Welcome to Career Notes

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

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

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

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

A note on where we find these jobs

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

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

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

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

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

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

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

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

“ALWAYS DO YOUR BEST. WHAT YOU PLANT NOW, YOU WILL HARVEST LATER”. — OG MANDINO

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

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!
Environment America Policy Fellow | Work for Progress | St. Petersburg, FL

Start Date: August 5, 2019 | Application Deadline: May 20, 2019 | Salary: At least $27,000

**Become an Environment America Fellow:** We know all about the damage we’re doing to the planet: climate change, plastic pollution, wildlife disappearing forever. But solutions are all around us: better solar panels, better energy storage technology, better electric cars, and on and on.

Our mission—the thing that drives everything we do—is to harness our country’s wealth, our technology and our imagination to make our world a greener, healthier and more sustainable place to live for all of us.

Imagine yourself organizing a town hall meeting on solar power. Or building a community coalition to keep local waters clean. Imagine building the organizational power—the funds, the membership, the activist base and more—that it takes to keep all of this critical work going for the long haul.

That’s what you’ll do with Environment America during this two-year fellowship program. We work to mobilize the support it takes to build more solar and wind power, reduce global warming pollution, keep our beaches, rivers and streams clean, protect our wildlife and wild places, and hold polluters accountable when they violate our environmental laws.

**WHAT YOU’LL DO**

- **Build powerful coalitions:** Reach out to small business owners, farmers, public health officials and others to demonstrate support for our policy goals
- **Earn traditional media and social media attention:** Organize news conferences and write opinion pieces. Build a following on Facebook and Twitter for your campaigns
- **Lobby elected officials:** Coordinate strategy with a champion in Congress. Make a convincing case to a legislator who is undecided on a particular vote. Work the “inside game” to complement our outside field operation, where most of our power is derived
- **Research and write reports:** Catalogue and analyze sources of carbon pollution in the U.S. Detail the success of the Clean Water Act in our reports. Help influence public debate and earn media attention for our cause
- **Identify and cultivate donors:** Reach out to foundations and major donors and ask them to fund our work to tackle global warming, promote clean energy, and protect our most spectacular natural areas
- **Run a grassroots campaign office each summer during your fellowship:** Hire and manage a staff of 20 canvassers. Raise money, build our organization and membership, and help win one of our key campaigns

**PAY & BENEFITS**

The target annual compensation for this position is $27,000 in the first year. Environment America offers a competitive benefits package. We also offer an excellent training program and opportunities for advancement. Positions start in August 2019. Visit our website for our immediate openings.

**APPLY:** To apply, click here and complete an online application.

*Environment America is part of The Public Interest Network—a group of organizations that share a vision of a better country, a set of core values, and a strategic approach to getting things done. Visit publicinterestnetwork.org to learn more.*

*Environment America is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, sex, disability, pregnancy or veteran status.*
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Project Description: Our food system encompasses how food is produced, distributed, consumed and recycled. The agricultural landscape, and the businesses and people who work that land, are essential to Vermont’s communities, economy, and culture. Supporting local food systems also increases access to affordable, healthy food, which is central to public health, the economy, and our quality of life.

Recognizing this, communities are proactively planning for stronger local food systems. Many town plans include sections on agriculture in relation to economic development, farmland conservation, and healthy communities – and, increasingly, sections that comprehensively address the local food system from farm to plate.

In 2014, the Farm to Plate Network created a series of resources on agriculture and food system planning, covering topics such as farmland conservation, land use planning, and the effect of local regulations on farm business viability. As municipal plans in Vermont must be updated every five years, most towns have updated their plans since creation of these resources. The Network is also currently completing an additional module focused specifically on planning to increase food access and food security. This summer, the Food System Planning Intern will help Farm to Plate reevaluate where we stand as a state, what successes our towns have achieved, and what challenges still remain.

Internship Description: The Food System Planning Intern will carry out an assessment of existing town and regional plans throughout Vermont on the extent to which they incorporate comprehensive food systems planning and/or food access language. The intern will work with members of the Farm to Plate Network to:

- Create a supplementary resource for the existing Farm to Plate planning collection with sample language from real town plans.
- Collect data on how many towns now address food systems and what that indicates about progress in the past five years.
- Assess where gaps still exist, for example which geographic areas have a lesser prevalence of food systems planning or which recommendations from the planning modules are rarely utilized; and, through interviews with community planners and content experts, assess what barriers might be causing this.
- Prepare communications pieces about their findings, for example a feature story for the Farm to Plate website or channels suggested by our project partners.
- Promote both the original agricultural land use planning modules and the new food access planning module.

Project work will involve research, interviewing, and writing; the right candidate will have an aptitude for analysis of policy language, as well as strong communications skills. The internship will offer an excellent opportunity to learn more about food systems and local planning, and will provide experience in both self-directed project management and working collaboratively.

Desired Skills:
Strong research, writing, and communications skills. It is preferred that candidates have background in agriculture and food systems or land use/community planning. Candidates should be comfortable working both independently and collaboratively, with strong time management skills and ability to problem solve effectively.

Logistics and Compensation:
This position is 20 hours/week for 12 weeks (exact dates flexible), and will be paid at $13.50/hour for a total stipend of $3,240.

A portion of the 20 hours/week will be expected to take place at the VSJF office in Montpelier, but some may be worked remotely at the discretion of the intern supervisor.

Application
To apply, please send resume and cover letter by email to:

Sarah Danly
Farm to Plate Network Manager
sarah@vsjf.org
(802) 828-3745
Community Development and Communications Specialist | Northwest Regional Planning Commission | St. Albans, VT

AmeriCorps VISTA (Full Time)

The candidate will address poverty through a diversity of projects including: developing local partnerships between community organizations working on fighting the opioid epidemic in the region, collecting data on regional opiate use, assisting in the development of programs and trainings related to the opiate epidemic, and exploring sustainable Grant opportunities related to substance misuse; implementing the Northwest Regional Plan by managing a data software that assesses the impact of the plan on poverty alleviation and related issues; supporting staff to write municipal plans with a focus on economic, housing, and hunger issues; providing outreach and assistance in communications. Experience in communications, research, public health, planning or grant writing is a plus. Bachelor’s degree is required.

Send your resume and three references to Shannon Turgeon. **Planned start date: August 2019.** For more information please see: [www.nrpcvt.com](http://www.nrpcvt.com) or [www.nationalservice.gov](http://www.nationalservice.gov).
Policy Analyst, Clean Energy Finance | American Council for an Energy-Efficient Economy | Washington, DC

Closing Date: Mon, 05/20/2019

The American Council for an Energy-Efficient Economy (ACEEE), a leading national research organization based in Washington, DC, seeks a qualified policy analyst focused on clean energy finance for its State Policy program. ACEEE is an independent, 501(c)(3) nonprofit organization founded in 1980 that acts as a catalyst to advance energy efficiency policies, programs, technologies, investments, and behaviors.

ACEEE’s organizational culture is collaborative and team-oriented with a strong commitment to its mission. Staff work at an energetic pace within a dynamic and entrepreneurial environment with an emphasis on professional growth and development. There is a high degree of work flexibility, with an emphasis on results, making ACEEE an enjoyable and fulfilling place to work.

Position Description: ACEEE seeks a policy analyst to focus on clean energy finance strategies, working within the State Policy program and collaborating with teams across the organization. The position provides a balance of research, analysis, and technical advocacy on a broad range of issues related to clean energy finance across the country. This is an exciting position for someone looking to have real world impact by expanding innovative financing strategies and advancing programs and policies that encourage greater uptake of energy efficiency improvements.

The policy analyst will have a variety of research opportunities working with a well-respected and widely recognized team of efficiency experts and collaborating with other programs across the organization. The core responsibilities of the position include: • Conducting research and analysis evaluating recent developments and innovative approaches to financing energy efficiency; policy support for augmenting energy efficiency investment; and opportunities to better serve rural, low-income, and other harder-to-reach markets • Contributing to technical assistance for policymakers and agency staff, including recommendations for developing or expanding financing programs, compilations of best practices, and policy and program review • Coordinating program development for ACEEE’s premier financing conference, Energy Efficiency Finance Forum • Developing and implementing updates to the financing content in ACEEE’s State Policy Toolkits

The analyst will work on projects of high visibility and credibility in the energy efficiency, financing, and policy communities. The position offers unmatched access to national experts in energy efficiency programs, policies and financing, as well as an opportunity to develop expertise and leadership experience in clean energy finance.

Expectations and Responsibilities: • Highly analytical and detail-oriented. The analyst will conduct rigorous and peer-reviewed primary research dealing with complex quantitative and qualitative data. • Excellent writing and presentation skills. The analyst is expected to contribute to detailed research reports, white papers, fact sheets, and regulatory comments, and to present research results through formal presentations, webinars, and blog posts.

• Superb organizational and project coordination skills. The position requires experience contributing to complex, long-term projects independently and as part of teams. The analyst must also balance multiple projects and deadlines. • Strong interpersonal skills. He/she will coordinate and collaborate with numerous ACEEE staff members on cross-cutting research projects. The analyst must also maintain relationships with external stakeholders to inform research and broaden the reach of ACEEE research and technical assistance. • Highly motivated, self-starter. The analyst must be able to work independently. • Tech-savvy and quick learner. The analyst will need to consult with other ACEEE staff to stay apprised of emerging information on energy efficiency policies and programs.

Qualifications: Required: Bachelor’s degree in finance, economics, public policy, or related field with two or more years of relevant work experience, with demonstrated project coordination experience and significant experience with quantitative analysis (Master’s degree in related field preferred); Experience with, or sound knowledge of, energy efficiency; Familiarity with mechanisms used to capitalize clean energy projects; Experience planning conferences, educational events, or multi-stakeholder meetings; Experience with legislative and regulatory policy research; Demonstrated passion for clean energy, sustainability, or environmental issues

Preferred start date: on or about July 1, 2019, based in Washington, DC Salary: Commensurate with qualifications and experience, and includes ACEEE’s generous benefits package which includes health, dental, vision, disability, and life insurance coverage; a 403(b) retirement plan; transportation and bike share benefits; three weeks of vacation in the first year and four weeks thereafter.

To apply: Send cover letter, resume, and brief (1-2 pages) writing sample to job_openings@aceee.org and use “Clean Energy Finance Analyst” in the subject line. We do not accept phone calls. https://aceee.org/about/jobs/fri-2019-04-19-2051/policy-analyst

ACEEE is an equal opportunity employer and is committed to a policy of nondiscrimination with regard to race, sex, color, age, religion, creed, class, sexual orientation, national origin, and disability.
Project Manager, Evaluation, Clean Transportation | Center for Sustainable Energy | San Diego, CA

Job Location: San Diego, CA

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 project 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 subcontractors 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:

- Bachelor’s degree in a related discipline or equivalent work experience required
- Master’s degree preferred
- Training in project management 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.

TO APPLY – Visit http://energycenter.org/jobs/project-manager-evaluation-clean-transportation and click on the link at the bottom of the page for the application portal.

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.
Program Associate | Consortium for Energy | Middleton, MA

DESCRIPTION: Located in the greater Boston area, Consortium for Energy Efficiency (CEE) is an award-winning consortium of efficiency program administrators from the United States and Canada that unifies program approaches across jurisdictions to increase impact in fragmented markets.

By joining forces at CEE, individual electric and gas efficiency programs are able to partner not only with each other, but also with other industries, trade associations, and government agencies. Working together, administrators leverage the effect of their ratepayer funding, exchange information on successful practices and, by doing so, achieve greater energy efficiency for the public good. For more information, see our website.

Office Location: The CEE Office is located at the Ferncroft Corporate Center, 35 Village Rd, Middleton MA. This facility offers many amenities including a full-service cafeteria and a fitness center and is convenient to I-95, Rt. 1, and Rt. 128.

Position Overview: CEE is seeking a Program Associate to provide cross-cutting support serving multiple corporate and program objectives. This entry-level position provides a fantastic career growth opportunity for a motivated person to gain skills and perspective in a professional non-profit setting.

The successful candidate will support other staff members on discrete projects across various sectors within the organization. Necessary attributes for this position are a service-oriented mentality, natural interpersonal and written communication skills, and tremendous attention to detail. Additionally, candidates who are supremely organized in their work habits, who exhibit initiative and problem-solving, and who possess a desire for continuous improvement, are sought.

Responsibilities
- Perform research, data collection, or analysis projects in support of a variety of program areas.
- Prepare agendas for and assist the facilitation and note taking of member meetings via teleconference, in-person, and online through CEE’s extranet website.
- Draft reports, studies, memoranda, position papers, and other professional written products in support of organization and member needs.
- Maintain information relating to qualifying energy efficient products.
- Support operational aspects of three annual in-person meetings.
- Provide customer service to members and other stakeholders upon request.
- Other duties as assigned.

Requirements
- Bachelor’s degree and work experience in a professional setting.
- Strong organization and time management skills; ability to balance multiple priorities as project deliverables evolve.
- Excellent written and oral communication abilities, including aptitude to facilitate meetings with diverse stakeholders.
- Strong people skills, service orientation, and the capacity to work both independently and as part of a team.
- Proficiency with Microsoft Office software (e.g. Word, PowerPoint, Acrobat, Excel).
- Aptitude or experience with web-based software and applications.
- Ability to manage personal workload across multiple projects and teams.
- Willingness to travel to two domestic meetings per year.

Compensation: Salary commensurate with skills and experience. CEE offers a competitive benefits package.

To Apply: Go to this link: https://www.sustainablebusiness.com/job/program-associate-4/. Please click “Apply” at the bottom of that web page to email your application materials to Lisa Tran at ltran@cee1.org.

Be sure to note the location you found this posting, as well as including the job title and your name in the subject line; for example, “John Smith—Program Manager, Residential Sector”.
- Complete applications will be reviewed upon receipt. Please submit the following:
  - Resume
  - Cover letter demonstrating your interest in the position, qualifications, and relevant work experience
  - Writing sample (5 pages maximum) that demonstrates analytical reasoning skills

You must be eligible to work in the United States independent of company sponsorship. CEE is an Equal Opportunity Employer.
Community Ag and Local Foods Awareness Educator | Cornell Cooperative Extension | Ithaca, NY

Applicant Message: Please submit a resume, cover letter, and list of 3 references (at least 2 previous employers) as one document when applying. All candidates who are current employees of CCE Tompkins must apply as internal applicants. Please note that changes cannot be made to an application once it is submitted. This posting will remain open until a suitable candidate is identified, however resume review will begin on 4/24/19. For more information about how to apply and benefits, please see the message at the bottom of this posting.

This position is full time, 9:00 am to 5:00 pm, Monday through Friday, with a starting rate at 18.00 per hour, which may be higher based on education and experience.

Position Summary: This individual is responsible for assisting with development, providing delivery of educational programming in the field of community agriculture and local foods awareness as part of the CCE Tompkins Agriculture program. This individual assists the Agriculture Issue Leader to coordinate with county and town government, and with local agricultural and environmental groups and agencies to identify issues of concern to agriculture producers and local communities and help develop action plans to address key needs. This person participates in applied research by gathering relevant information and data to prepare agriculture status reports to share with key stakeholders and interested parties involved in program development. This person is responsible for supporting the work of the Tompkins County Agriculture and Farmland Protection Board in implementing the goals of the Tompkins County Agriculture and Farmland Protection Plan. In addition, this person works with all towns on matters related to farming and land use, supports the work of town agriculture committees where they are operating, assists Issue Leader in securing grants to help implement county and town agriculture goals, and works closely with local agriculture organizations such as Farm Bureau, Tompkins County Soil & Water District, USDA NRCS and others serving the agriculture community.

This individual collaborates with Agriculture and Food Business Development staff and Nutrition staff and key stakeholder groups in the county to support local food systems in the county, identifying issues of concern for both producers and consumers and working with all parties to address key needs.

A key function of this position is to increase public understanding and appreciation of agricultures’ contributions to the local economy, local foods, and the environment by coordinating local farm and food tours, ag awareness events and educational programs, panels and forums, media outreach and publications.

This individual is a member of the Agriculture and Horticulture team of CCE Tompkins and will work closely with nutrition and 4-H ag educators. In addition, this individual works closely with the regional dairy and field crops team serving Tompkins County, and with relevant Cornell faculty and staff. The position may supervise students, staff and volunteers.

Required Qualifications:
- Bachelor’s Degree plus 4 years’ transferrable relevant evidence based research experience. (Master’s Degree preferred)
- Coursework in agriculture, land use policy, environmental studies, natural resources and local food systems, adult education.
- Knowledge of key issues impacting agriculture and local food systems.
- Experience working with formal and informal committees and groups providing guidance on setting goals and developing action plans to achieve results.
- Experience working with local government.
- Ability to plan, organize, deliver, and evaluate meetings, workshops, conferences, and other such education and outreach programs.
- Experience with data collection and analysis and with preparing reports.
- Excellent interpersonal skills and skills in oral and written communication.
- Experience preparing outreach materials using a variety of social media.
- Demonstrated ability to work with audiences with diverse educational and cultural backgrounds.
- Ability to delegate and supervise tasks to staff and volunteers.
- Ability to participate effectively in professional team efforts.
- Ability to meet travel requirements associated with this position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.

Preferred Qualifications:
- Understanding of land use regulations and agriculture district law.
- Demonstrated competency using computers for data management and analysis.
- Experience leading/chairing and supporting groups to carry out their specific tasks.
- Experience organizing community events.
- Experience writing grants.
- Experience operating a farm.
- Teaching experience.
Responsibilities/ Essential Functions: *Program Development (5%):*
- Assist supervisor with development of specific programs as relevant to the position.
- Assist supervisor to collaborate with local food system stakeholders and CCE staff to develop programming to address barriers and opportunities in local food systems

*Program Delivery (60%):*
- Facilitate program delivery as relevant to the county and town ag plans in collaboration with the County Agriculture Protection Board, Town Ag committees, and Farm Bureau.
- Guide the work of town ag committees to protect and promote agriculture by advising and directing them to relevant educational resources for delivery to their communities.
- As a subject matter resource, respond to public questions pertaining to agriculture and the ag district law as part of program delivery.
- Educate Town officials about agriculture in their community, the impact of local laws and the ag district law, and ways to promote agriculture through economic development and farmland protection.
- Facilitate the County agricultural districts review process including outreach to towns officials, farmers and rural residents.
- Implement educational public outreach efforts such as Ag in the classroom, Ag Literacy week, Agstravaganza, Farm City Day, Legislative farm tour and other events targeted at educating youth and families about agriculture.
- Develop lesson plan materials from existing resources and outreach efforts in support of local foods promotion/buy local campaign.
- Using a variety of outreach methods, write about agriculture’s contribution to the community as part of delivery efforts.

*Program Evaluation (5%):*
- Implement program evaluation as designed.
- Assist supervisor to develop program evaluation tools.

*Applied Research (5%):*
- Collect and process agriculture related data and samples as needed to document agriculture’s impact and provide information for reports.
- Assist supervisor with development of information and reports pertaining to agriculture status and benefits.

*Direction (5%):*
- Assist Ag Issue Leader and Ag team members to develop the agriculture plan of work
- Assist supervisor and the County Agriculture & Farmland Protection Board to prioritize annual work plan.

*Management (5%):*
- Support supervisor in the research of grant opportunities and assist supervisor to develop grant proposals.
- Recruit, train, and supervise work-study students and volunteers to participate in outreach efforts.
- Seek sponsors for ag education and outreach efforts.
- Assist supervisor to monitor program and grant funds.
- Develop and prepare reports as required by CCE and funders.
- Arrange programs, prepare written communications, and promote program events via media.

*Coordination/ Operation (10%):*
- Arrange and attend monthly Agriculture and Farmland Protection Board (AFPB) meetings. Coordinate meeting agendas, take minutes and support board communications and general operation.
- Report to County Legislative committees to communicate about agriculture status and needs.
- Maintain working relationships with Farm Bureau, Dairy Princess Program, Soil and Water District and other agricultural groups and agencies to ensure communication and coordination of outreach and program efforts.
- Coordinate outreach activities with other CCETC program staff and volunteers including nutrition and 4-H youth development.
- Organize farm tours, career days and other events that raise student awareness and appreciation of agriculture as part of community agriculture education.
- Work with agriculture educators training youth and young adults to develop a pathway to farm careers.
- Collect and compile data as required for state certification.
- Maintain a current database of farmers and relevant agriculture professionals serving the county.
- Maintain a land-linking database of individuals seeking land to farm and landowners seeking to transfer their land. Assist in the process of farm transition planning.

*Professional Improvement and other Duties as Assigned (5%):*
- In cooperation with Supervisor, jointly develop and pursue a professional development plan as a means to increase competencies relative to position accountabilities and to address changes in programming priorities.
- Collaborate in activities that are in general support of Cornell Cooperative Extension and other duties as assigned.

*Health and Safety (Applies to all Duties and Functions):*
- Support the Association to maintain a safe working environment.
- Be familiar and strive to follow any applicable federal, state, local regulations, Association health and safety policy/procedure/requirement and standard.
Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

EEO/ EPO and Policy (Applies to all Duties and Functions):

- Appreciate and embrace diversity in all interactions with clientele, staff, volunteers and the public.
- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Aware of, and adheres to, established Cornell Cooperative Extension Association of Tompkins County policies and procedures.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely and accurate manner.

Benefits: Excellent benefits, based on eligibility, including: Vacation, Sick and Personal time; Paid Holidays; NYS Health Insurance Program (including Dental Insurance); NYS Retirement; Long-term Disability Insurance; Voluntary Tax Deferred Annuity; Voluntary Flexible Spending Accounts; Voluntary Group Universal Life Insurance; Voluntary Personal Accidental Insurance; Voluntary Legal Plan Insurance; Voluntary Long Term Care Insurance; Voluntary Auto and Homeowner’s Insurance; Voluntary Pet Insurance; Voluntary New York’s College Savings Program; Vision Access Program; Employee Assistance Program

How To Apply: Applicants (including current employees of other Cornell Cooperative Extension Associations other than Tompkins) must apply online through the APPLY button in this job posting. Current employees of the Cornell Cooperative Extension Association indicated in this job posting are considered internal applicants and must apply online through their Workday account which may be accessed here: http://workday.cornell.edu/ https://cornell.wd1.myworkdayjobs.com/en-US/CCECareerPage/job/Ithaca-Tompkins-County/Community-Food---Local-Foods-Awareness-Educator--Ithaca--NY_WDR-00018525-1

IMPORTANT! All applicants must submit a COVER LETTER (please reference the position you are applying for), a RESUME and indicate in your cover letter, resume or other document three individuals who may be contacted as REFERENCES. Please consider indicating in your application all information you feel would be helpful for selection committee members to know.

Once the application is submitted you will NOT be able to change your submission or add attachments. Be sure that you have followed all directions and requirements listed in the job posting.

The Association may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. If you require an accommodation so you may participate in the selection process you are encouraged to contact Cornell Cooperative Extension Administrative Systems at (607) 255-6120, or via email at: cce.recruitment@cornell.edu.

The successful candidate must pass criminal background, sex offender registry, and driver history checks.

Job Title: Association Subject Educator II Level: 003
Pay Rate Type: Hourly Company: Contract College
Contact Name: Krystal Kinney Number of Openings: 1

Cornell Cooperative Extension is a collaboration among Cornell University, the United States Department of Agriculture, the State of New York, and the residents of New York State. Per NYS Law, county and regional extension service associations are subordinate government agencies. This employment opportunity is with the entities listed and not with Cornell University.

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities. Individuals who bring a diverse perspective and are support of diversity are strongly encouraged to apply.
Nonprofit Grant Writer | Food Bank For New York City | New York, NY

Title: Nonprofit Grant Writer   Department: External Relations
Reports to: Director of Institutional Giving   Location: 39 Broadway

Do you have exceptional research & writing skills? Have you demonstrated success developing proposals for funding? If so, we would love for you to bring your talents to Food Bank For New York City to join in our mission to end hunger!

Who We Are: To learn about who we are and how we serve as Food Bankers, click Our History, Our Mission. To learn more about our organizational core values, click Core Values.

What You Will Do:
As the Grant Writer, your primary objective is to research and write proposals for corporate, foundation, and government giving programs as well as award applications and other program-related writing. Assist with: grants administration, prospect research, and on-going cultivation activities.

As the Grant Writer you will help Food Bank For New York City reach our strategic goals by leading these critical areas:

• Meet with program staff to develop grant proposals and budgets. Work with program staff to frame programs in the best possible manner to secure funding;
• Conduct research on prospective corporate, foundation, and government funding sources;
• Track and process corporate, foundation and government grants;
• Develop funder inquiries and proposals under the direction of the Director of Institutional Giving;
• Submit materials to institutional funders, complying with all grant guidelines and deadlines;
• Oversee donor hard files and electronic tracking systems with assistance from the Corporate and Foundation Relations Coordinator;
• Work with the Database Administrator to ensure institutional gifts are recorded correctly in Raiser’s Edge database;
• Work with the Database Administrator to develop reports utilizing Raiser’s Edge fundraising software;
• Assist with the execution of donor-related and other events;
• Carry out other assignments as directed by the Director of Institutional Giving and Chief Development Officer;
• Perform additional duties as assigned.

Qualifications and experience that this role requires:

• B.S. or B.A. Degree or equivalent professional experience required
• Strong Proficiency with Raiser’s Edge
• 5+ years of experience in Corporate & Foundation Relationship Management Experience securing $500K + in grants annually
• Demonstrated commitment to being a viable and collaborative member of a team focused on ending hunger.
• Exceptional written and verbal communications skills with a high attention to detail and ability to multitask multiple grant applications at the same time
• Ability to work successfully in a fast-paced, deadline driven, high energy environment;
• Ability to work with flexibility, efficiency, enthusiasm and diplomacy both individually and as a part of a team.
• Ability to work well under pressure, with a history of success in roles requiring creative and critical thinking while managing multiple priorities in a highly dynamic environment.
• Customer-service orientation in dealing with donors; Displaying professionalism and a high level of business acumen at all times.
• Knowledge of computer software, including Microsoft Word, Excel and PowerPoint
• Demonstrated independent judgment and problem-solving skills.
• Commitment to continuous process improvement
• Commitment to the Mission and Core Values of Food Bank For New York City

How To Apply: tharper@foodbanknyc.org  http://www.foodbanknyc.org

Please kindly submit your writing sample, cover letter, resume, and salary expectations to tharper@foodbanknyc.org for consideration. Writing samples must be included for this position. You can edit it for confidentiality.

Once your application has been submitted, your resume and qualifications will be reviewed to determine whether you will be selected for an interview. If you are selected for an interview, you will be contacted by a member of our recruiting team to schedule an interview.

Food Bank For New York City is not accepting unsolicited assistance from search/ staffing firms and agencies for this employment opportunity.
Healthy Watersheds Program Manager | Puget Soundkeeper Alliance | Seattle, WA

Salary: $48,000 - $58,000 | Salary depends on experience (full time-exempt position)

Puget Soundkeeper (Soundkeeper) seeks qualified applicants for a full-time Healthy Watersheds Program Manager position. The Healthy Watersheds Program Manager will manage Soundkeeper’s Lost Urban Creeks project, water quality monitoring, pollution hotline response, pollution patrols, and field investigations. Particular emphasis will be placed on developing effective and supportive relations with community members in areas impacted by water quality problems in the Puget Sound area, including industrialized neighborhoods and agricultural areas.

Puget Soundkeeper’s mission is to protect and preserve the waters of Puget Sound. Soundkeeper works to meaningfully decrease pollutants reaching the Sound by monitoring water quality, enforcing clean water laws, improving policies and regulations, preventing pollution and cleaning up our local waterways. The successful applicant will demonstrate a commitment to this work and will be called upon to represent the organization to donors, vendors, agencies and collaborating organizations. This is a full-time position with paid holidays, vacation and sick time accrual, medical, dental, and vision insurance, and an employee-funded 403(b) plan.

Primary Responsibilities:

- Manage Puget Soundkeeper’s Lost Urban Creeks project in partnership with leaders from Unleash the Brilliance, a youth mentorship program that teaches at-risk youth water stewardship, monitoring, outreach and advocacy skills.
- Program and project management, including program development, grant writing and management, community outreach, advisory committee management, materials & messaging development, skill building and training.
- Develop and deliver water quality and monitoring education. Conduct and train youth to participate in outreach, monitoring and stewardship events, and help recruit stewardship and monitoring volunteers.
- Conduct field work including water quality investigations, compliance monitoring and restoration activities.
- Monitor and manage Soundkeeper’s pollution hotline (web, phone and email), investigate community complaints in the field or by phone, report to agencies and/or other Soundkeeper staff.
- Facilitate and steward organizational partnerships and build relationships with community members.
- Coordinate monitoring efforts with staff and volunteers.
- Work with staff attorney and policy staff to provide field evidence in support of advocacy efforts.
- Assist in assessment of potential enforcement cases, monitor settlements and consent decree implementation and identify unpermitted pollution dischargers.
- Participate in boat, kayak and shore side clean-ups and monitoring events.
- Develop and maintain program materials, and contribute content for newsletters, blog, Social Media channels and Soundkeeper’s website.
- Assist in the preparation of project-specific funding applications and direct outreach to corporate sponsorship prospects.

Preferred Qualifications:

- 3-5 years’ experience in environmental education, community outreach, environmental field work, restoration and/or naturalist work.
- Knowledge of water quality monitoring techniques preferred (training will be provided to the right candidate).
- Curious mindset and passion for investigating and tracking down sources of pollution.
- Boating, kayak, canoe and/or whitewater experience a plus.
- Desire to work outside in varying weather conditions.
- Experience developing effective program materials and identifying key audiences, messaging, and tactics that support project goals.
- Strong communications skills with an ability to communicate clearly in person and in writing to both internal and external audiences.
- Interest in storytelling and a creative thinker. Ability to share scientific research, studies, and data to audiences of all ages.
- Experience in cross-cultural communications, working with youth, comfort speaking to diverse audiences, strong interest in advancing equity in the environmental movement, and an understanding of systemic barriers to participation.
- Growth mindset, interest in trying new things, learning from mistakes, and developing leadership and collaboration skills.
- Independent self-starter who works well in a collaborative, fast-paced environment.
- Able to manage a variety of projects with an excellent attention to detail and logistical planning.
- Experience with environmental issues, especially relating to water quality, pollution prevention, and environmental compliance and Puget Sound topics is preferred. Aptitude for quickly grasping technical information and the ability to translate scientific data into compelling materials for general audiences.
- Experience with standard office software, database management and social media tools.
- Passion for Puget Soundkeeper’s mission.
- Ability to reliably and regularly arrange motor vehicle for travel around (and occasionally outside) Western Washington (mileage reimbursed).
- Willing to work some evenings and weekends as required.

How To Apply: psa@pugetsoundkeeper.org https://pugetsoundkeeper.org/employment/

To apply for this position, please email a cover letter with your resume to psa@pugetsoundkeeper.org, or send it to: Puget Soundkeeper, 130 Nickerson Street, Ste.107, Seattle, WA 98109. Please use Healthy Watersheds Program Manager Position in the subject line or address. All applicants will be reviewed. Please no phone calls.

Puget Soundkeeper provides equal employment opportunities to all applicants for employment and employees without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or veteran status in accordance with applicable federal, state, and local laws.
Program Officer | The Chicago Council on Global Affairs | Chicago, IL

POSITION: Program Officer
TEAM: Programs
REPORTS TO: Director, Government and Diplomatic Programs

SUMMARY
The primary responsibility of the Program Officer is to help develop, manage, and execute the programs, meetings, and events that serve the general membership, public constituencies, and Council’s leadership groups in Chicago, domestically, and globally. These programs include luncheon lectures, breakfast discussions, seminars, roundtable discussions, and multi-session symposa with key domestic and international experts, political figures, authors, and scholars. They cover a wide range of global issues, including foreign policy, security, global economics, and technology. In support of the Director’s portfolio, the Program Officer also assists in the development of a variety of initiatives to broaden the reach and heighten the impact of the Council’s work.

RESPONSIBILITIES
Responsibilities include, but are not limited to:
• Serve as project manager for a portfolio of Council programs to include developing the content, managing the logistics, and building awareness among general membership and the broader community
• Research, identify, and recruit key domestic and international speakers for timely, policy-rich programs as well as build multi-sectoral global audiences
• Produce and write program announcements and other materials for the Council’s website and programs
• Draft invitation letters, manage responses and logistics, and communicate with speakers and stakeholders
• Provide support at Council events, requiring some evening and early morning hours; moderate travel required
• Support ongoing initiatives related to the Director’s portfolio through research, tracking, and writing, as required
• Coordinate closely with other Council staff members on program-related topics
• Occasionally assist at the front desk to relieve the Reception and Database Services Assistant in meeting/greeting Council constituents and handling incoming calls
• Perform other projects as assigned

QUALIFICATIONS
• Bachelor’s degree and 2+ years’ experience managing multi-faceted, high-profile events or other related experience
• Excellent knowledge of and experience with global issues, international work and/or study experience suggested
• Keen attention to detail; excellent organizational and time-management skills
• Excellent interpersonal skills and the ability to work effectively and professionally in a creative, fast-paced, intellectual team environment.
• Superior verbal and written communication skills

The Chicago Council on Global Affairs is an independent, nonpartisan membership organization that provides insight – and influences the public discourse – on critical global issues. We convene leading global voices, conduct independent research, and engage the public to explore ideas that will shape our global future. The Council is committed to bringing clarity and offering solutions to issues that transcend borders and transform how people, business, and governments engage the world. Learn more at thechicagocouncil.org and follow @ChicagoCouncil.

TO APPLY
Please email a cover letter and résumé as Word documents to hr@thechicagocouncil.org. Other career opportunities can be found on the Council’s website at www.thechicagocouncil.org. EOE

How To Apply
Please email a cover letter and résumé as Word documents to hr@thechicagocouncil.org. Other career opportunities can be found on the Council’s website at www.thechicagocouncil.org. EOE
Intervention Manager | Common Justice | Brooklyn, NY

Common Justice develops and advances solutions to violence that transform the lives of those harmed and foster racial equity without relying on incarceration. Locally, the project operates the first alternative to incarceration and victim service program in the United States to focus on violent felonies in the adult courts. Nationally, it leverages the lessons from its direct service to transform the justice system through partnerships, advocacy, and elevating the experience and power of those most impacted. Rigorous and hopeful, Common Justice builds practical strategies to hold people accountable for harm, break cycles of violence, and secure safety, healing and justice for survivors and their communities.

Common Justice operates a restorative justice-based alternative to incarceration and victim service program for serious and/or violent felony cases such as assault, burglary, and robbery. The project brings 16 to 26-year olds responsible for crimes together with those they have harmed and their support people in a facilitated dialogue to determine appropriate sanctions to take the place of a prison sentence. The project engages and prepares all parties, convenes the dialogues, and provides supervision and support to both those harmed and those responsible for crime. It aims to meet the needs of people harmed by crime, prevent further violence, minimize the unnecessary use of incarceration, and improve people’s experience of justice.

Common Justice is seeking an experienced, hard-working, organized, enthusiastic person with excellent people skills to join its team. This job will be primarily in Brooklyn, though will work out of the Bronx for the entire months of May and June.

Responsibilities
The Intervention Manager will be responsible for the following duties:
- Conduct individual preparatory sessions with responsible parties (defendants) before their facilitated dialogues with those they have harmed;
- Conduct intakes and assessments with responsible parties;
- Co-facilitate dialogues with harmed and responsible parties;
- Rigorously supervise responsible parties as they complete their agreements;
- Connect responsible parties to appropriate services and supports;
- Monitor attendance and compliance information, accurately enter data and notes; and prepare accurate reports for the court;
- Deliver trauma-informed curriculum and services;
- Facilitate responsible party groups, with a focus on violence, trauma, and healthy masculinity, if appropriate.

Qualifications
Candidates must possess the following qualifications:
- MSW or comparable degree preferred;
- Bilingual skills (English/Spanish) preferred;
- Three or more years experience working with system-involved youth and/or adults required;
- Experience working with victims of crime/survivors of trauma and delivering trauma-informed care preferred;
- Excellent communication skills;
- Strong group facilitation skills preferred;
- Experience in conflict resolution and violence intervention;
- Flexibility and ability to manage multiple tasks efficiently;
- Strong organizational skills and attention to detail;
- Strong written communication skills and demonstrated ability to utilize program database for case management;
- Serious commitment to social justice;
- Formerly incarcerated people strongly encouraged to apply

Schedule
Frequent evening and occasional weekend work will be required.

Salary
Commensurate with experience, plus excellent benefits.

To Apply
Please submit a resume, dates of availability and cover letter to: jobs@commonjustice.org.

Common Justice is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, or current employment status. Common Justice values diverse experiences, including regarding educational background and justice system involvement. We depend on a diverse staff to carry out our mission.
Climate and Lands Coordinator – 47503 | The Nature Conservancy | Atlanta, GA

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 Climate and Lands Coordinator provides administrative, project management and other general assistance to program staff working toward the achievement of protection, conservation and stewardship goals.

**Essential Functions:** The Climate and Lands Coordinator supports all key climate strategies, manages conservation data, participates in conservation planning efforts, and assists in stewardship efforts. Work includes coordinating renewable energy deployment tools, collecting, assembling and analyzing various types of data, in the field or through document surveys, producing maps using GIS software and assisting in the production of reports. Work may be done in the field and in an office setting, compiling the information generated by others.

**Responsibilities And Scope**
- Supervises no staff but may oversee and direct work of contractors.
- Coordinates multiple tasks or projects in a timely manner and with attention to detail.
- May assist with program budget preparation and monitoring.
- The Conservation Coordinator may work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.
- Makes day to day decision as delegated by the supervisor.

**Minimum Qualifications**
- Bachelor’s degree in biology, ecology, natural resources management or related field and 2 years related work experience or equivalent combination of education and experience.
- Experience with Microsoft Office suite.
- Experience with ESRI ArcGIS.
- Experience coordinating multiple projects.
- Experience handling standard business communications.

**Desired Qualifications**
- 2-4 years related work experience or equivalent combination of education and experience.
- 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 manage organizational produce manual files.
- Experience with ESRI Collector.
- 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.
- Multi-lingual and multi-cultural or cross-cultural experience appreciated

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

**SALARY INFORMATION:** Job Family: Conservation | Job Number: 570002 | Salary Grade: 4 | Salary Range: Up to $42,000 contingent on education and experience.

To apply to this position, please visit 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.
Assistant Director, Educational Programs | Food and Drug Law Institute | Washington, DC

ROLE: The Food and Drug Law Institute (FDLI) is a nonprofit membership organization that offers education, training, publications, and professional engagement opportunities in the field of food and drug law. As a neutral convener, FDLI provides a venue for stakeholders to inform innovative public policy, law, and regulation. FDLI’s scope covers all industries regulated by the U.S. Food and Drug Administration (FDA) and related agencies and authorities in the U.S. and globally, including drugs, medical devices, biologics, food, dietary supplements, cosmetics, cannabis, veterinary, and tobacco products.

FDLI seeks an Assistant Director, Educational Programs to serve as a key member of FDLI’s Educational Programs team. This position is responsible for researching and analyzing relevant issues in food and drug law to effectively develop and implement timely and topical FDLI conferences, educational programs, and webinars. The role may cover issues related to all industries regulated by the FDA and government agencies, but will focus specifically in the areas of food, dietary supplements, and tobacco and nicotine products. The position reports to the Director, Educational Programs.

KEY RESPONSIBILITIES:
- Responsible for researching and analyzing relevant issues in food and drug law to effectively develop and implement timely and topical FDLI conferences, courses, and webinars, specifically as they relate to the areas of food and tobacco
- Works with FDLI’s leadership, members, staff, external committee members, and subject matter experts to identify, select, and expand educational program topics and offerings
- Collaborates with external member committees and speakers on content development
- Writes conference and panel descriptions, as well as promotional copy and other marketing-related materials, as needed
- Works closely with the marketing department to ensure successful promotion of educational programs
- Conducts, when necessary, assessments to identify educational needs in the area of food and drug law
- Works with the Educational Programs team to explore ways to improve FDLI’s member educational experience, services, and programs offered
- Supports the overall mission of FDLI publications by encouraging involvement with Update Magazine, and The Food and Drug Law Journal, including writing legal articles and analysis as needed
- Serves as a staff lead on assigned FDLI educational program committees to administer and coordinate the external committee and any related programs
- Maintains working knowledge of budget activity (registration revenue and expenses) regarding educational programs
- Other duties as assigned

HERE’S WHAT YOU MIGHT HAVE TACKLED IN THE PAST WEEK:
- Conducted a planning call with an FDLI Committee to plan for an upcoming conference - Lead the review of submissions received during the call for proposals process to ensure the conference addresses the most timely and relevant topics for that particular audience
- Worked with FDA or another government agency to secure a keynote or panel speaker for an upcoming conference, including writing a formal invitation letter
- Connected with a partner at a member law firm to discuss the potential implications of a recent action, such as just-released FDA rule, memo, or guidance document
- Organized and lead multiple planning calls for panels at an upcoming conference - This includes discussing topics in-depth with a variety of stakeholders to ensure that the panel addresses topics at an advanced level and provides key takeaways to attendees
- Reviewed recent FDA regulations, government actions, or case law to keep up-to-speed on important topics currently impacting the food and drug community, or researched a specific topic in order to gain a deeper understanding
- Prepared an agenda for an upcoming event, including writing session topic titles and descriptions
- Attended an FDLI conference and assisted with panel sessions

QUALIFICATIONS:
- Bachelor’s degree required and JD or graduate degree strongly preferred
- Working knowledge of U.S. food and drug law regulation and policy strongly preferred
- Relevant experience in adult/continuing education, professional development or related field is a plus

KNOWLEDGE, SKILLS AND ABILITIES:
- Attention to detail, balanced with big-picture perspective; ability to prioritize and deliver multiple objectives simultaneously
- Strong interpersonal and communication skills and ability to build relationships with staff, members, and volunteers, as well as outside organizations
- Demonstrated accountability, learning agility, and experience taking initiative with implementing ideas
- Consistently demonstrate courteous, ethical, cooperative, accountable, and professional behavior to all contacts, internal and external
- Strong writing and editing skills
- Exceptional listener even under stressful situations
- Sense of humor
- Microsoft Office experience and ability to learn new software

PROFESSIONAL LEVEL: Entry-level for those with a JD or graduate degree. Entry-to-mid-level for those with commensurate experience.

Benefits: FDLI offers a competitive salary and generous benefits package. This is a full-time position based in Washington, DC.

FDLI is an Equal Opportunity Employer. It is FDLI’s policy to hire individuals without regard to race, color, religion, gender, gender identity, national origin, age, disability, marital status, sexual orientation, as well as other classifications protected by applicable laws.

HOW TO APPLY: Please send a cover letter, resume, writing sample, and salary requirements to hiring@fdli.org. No phone calls, please.
COMPANY DESCRIPTION: Apple Seeds is a non-profit organization in Fayetteville, AR that reconnects students in NWA with garden-grown food. Founded in 2007, Apple Seeds' mission is to inspire healthy living through garden-based education. In that time the organization has made great strides, positively impacting the community—student surveys show improved attitudes toward healthy food and heightened knowledge of nutrition.

Apple Seeds provides a variety of educational programs in area schools and at its Teaching Farm, including Farm Lab field trips, school cooking classes, Farm to Table cooking classes and garden workshops for teachers and community members. These programs educate and excite young students about healthy food while increasing access to those healthy foods. In 2018 Apple Seeds reached nearly 10,000 students through partnerships with more than 80 schools and local agencies and shared more than 5,000 pounds of garden fresh produce with these students.

The need is great in Northwest Arkansas. 1 in 3 children are overweight or obese and students receive on average 3.4 hours of nutrition education annually. Apple Seeds believes that every student has the right to accessible, fresh, healthy food and believes that the best way to learn about healthy eating is in the garden!

JOB DESCRIPTION: The Program Manager is part of the Apple Seeds management team and has the responsibility for oversight, management and expansion of two educational programs—Farm Lab and Cooking in the Schools—and their program coordinators. This is a full time, salaried position that reports to the Executive Directors.

Primary responsibilities for the Program Manager include management to grant and program growth goals; refinement and expansion of program curriculum; training and management of AmeriCorps VISTA program coordinators; oversight of program logistics, systems and efficiencies; communications; and program budgets.

Program Responsibilities:
- Provide oversight, management and expansion of Farm Lab and Cooking in the Schools.
- Manage to relevant grant goals, ensuring that the program meets—if not exceeds—the grant and internal goals.
- Ensure that the programs engage students in gardening, cooking and eating nutritiously and in thinking more critically about the food they eat.
- Oversee distribution of program surveys, ongoing data collection, analysis and reporting; oversee end of year grant reporting.
- Collaborate with the Executive Directors on ways to expand the programs' reach.
- Oversee improvements to program curriculum, lesson materials, recipes and standards.
- Oversee and improve logistics, standards, processes and communications.
- Oversee expansion of Farm Lab programing for 1st grade and Kindergarten.

Managerial Responsibilities:
- Lead on-boarding and orientation for AmeriCorps VISTA program coordinators.
- Inspire coordinators to be creative and provide an engaging learning experience for students.
- Provide guidance and ongoing feedback in a constructive and positive manner.
- Set up regular check-ins and develop a system for tracking completion of tasks.
- Lead performance reviews of program coordinators.
- Provide Executive Directors with updates on coordinators’ performance.
- Coordinate requests for time off; relay requests to ED prior to approval.

Communication & Outreach Responsibilities:
- Communicate professionally with youth, parents, volunteers, and others in the community who want to get involved.
- Develop relationships with teachers during programming and at teacher EXPOs and community events.
- Recruit classes for programming and maintain program calendars.

Characteristics Needed for Success:
- A self-starter who is excited to help grow Apple Seeds’ programs.
- Experience with young students in education-related activities.
- Outgoing and energetic personality.
- Experience managing personnel.
- Effective project management skills.
- Strong verbal and written communication skills.
- Advanced education or background in nutrition or education.
- Gardening experience is preferred.
- Experience managing a budget highly desirable.
- Proficient in word, excel, and power point.

COMPENSATION: this position is PAID: salaried, varies DOE, $26,000.00 - $35,000.00.

HOW TO APPLY: Please click here to sign in and view application details. If you are not registered, you'll be prompted to do so. Don't worry, it's free! DEADLINE: no deadline.
The Institute for Ecological Civilization (EcoCiv.org) seeks a part-time (15 hrs per week), remote research and development assistant to conduct primary research into project initiatives and develop case statements for use with potential funders and partners. This assistant will articulate our vision for a sustainable future as it relates to specific projects and convenings, in order to motivate potential partners and donors and build toward LOIs for foundations. We seek a candidate with demonstrated research skills (applicable graduate school research skills are acceptable) and an ability to write at a professional level. The candidate must be able to work remotely and be highly self-motivated.

Graduate degree preferred.

Candidates may be asked to supply a writing sample.

Details at a glance

- Remote Possible
- Part Time Schedule
- Contract
- 4-Year Degree Required
- Entry level

Level of Language Proficiency

Ability to read and write in English at a professional level

How To Apply

jfackenthal@ecociv.org

http://ecociv.org

Please submit a cover letter and resume or CV listing and describing your research and/or development experience and competency in professional writing. Writing sample is optional.
Researcher/Writer | Climate Central | Princeton, NJ

An extraordinary opportunity to use research and writing skills to make a strong societal impact: Climate Central seeks an energetic junior-to-mid-level individual with significant expertise in desk research and exemplary writing skills to join our unique climate science research and communications team. Top candidates will have a demonstrated capacity to extract key insights from a variety of sources and to produce clear and compelling language describing those insights. Working closely with our data analysts and other team members, the researcher/writer will serve as lead author of brief research reports, backgronders, and similar materials that distill information on climate science, impacts, and solutions. Over time, the researcher/writer, who will report to our Director of Communications, will become responsible for managing cross-organizational projects, planning and tracking their progress and ensuring that their components are delivered successfully.

Climate Central is a respected non-advocacy, non-profit organization that works to reach large and significant audiences using a wide variety of tools. Current initiatives include Climate Matters, which each week provides a network of more than 500 local TV meteorologists with data and broadcast-quality graphics about linkages between weather events and climate change; the program has recently expanded to include local journalists and news directors through the Climate Matters in the Newsroom. Through our Partnerships Journalism program, we partner with local news outlets to produce science-based feature stories. Climate Central’s work on sea level rise is advancing the local accuracy of global sea level rise threat assessments, researching the intersection of social and physical vulnerability on U.S. coast, and pioneering a new generation of online tools. The researcher/writer’s work will touch on all areas of Climate Central’s activities.

Climate Central’s highly interdisciplinary work is conducted by a team whose backgrounds include physical, natural and social sciences, data analysis, journalism, graphic design, web production and other fields.

Responsibilities:
- Serve as principal researcher/writer of products as assigned
- Over time, take on responsibility for planning and managing cross-organizational research projects
- Coordinate with our graphics, social media, and web production team to achieve timely completion of products
- Conduct background research to support journalism team
- Propose and pursue ideas for reports, backgronders, etc.

Required Qualifications:
- Exemplary writing and research skills, including significant experience in writing about data-heavy science topics for lay audiences
- MA or similar degree in a relevant field, or BA plus at least 3 years of relevant experience
- Familiarity with climate issues, and the ability to comfortably work with data, are distinct advantages
- Self-starter and independent worker also able to take direction and work in a small team
- Highly detail-oriented
- Experience of, or capacity for, project management
- A highly collegial attitude is essential

Location
This position will be located at Climate Central’s headquarters in Princeton, N.J.

Compensation
Compensation is competitive, with generous benefits.

Diversity
Climate Central strongly encourages diverse candidates to apply. We are an Equal Employment Opportunity employer and as such do not discriminate against any applicant for employment or employee on the basis of race, color, religious creed, gender, age, marital status, sexual orientation, national origin, disability, veteran status or any other classification protected by applicable discrimination laws.

How to Apply
Please send your cover letter including salary expectations; your resume; a writing sample of no more than 3 pages (may be an excerpt of a longer document) that has not been edited by anyone other than yourself; and contact information for three references familiar with your work, to jobs@climatecentral.org with the exact subject line, “Researcher/Writer” (no quotes). Due to the volume of employment applications and queries received, Climate Central is unable to respond to each application individually. Applicants will be contacted directly if selected as a candidate. The search will close when a successful candidate is recruited.
The Program Manager (PM) role is key to the successful delivery of the Earthwatch mission. The PM is responsible for managing partner relationships and delivering programs to time, budget, global mission priorities and protocols and a high standard of quality. Program Managers hold responsibility for the management and delivery of a portfolio of field research projects, grant programs, or a combination of both.

The successful Program Manager is responsible and accountable, with an ongoing drive for improvement. He or she is an excellent relationship manager, able to understand the needs of different audiences, with a keen focus on delivering high standards of customer service. He or she communicates priorities effectively and continuously strives to find better ways to support his/her scientists, funders and colleagues. The ability to collaborate effectively, internally and externally, across regions and functions, is essential.

Position Responsibilities | Note: Specific tasks, projects and programs are distributed across Program Managers as needed for organizational effectiveness.

**Grant Management**: For a portfolio of programs funded by individuals, foundations, corporations or other partners:
- Provide excellent relationship management with funding partners, in collaboration with the Development team
- Manage all aspects of funded program delivery to a high standard, including:
  - Establishing clear program goals, objectives, deliverables, and delivery timeline
  - Agreeing and managing appropriate partner communication and reporting processes
  - Creating and managing grant budgets; approving and tracking all associated expenses
  - Supporting the expansion of programs to other audiences including: teachers, students, scientists, NGOs, universities, corporations and foundations
  - Overseeing successful learning programs for students, teachers and corporate audiences.
  - Delivering in-field programs, as required and depending on experience.
- Work closely with the Development team on the creation and renewal of funded programs, including:
  - Supporting or leading the writing of grant proposals
  - Seeking and applying for alternate funding for existing programs
  - Seeking ways to align mission and funder priorities for mutual benefit
  - Providing feedback on new program ideas, particularly in the areas of program cost, resource utilization, and interaction with existing programs

**Field Project Management**: For a portfolio of field-based research projects:
- Serve as the primary liaison between Earthwatch and the project Scientists, acting as the ‘go to’ contact point and advocate for each project
- Manage all aspects of field project delivery to a high standard, including:
  - Finances – program/project budgets, scientist and partner payments
  - Logistics
  - Health and safety – risk assessments, emergency response plans, etc.
  - Contract negotiation, including setting annual team dates and budgets
  - Site visits, as required and depending on experience
  - Training project and Earthwatch staff on Earthwatch protocols as needed
- Create and annually revise detailed expedition Briefings to disclose risk, describe research and prepare volunteers for fielding
- Develop, renew and retire projects in accordance with Earthwatch protocols and industry standards
- Provide internal evaluation and feedback on each project
- Work closely with the Research, Communications and FRE teams to support each project’s success

**Incident Management**
- Serve as an active member of the International Incident Management Team
- Promote a culture of safety internally and externally
- Serve as 24-hour on call Duty Officer 3-6 weeks per year
- Coordinate incident management associated with projects managed; participate in incident management for other programs as needed.
Line Management: As needed and depending on experience, Program Managers may have the opportunity to manage direct reports, such as Program Coordinator(s), consultants, interns or volunteers. Line management includes recruiting, retaining and developing talent within the team, as well as engaging and inspiring them around Earthwatch’s mission and business goals with clear objectives and constructive feedback.

Position Requirements
- Bachelors’ degree (science, environmental studies, international business, non-profit management or related field preferred)
- 3-5 years of experience in NGO sector, including working globally across regions
- Proven track record in managing complex projects and programs
- Ability to communicate with and develop good relationships at all levels, presenting information in varying degrees of technicality/detail as the audience dictates
- Excellent written communication skills in English, and ability to communicate effectively with remote audiences (PIs, partners, and colleagues)
- Ability to work effectively and collaboratively as a member of a culturally diverse, multidisciplinary team
- Ability to find creative ideas and solutions which overcome obstacles and add value
- Ability to meet deadlines, set priorities and work in fast-pace environment
- A ‘can-do’ positive attitude and collaborative, ‘team-player’ approach
- Commitment to Earthwatch’s mission and values

Preferred
- Fluency/High level of proficiency in another language
- International and intercultural experience such as studying, living, or working abroad
- Experience with presenting information to the public and facilitating groups in a field setting
- Strong interest in learning about and working with individual, corporate, and foundation funders and partners

How To Apply: Interested applicants should submit a resume and cover letter via the form on the following page: https://earthwatch.org/About/Job-Details/program-manager1

No phone calls please. Due to limited resources, we are only able to accept applicants who are already eligible to work in the United States.

Salary: $47,895 - $57,165

Earthwatch is an equal opportunity employer with a strong commitment to create a diverse and inclusive organization that is reflective of the global communities with whom we work. We actively seek individuals of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, colors, sexes, religions, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or any other status protected by law.
**Program Assistant, ART | ClimateWorks Foundation | San Francisco, CA**

**Application Deadline: May 10, 2019 | Salary: $60,000 - $65,000**

**Advisory and Research Team:** The Advisory and Research team (ART) at ClimateWorks Foundation leads many of the products under the Global View Function. The Global View identifies high-impact opportunities for philanthropy to enable deep cuts in greenhouse gas emissions. We provide a global perspective on how philanthropy does, can, and should contribute to mitigating climate change. With data-rich information and analysis we give climate funders a Global View of the field and actionable insights. ART’s work products include the GHG mitigation landscape, strategic initiatives and insights, and progress tracking towards a 1.5°C goal. The Global View services and products that are designed for philanthropy are informed by a variety of partners. While the Global View presents top-level information on overall opportunities in the climate mitigation field, deeper insights and strategies for specific sectors/topics come through partnerships with ClimateWorks’ grant-making portfolios. Two-way information sharing between the Global View and the portfolios helps strengthen the offerings for philanthropy.

**Job Summary:** The Advisory and Research Assistant helps ensure the smooth and effective completion of a wide range of programmatic tasks and functions associated with the Advisory and Research Team. The Assistant will report to the Senior Director, Advisory and Research. The position requires excellent research, analytical, organizational and project management skills, and good attention to detail. The Assistant is expected to become deeply familiar with the Foundation’s quantitative models and analytical approaches and be able to provide synthesis of latest trends and news in the energy, climate and policy field.

**Essential Duties and Responsibilities:** Includes the following and other duties as assigned:

- Provide basic research and support for ART projects.
- Includes materials preparations for meetings and presentations; compile reference material as needed, and some data analysis.
- Provide analysis of existing datasets and mitigation opportunities on topics such as national policies, global supply chains, sustainable development goals, etc. and when appropriate, prepare background briefs, and presentation material in preparation for senior management discussions, conferences and decision meetings as requested.
- Support the Advisory & Research team efforts in estimating, tracking and reporting on progress related to decarbonization. This would include the use of analytical tool kits and in-house models to track progress and use of new analytical tools to quantify technological, economic and social impacts from policies.
- Manage logistics and coordinate workflow and operations for the ART team.
- Schedule and manage logistics for team events, webinars, conference calls and off-site meetings.
- Database maintenance for shared, internal knowledge systems for ART.
- Work as point person with IT Application Platform Associate to build out event website and manage process through post-event.
- Assist in the scheduling, logistics and note-taking for meetings, conference calls and workshops.
- Communications support, including managing website showcasing ART products (such as for the Carbon Transparency Initiative).
- Organize and attend regular team meetings; distribute agendas and supporting materials to attendees; minute and note taking.
- Some grant-making administration, including in ClimateWorks’ internal database systems.

**Required Qualifications:**

- BA or BS degree and interest in or experience with environment a plus
- At least 1-2 years of experience post-degree in analytical work, through an array of diverse positions (e.g. in the academia, private sector, non-profit sector).
- High degree of proficiency in MS Suite with emphases on Excel. Experience with Google systems (Drive and Sites), as well as Salesforce a plus. Ability to learn new systems quickly (such as ClimateWorks’ Fluxx grant-making system).
- Excellent project management skills with a strong attention to detail, and demonstrated ability to set priorities and complete tasks in a timely manner.
- Proven ability to produce clear analytical notes and reports, as well as quality applied research.
- Ability to create well designed graphics and presentation material
- Attention to detail and strong organizational skills
- Research ability and knowledge of climate change science, economics and policy are a plus
- Experience and comfort working in a highly collaborative and deadline driven professional environment.

**Benefits:** Excellent benefit package which includes: Medical, Dental, Vision, 401k Match, and Commuter Reimbursement benefits. **Health Benefits:**
• Medical: 2 HMO Plans and 3 UHC POS Plans - ClimateWorks pays 100% of the premium for employees and dependents of 4 of the 5 plans. • Dental – Delta Dental - ClimateWorks pays 100% of the premium for employees and dependents. • Vision – VSP - ClimateWorks pays 100% of the premium for employees and dependents.

**PTO:**
• 20 days (1st year) • 25 days (2nd - 8th year) • 30 days (9th year) • **Holidays** - 13 paid/calendar year

**401k Plan**
• After a 6 month waiting period, ClimateWorks automatically contributes 9% of your gross earnings per pay period to retirement fund • Additionally, after a 6 month waiting period, ClimateWorks matches 100% of employee contributions up to a max of 6% of gross earnings per pay period

**Transportation:**
• ClimateWorks reimburses employees for the cost of their commute up to the IRS limit of ($265/month)

**How To Apply** To be considered, please submit your resume and cover letter expressing your passion for the mission and fit for the role at the following site - [https://app.smartsheet.com/b/form/aa58ac69b561434fa832ad1bac0af79e](https://app.smartsheet.com/b/form/aa58ac69b561434fa832ad1bac0af79e)
Addison County Restorative Justice Services, located in Middlebury, Vermont is seeking an Executive Director who shall have overall responsibility for the administrative and fiscal management of the agency, including all personnel matters and oversight of all client services.

Responsibilities include, but are not limited to:

- The ACRJS Executive Director will develop excellent working relationships with other agencies, Vermont Courts, Law Enforcement and Community Stakeholders.
- Is responsible for assuring that programs operate within and implements the statutory, regulatory, and policy guidelines of the agency and all its programs.
- Create and develop new and innovative programs appropriate to the mission and goals of ACRJS.
- Responsible for recruitment, hiring, training, evaluation, supervision, and support of all ACRJS staff.
- Coordinate the development of effective community restorative panels through active volunteer recruitment and training.

The successful candidate will possess excellent Leadership skills, compatible to a teamwork environment, and excellent verbal and written communications skills.

- Excellent fiscal management skills and ability to seek new revenue sources including grant writing.
- Excellent organizational and computer skills and ability to work independently.
- Bachelor’s Degree or equivalent education and relevant work experience.
- Previous experience in Restorative Justice or the Criminal Justice System preferred.
- Must have a valid Driver’s License, own transportation, proof of insurance, able to pass a criminal and financial background check.

The Executive Director will report directly to the Board of Directors.

TO APPLY - Interested individuals may apply by sending a cover letter, resume, and writing sample to ACRJS, PO Box 957, Middlebury, VT 05753. Applications will be accepted until April 30, 2019.

ACRJS is an equal opportunity employer.

ACRJS is a community-based nonprofit organization dedicated to providing restorative justice programs to residents of Addison County. More information about ACRJS is available at our website.
Communications Assistant/Associate | Earth Innovation Institute | San Francisco, CA

Application Deadline: May 10, 2019

Position summary: EII seeks a full-time Communications Assistant/Associate to assist with the development and management of institutional communications. The Communications Assistant or Associate will be responsible for coordinating the releases of blogs, news, publications, and press releases; creating institutional communications materials to support programmatic work; maintaining and expanding our contact database; and maintaining the institutional website.

Our organization: Earth Innovation Institute is a not-for-profit, independent research institute with headquarters in San Francisco and programs in Brazil, Colombia, Indonesia and Peru. We catalyze innovative, large-scale transitions to low-emission rural development in tropical regions through research and policy design that promotes sustainable farming, forestry, and fisheries, while improving rural livelihoods and enhancing the capacity of the planet to support life. Through targeted, regional interventions, we seek to increase rural household wellbeing while decreasing emissions of greenhouse gases.

Responsibilities:
− Work with EII program staff to coordinate and schedule the release of blogs & news items for optimal reach
− Review and edit blogs, news, and publications written by program staff
− Create institutional communications materials to support programmatic work as needed (presentations, brochures, etc.)
− Write select blogs, news items, and press releases
− Serve as point person for website content, updates, and re-designs
− Annual planning of the communications/editorial calendar
− Maintain our contact database and seek improvements for retaining and growing readership
− Track publication and media metrics
− Contribute to grant reporting as needed
− Contribute to institutional messaging and the direction for how to improve/grow EII communications
− Other programmatic and administrative duties as needed

Qualifications and Experience:
− Bachelor’s degree in Communications, Journalism, Environmental Science or a related discipline, plus at least one year of relevant experience
− Extremely organized, detail-oriented, and flexible, with ability to balance multiple tasks, meet deadlines, and anticipate needs
− Strong editing and writing skills for a variety of audiences
− Familiarity and interest in climate change, forestry, agriculture, rural development, and/or conservation, preferably in a developing country context
− Excellent written and spoken English a must; writing and speaking ability in Indonesian, Portuguese, and/or Spanish strongly desired
− Experience with Constant Contact, Google Analytics & AdWords, and Wordpress a plus
− Strong motivation, personal initiative, commitment to excellence and results, can-do attitude, and professional demeanor
− Ability to effectively work as part of a team
− Demonstrated ability to work effectively with people from a variety of disciplines, cultures, and backgrounds
− Eligible to work in the US


Earth Innovation Institute is an equal opportunity employer. All candidates receive consideration for employment without regard to race, color, religion, sex, or national origin.

Application Instructions: Please send cover letter, resume or CV, writing sample, and contact information for 3 references to jobs@earthinnovation.org. Please reference Job 02-DCN-0419 in the subject line of the email.
Western Reserve Land Conservancy has an immediate opening for a Conservation Transactions Specialist. This full-time position will be located at the organization’s Conservation Center at 3850 Chagrin River Road, Moreland Hills, Ohio 44022.

**Background:** Western Reserve Land Conservancy provides the people of northeast Ohio with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are the largest land conservancy in Ohio, employing over 40 people in offices throughout northern and eastern portions of the state. Our land protection team has now conserved more than 56,000 acres of natural area and working farms in 23 Ohio counties. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants, and philanthropic gifts from individuals, foundations and corporations.

**Summary:** The Conservation Transactions Specialist will focus on prioritizing, strategizing and carrying out various types of conservation projects that include donated and purchased conservation easements, restoration projects and land acquisition. The primary focus of this position will be land acquisition. To be successful in this role, an individual must possess excellent communication skills and be able to create and maintain great working relationships with partners of all sectors and landowners throughout our region. This position reports to the Senior Vice President of Conservation Transactions.

**Key Areas of Responsibility**

**Conservation Transactions**
- Identify and originate key conservation opportunities
- Negotiate purchase and sale agreements, conservation easements and other similar contracts
- Identify and cultivate viable take-out partners throughout the service area
- Drive conservation projects to the finish line
- Understand the inner workings of major grant funding sources
- Utilize creative approaches to complex real estate transactions
- Optimize funding and complete high conservation value projects
- Work with a team to create, fund, and close a project
- Develop and administer project planning, tracking and budgeting mechanisms
- Marketing and sale of conservation buyer properties and homes
- Implement project-specific tasks and coordinate with project managers and legal department for related items such as title searches, surveys, appraisals, due diligence, arranging for closings, etc.

**Partnership and Engagement**
- Originate, maintain and build relationships with conservation partners
- Identify and build relationships with key donors and stakeholders
- Make presentations as required throughout the region
- Collaborate effectively within a team and across departments within the Land Conservancy
- Assist as requested with various Land Conservancy events
- Cooperate and coordinate relations with public agencies and local elected officials
- Must have a strong passion for the mission of the Land Conservancy
- Must also be willing to take on other duties as assigned

**Required Education, Experience, Capabilities**
- Minimum of a two-year degree and 3 years of work experience in a related conservation or real estate field
- Some background or experience with GIS and mapping preferred
- Demonstrated ability with Microsoft products, including Word, Excel and Outlook
- Strong verbal communication skills coupled with experience in making public presentations
- Effective organization skills plus strong detail orientation
- Prior experience with land and/or property management, or with habitat restoration, is desirable
- Some experience with database input and usage is also helpful
- This individual must be able to travel by car regularly to properties in the region and these properties may be rural and rough terrain. The individual must be able to inspect those properties on foot as needed.

Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. All qualified candidates will receive consideration for employment and not be discriminated against based on race, sex, sexual orientation, gender identity, age, color, religion, national origin, disability, genetic information, protected veteran’s status, or other legally protected classification in the State of Ohio.

**HOW TO APPLY:** Interested individuals should send a resume and cover letter to Bob Kissling, Director of Human Resources, at rkissling@wrlandconservancy.org

Website: [http://www.wrlandconservancy.org](http://www.wrlandconservancy.org)
Program Director | Morrisville, VT

The Program Director is responsible for overseeing Salvation Farms’ programmatic work and the staff responsible for program implementation. This staffer, working closely with the Executive Director, will ensure the trajectory of Salvation Farms’ strategic programmatic vision, as it relates to meeting the organization’s mission. This position will maintain quality in our program operations, services, and products. The Program Director will be responsible for ensuring program metrics are tracked in a timely, accurate, and consistent way to help the organization communicate its impact.

Upon hire, the Program Director will fill a critical and temporary direct service role of implementing the Lamoille Valley Gleaning Program. In this role, the staffer will professionally coordinate gleaning services, engaging community members in hands-on learning and farm food rescue and coordinate the distribution of surplus crops, making our local food system more inclusive. Beyond this deep immersion into gleaning, the Program Director will become familiar with all of Salvation Farms programmatic work and supervise all program staff.

Agricultural experience specific to crop production and handling a must. Supply chain and logistics experience as well as understanding inventory management and principles of food safety are strongly preferred. Experience supervising staff and teams is critical.

Visit the link below to learn more and to find out how to apply.


Communications & Outreach Coordinator | Vermont Land Trust | Montpelier, VT

At Vermont Land Trust (VLT), a nationally recognized leader in land conservation, we work to make Vermont’s communities and working landscape vital, resilient, and connected. We protect the places that make Vermont special—forests, parks, trails, rivers and more. This conserved landscape provides communities with local food, maple syrup, clean air and water, as well as opportunities for hiking, hunting, and deepening connections to the land—today and in the future.

We have a great story to tell and want you to help us tell it! We’re looking for a self-motivated person with excellent writing skills to bring our work with communities and landowners alive through stories shared on social media, our website, videos, publications, and membership communications. Stories can also come from experiences: the person in the position will help manage our events program and keep attendees engaged in our work after the events are over. This person will also support our fundraising work by applying communications know-how to crafting compelling letters, telling the stories of those who support conservation, and developing engaging fundraising materials.

This position is full-time and based out of our Montpelier office. Statewide travel is a part of this job; willingness to travel, a valid driver’s license, and access to a car are required.

Starting salary for this position is $44,192, plus a very competitive benefits package.

Job Description:

The full job description can be downloaded here (PDF).

How to apply:

Apply by May 14, 2019 by attaching your resume and cover letter in an email to search@vlt.org.

VLT is an Equal Opportunity Employer
Appalachian Voices is seeking a Field Coordinator based in our Norton, Va., office to build local power and engagement in the Just Transition movement by recruiting, engaging, and activating community members in Southwest Virginia through our New Economy Program. The Field Coordinator will develop community leaders, support the strengthening of new and existing community-based organizations, conduct educational trainings on solar and economic development, and execute strategic campaigns focused around solar, coal-impacted land redevelopment, and land ownership issues in Southwest Virginia.

This position will foster the connection between community members and our work, making sure that local, diverse community voices and perspectives are informing the economic and community development decisions that are being made both within our organization and the region as a whole. Foundational to success is a well-developed understanding of community organizing in rural settings, as well as community and economic development within a Just Transition framework.

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.

Strong candidates will:
- Demonstrate strong skills in community engagement and organizing including recruiting and stewarding volunteer leaders in rural and marginalized communities.
- Understand, or be able to learn, state and federal policies and programs that impact Central Appalachia, particularly at the intersection of environmental justice and economic development.
- Effectively facilitate dialogue and listen deeply to the perspectives of partners and stakeholders.
- Thrive in a highly collaborative setting while being self-motivated and creative.

Specific workload includes:
- Building relationships with community members and key partners;
- Supporting the strengthening of new and existing community-based organizations;
- Planning, organizing and executing public events including community meetings, presentations, workshops, town halls, petition drives, press conferences, etc.;
- Implementing campaigns and supporting projects of our New Economy program;
- Working closely with the communications team to develop digital materials for emails, newsletters, action alerts, blogs, social media posts and events, and other online communications tools to mobilize our membership;
- Maintaining detailed databases and listservs for volunteers, community leaders, community partners, etc.

The New Economy Field Coordinator position is based in our Norton, VA office and will report to the New Economy Program Manager. This is a place-based employment opportunity within far Southwest Virginia, working out of our Norton office on a daily basis, without the option of telecommuting. Our office is located within walking distance of the Jefferson National Forest and has easy access to multiple incredible outdoor recreation opportunities and cultural assets. The region is in the midst of an exciting renaissance, and we seek an individual who is as excited about being a part of that—both professionally and personally—as we are.

Benefits: Appalachian Voices offers competitive compensation and benefits that includes employer-paid health care, vision and dental policies with options to include family members at a reduced cost; as well as generous paid vacation and parental leave, and an employer-matched retirement plan

How To Apply: Applications will be accepted until this position is filled and interviews may start by mid-May 2019. The start date will be July 1 or later. Apply now! Please send resume and a brief cover letter (one page) that addresses the questions below. Questions about the position are welcomed via email. No calls, please. chelsea@appvoices.org

1. What’s your connection to Appalachia and why do you want to work in Norton, Virginia?
2. Share one example of your experience organizing with communities to achieve a goal: what was the objective, who was involved and what was your role?
3. What does a Just Transition in Appalachia look like to you?

http://appvoices.org/
Communications and Development Associate | Center for International Environmental Law (CIEL) | Washington, DC

The Center for International Environmental Law seeks a strategic, detail-oriented self-starter to contribute to a multi-faceted communications and development program designed to strengthen CIEL’s role and impact as a leader in defending the right to a healthy planet. This is a great opportunity for an energetic individual who is passionate about using communications to support cutting edge international legal campaigns working to protect human rights and the environment.

For nearly 30 years, CIEL has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. CIEL’s dynamic team of international attorneys and experts work together in a collaborative and supportive work environment to tackle some of the most timely and challenging issues facing people and the planet.

The position requires superior writing and editing capabilities, an excitement for social media, creative problem-solving and quick-thinking, and a dedication to environmental advocacy. The Associate will pitch, research, draft, and edit on behalf of programs, for both external communications and fundraising opportunities. The ideal candidate will also have familiarity producing content for multimedia platforms and with visual design. This is an opportunity for a passionate communicator and team player to have real impact on some of the biggest issues of our time.

The position is full-time and based in Washington, D.C. A complete position description is available here. Salary is commensurate with experience.

To Apply: Application will be open until filled, and considered on a rolling basis. Ideal start date is June 3. Please submit: resume, cover letter, a 500-word maximum response to the prompt: “why the environment is a human rights issue,” and a portfolio of recent and relevant work product in a single PDF document to reply@ciel.org with “Associate Application: Your Name” in the email title. Submitted materials should reflect your own work exclusively, without editing by others.

Application Deadline: Accepted on a rolling basis. Only shortlisted candidates will be contacted for interviews. Ideal start date for this position is June 3, 2019.

CIEL is a 501(c)(3) non-profit organization and is an equal opportunity employer and encourages individuals from a diversity of backgrounds to apply. CIEL offers an informal, friendly, and fun work environment with excellent benefits.

Food Entrepreneurship Coordinator | The Franklin County Community Development Corporation | Greenfield, MA

The Food Entrepreneurship Coordinator is a key member of the FCCDC and WMFPC team. They are the first person of contact for people interested in working in the Food Processing Center and often advise on basic food science, food production, and food systems. They spearhead the supply chain and sales of WMFPC owned and processed value-added products. The position involves a myriad of responsibilities including, but not limited to, attracting and onboarding clients, engaging farmers, assisting with product development, networking with institutional and retail store buyers, and selling WMFPC brands.

Applications are due May 10th.

More details, including how to apply, can be found here.
Organizer | Sierra Club: Oregon Chapter | Portland, OR

Salary: $46,000 - $52,000

Build grassroots power, build relationships, and build community! The Oregon Sierra Club, Oregon’s arm of the most enduring and influential grassroots environmental organization in the United States, is looking for a stellar organizer to join our team. This critical role will be focused on recruiting and developing volunteer leadership for climate justice, wilderness, legislative, and political campaigns across the state. In support of these exciting campaigns, the Chapter Organizer will also launch a new leadership development program which provides volunteers around Oregon with a combination of community organizing skills and the racial/economic/political analysis necessary to build a just and equitable organization, Oregon, and planet!

Official Sierra Club Job Description | Job Title: Chapter Organizer | Chapter: Oregon Chapter | Reports To: Chapter Director

Context: Builds public support to accomplish various campaign and program goals. Increases the number of volunteer supporters and leaders for issues related to climate change, water, public lands, fossil fuel resistance, clean energy, and equity. Recruits and trains volunteer leaders, and develops relationships with community leaders, other organizations and officials that can influence change on these issues.

Scope: The Organizer is responsible for recruiting, engaging, and motivating large numbers of new people to take repeated action which will further Sierra Club’s targeted campaign and program goals. Identifies and develops volunteers to take on the role of team and organizational leaders to build grassroots power. Identifies and builds alliances with other organizations which can influence decision-makers. Regularly works outside of the office and without direct supervision to communicate with officials, the media, partner organizations, and the public. Travels to relevant communities and locations to implement campaign plans.

Job Activities:
1. Works with Chapter staff and volunteers to devise and recommend a plan and strategy for a conservation campaigns and programs.
2. Identifies, recruits, and organizes volunteers both in Sierra Club and other groups around assigned campaign or program. Seeks opportunities to advance the Sierra Club’s equity initiatives through new partnerships and engagement strategies where appropriate.
   a) Engages people and develops volunteer leadership in both social and environmental advocacy activities that will create strong environmental communities and build power at the community, state, and national level.
   b) Develops and implements a variety of engagement strategies including on-line and face-to-face to develop networks to support Sierra Club goals.
   c) Maintains and develops new partnerships with affinity groups who share many common goals and values.
3. Works with appropriate chapter staff and volunteer entities to plan and implement visibility, media and community outreach events to generate public support with decision makers and in the media.
4. Identifies and is responsible for developing strong relationships with key people of influence including community leaders and public officials to influence positive campaign or program outcomes.
5. Identifies and develops volunteers, interns and fellows who will take work as part of a team and take on the role of team leaders to build our grassroots power and networks. Helps those leaders succeed by training and coaching them on how to strategize, organize, inspire and motivate.
6. Provides information, research, and other assistance to Sierra Club leaders, the public and others about the campaign or program and priority issues.
7. Coordinates and measures success of activities with manager and campaign or program leads to ensure progress towards the campaign’s mission and goals.
8. Performs administrative and clerical duties as assigned by supervisor.
9. Performs miscellaneous duties as directed.

Seasonal Activities: Heavier seasonal workloads may occur as a result of project deadlines, staff absences and vacations, and during peak activity periods. Frequent weekend and/or evening work required.

Knowledge & Skills: • 1 year experience working with volunteers in the environmental movement, political campaigns, or other, similar organizations to plan and implement grassroots campaigns. • Has a strong knowledge base of climate and equity issues. • Has current contacts or has the ability to develop contacts with environmental coalition partners. • Excellent writing and editing skills. Demonstrated skill in writing and producing newsletters. • Excellent verbal communication skills and demonstrated ability to clearly articulate ideas and easily strike up conversation with diverse groups of people. • Strong organizational and problem-solving skills and ability to work effectively in action-oriented office. • Ability to work independently, cooperatively and effectively with public, staff and volunteers. Strong ability to network, build trust, and build working relationships. • Able to travel as needed. Valid driver’s license, satisfactory driving record, and proof of auto insurance required. • Proficient computer skills including social networking sites, word processing, and database software.

Benefits: Benefits include medical, dental, holidays, as well as paid time off and sick time.

How To Apply Please submit a resume and cover letter. Applications will be reviewed and interviews scheduled on a rolling basis until the position is filled. https://chm.tbe.taleo.net/chm01/ats/careers/v2/viewRequisition?org=SIERRACLUB&cws=39&rid=1332
trevor.kaul@sierraclub.org https://www.sierraclub.org/oregon
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!