retreats, working closely with the Director and project leads;
- Help buildout and maintain partner contact lists, resources and projects in platforms such as Salesforce, Excel, The Ceres Investor Portal, etc.;
- Support monthly news flow tracking and newsletter to share with partners on food and forest risk issues;
- Assist with planning, coordination, and logistics for Ceres annual conference, Investor Summit, and other organization-wide events;
- Travel to meetings and events, as required.

Qualifications

- Associate or Bachelor degree preferred, or 2 years of experience where in-depth organization, time management, and administrative skills were developed.
- One to two years of work experience or internships, preferably direct experience working on sustainability-related issues
- Outstanding organizational, time management and administrative skills. Experience as an assistant to a senior executive, a plus.
- Sound judgment, sensitivity to diverse constituencies, excellent interpersonal skills, strong initiative, motivation
- Ability to organize and execute multiple projects and to thrive in a fast-paced environment, with keen attention to detail
- Highly developed communication skills, both written and verbal.
- Excellent research and problem-solving capabilities.
- Ability to work both independently and as part of a team.
- Desire to work in a fast-paced environment.
- Proficient with Microsoft Word, PowerPoint, Excel, Google Docs, and e-mail computer applications
- Knowledge of, or experience with, sustainability issues, particularly understanding of the role of business, the investment community, and/or NGOs, a plus.

How to Apply: We encourage all applicants to review our website to familiarize themselves with Ceres before applying: www.ceres.org. If you are interested in applying for this position, submit a resume, cover letter, two writing samples, and list of three references, as well as complete the additional information as instructed. https://jobapply.page.link/Tm4t

Ceres is an Equal Opportunity Employer and will not discriminate against any individual based on race, color, sex, national origin, age, religion, marital status, sexual orientation, gender identity, gender expression, military or veteran status, disability, or any factors prohibited by applicable law.
Low Impact Forestry Specialist | Maine Organic Farmers and Gardeners Association  
| Unity, Maine

Deadline: May 01, 2019

MOFGA’s Low Impact Forestry (LIF) Specialist works to engage diverse stakeholders throughout Maine and New England to enhance the ecological integrity of Maine forests by providing education about low-impact forestry principles and fostering public and professional networks to cultivate a community of forest stewards.

The Specialist coordinates LIF events throughout the year, including chainsaw safety courses, draft animal and small machinery logging workshops, presentations at MOFGA’s Common Ground Fair, and other related educational events in consultation with the Education Department.

**Primary Responsibilities:** Supporting MOFGA’s Low Impact Forestry Program (LIF) activities and its network; helping to expand the scope and capacity of MOFGA’s LIF Program. **Supervisor:** Educational Programs Director  
**Work Week:** This is a year round position, requiring 20 hours of work per week (1040 hours per year). Exact schedule will be determined by LIF program needs and work plan, in consultation with the Educational Programs Director. Great flexibility is necessary as more time will be needed surrounding workshops and events and will frequently require evening and weekend hours.

**Position:** The position is salaried. Federal Fair Labor Standards Act Exempt. The employee is not eligible for overtime payment.

**Required Abilities and Knowledge:**
- Understanding of current and historical practices in forestry, the commercial forest industry and the extraction of forest products
- Ability to think critically and creatively around current forestry practices, the forest products industry and their relationship to ecosystems and human communities
- Ability to work well independently as well as with staff, volunteers and the public
- Effective management and organizational skills including experience managing volunteers and participants of various ages and abilities
- Strong oral and written communication skills including understanding of and ability to work with various electronic communications channels
- Ability to work effectively within a non-profit structure
- Understanding and commitment to the mission and vision of MOFGA and the LIF program
- Ability to manage many short- and long-term projects simultaneously
- Demonstrable leadership experience
- Physical ability to traverse a forest in all seasons and all weather conditions
- Access to a personal vehicle, a valid driver’s license, and the ability to travel long distances for meetings and program activities.

**Responsibilities:**
- Plan and implement all LIF events and workshops, including LIF activities at the Common Ground Country Fair
- Coordinate LIF press releases, announcements, mailings, social media and website activities with MOFGA Communications team
- Engage with other MOFGA program areas to develop collaborative programs, coordinate activities and represent LIF
- Perform outreach with other private and public organizations to support LIF offerings
- Communicate with MOFGA membership regarding LIF activities and practices, including:
  - Serve as primary contact for MOFGA membership with forestry concerns
  - Manage content for LIF column in quarterly MOF&G
  - Serve as primary staff liaison to the LIF Program Steering Committee
  - Report regular program updates to Educational Programs Director as needed for reporting, program development and updating the Board of Directors
- Work with MOFGA Education and Development Departments to secure funding for LIF activities
- Assist in the planning of capital improvements, maintenance, and special projects on the MOFGA grounds relevant to LIF
- Carry out the responsibilities listed above in accordance with the mission, vision and values of the Maine Organic Farmers and Gardeners Association
- Other duties as assigned.

MOFGA’s success is dependent upon the collaborative spirit among its staff members and volunteers. Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors.

**Competitive salary dependent upon experience.** MOFGA has an excellent benefits package with paid medical, dental and vision insurance and paid maternity/paternity leave. Employees earn 12 days of vacation during their first year of employment and four weeks of vacation annually in subsequent years, plus 12 sick days, three personal days, and 14 paid holidays annually. Benefits are pro-rated for part-time employees.

HOW TO APPLY: MOFGA strives for a diverse workplace and is committed to creating an inclusive environment for all employees. Interested parties should submit a resume and cover letter to Ryan Dennett at hiring@mofga.org. Review of candidates will begin immediately, and position will remain open until filled. **Website** [http://mofga.org/Portals/2/Jobs/2019_JD_LIF_Specialist.pdf](http://mofga.org/Portals/2/Jobs/2019_JD_LIF_Specialist.pdf)
Juvenile Justice Coordinator | State of VT Department of Children and Families | Waterbury, VT

Application Deadline: 05/01/2019 Req ID: 1448  Pay Grade: 24  Schedule Type: Full Time  Job Code: 074300

Overview: The Department of Children and Families has an opportunity for a Juvenile Justice Coordinator to join their team.

This position manages the State Advisory Board (SAB) which entails membership recruitment and orientation, development of agendas, organizing monthly advisory board meetings, adhering to established protocol and policy, coordinating and supporting subcommittee work and meetings, facilitating guest speakers and information to board, developing board operating budget, and reporting income /expense balance. The SAB oversees Title II federal funding which this position is responsible for including writing subcommittee work and meetings, facilitating guest speakers and information to board, developing board operating budget, and reporting income /expense balance. The SAB oversees Title II federal funding which this position is responsible for including writing.

TO APPLY: Please go to the State of Vermont website at https://careers.vermont.gov/

AHS BACKGROUND CHECKS: Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.

Class Definition: Administration, strategic planning and coordinating work in federal Juvenile Justice and Delinquency Prevention (JJDP) Grant programs in Vermont involving State and community-based departments, agencies and organizations. Work involves directing the Children and Family Council for Prevention Programs (CFCPP) and carrying out policy established by the Council. Duties involve a variety of staff assignments and special projects. Issues involve sensitive and controversial matters relating to AHS programs, policies, legislation, and services. Supervision is exercised over technical, contract staff. All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.

Environmental Factors: Duties are performed in a variety of office and field settings. Private means of transportation must be available for necessary travel. Attendance at a variety of meetings is required, involving state, federal, private agencies or interest and advocacy groups, sometimes during evening and weekend hours. Strong, emotional and conflicting opinions may be encountered which must be constructively channeled. Tact and perseverance are necessary incumbent traits.

Minimum Qualifications: Master’s degree, preferably in a Human Services related field, and two (2) years’ experience in youth justice, restorative justice, social work, criminal justice or facilitation. OR Bachelor’s Degree preferably in Human Services related field, and five (5) years’ experience in youth justice, restorative justice, social work, criminal justice or facilitation.

Special Requirements: Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.

Total Compensation: As a State employee you are offered a great career opportunity, but it’s more than a paycheck. The State’s total compensation package features an outstanding set of employee benefits that are worth about 30% of your total compensation, including:  • 80% State paid medical premium • Dental Plan at no cost for employees and their families • Flexible Spending healthcare and childcare reimbursement accounts • Two ways to save for your retirement: A State defined benefit pension plan and a deferred compensation 457(b) plan • Work/Life balance: 11 paid holidays each year and a generous leave plan; many jobs also allow for a flexible schedule • Low cost group life insurance • Tuition Reimbursement • Incentive-based Wellness Program • Qualified Employer for Public Service Student Loan Forgiveness Program • Want the specifics? Explore the Benefits of State Employment on our website.

Equal Opportunity Employer The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.
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!