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.
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

“NOTHING IN THIS WORLD CAN TAKE THE PLACE OF PERSISTENCE.”
-- CALVIN COOLIDGE

Recommended Job Search Websites

Many of these sites allow you to set email alerts

- 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!
WHAT IS A FELLOWSHIP?

A “fellowship” is a short-term opportunity which can last anywhere from a few weeks to a few years. It can offer you the opportunity to focus on your professional development in your field as well as experiential learning. Fellowships are sponsored by specific organizations with the goal of expanding leadership in their field.

Does a fellowship pay?
That depends on the organization. Some may be unpaid but offer a stipend while others pay a generous stipend in addition to benefits including healthcare coverage and student loan repayment assistance.

How do I find out more?
To learn more about fellowships and to search for one, check out: Profellow.com

It’s a great resource for both opportunities and helpful suggestions for making your application competitive.

EXTERNSHIPS

An integral part of the master’s, LLM, and joint degree programs is gaining real world experience through externships. Our students explore environmental law, science, and policy in a wide variety of settings both locally and worldwide. Activities may include drafting regulations and legislation, preparing legal memoranda, drafting or commenting on environmental or land use plans, and fieldwork related to wetlands, energy efficiency, local food, and other environmental issues.

For more information on the program, please visit our Master’s Externship webpage here. You can log into the Current Student information page with your VLS credentials.

You may also contact Elijah Gleason for questions.
**AmeriCorps VISTA | Hunger Free Vermont | Burlington, VT**

Hunger Free Vermont is recruiting candidates for a full-time, 12 month AmeriCorps VISTA position to start on August 19, 2019. Seeking a collaborative, critical thinker to join our program team and work on expanding Hunger Free Vermont’s capacity to build robust online resource hubs across all Hunger Free Vermont’s program areas, as well as package outreach materials to promote nutrition programs. [Full position description here.](#)

To apply, send a resume and cover letter to [jobs@hungerfreevt.org](mailto:jobs@hungerfreevt.org)

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**Advocates for Ocean Conservation Intern, Oceans | Environmental Defense Fund | Austin, TX**

With world attention on both the environment and the economy, Environmental Defense Fund (EDF) is where policymakers and business leaders turn for win-win solutions. By focusing on strong science, uncommon partnerships and market-based approaches, we tackle urgent threats with practical solutions. We are one of the world’s largest environmental organizations, with more than two million members and a staff of approximately 630 scientists, economists, policy experts, and other professionals around the world. We operate in 22 geographies with unique projects running across four programs. You will be part of a vibrant workplace that welcomes diverse perspectives, talents and contributions, where innovation and results are a way of life.

Are you interested in exploring a career at an internationally-recognized environmental organization? By joining EDF as an Intern, you too can be part of a vibrant workplace that welcomes diverse perspectives, talents and contributions, where innovation and a focus on results are a way of life. EDF’s Internship Program welcomes intellectually hungry leaders to join us, advance our work, and cultivate the skills and relationships needed for a successful career working for the environment. Alumni of our Internship Program have gone on to important leadership positions, most notably our own President, Fred Krupp. Could you be the next Fred Krupp?

**Oceans Overview:** EDF’s Oceans program works around the U.S. and the globe to implement solutions to our oceans greatest issues. We work primarily in fisheries to advance our conservation goals while also ensuring a strong ocean economy in the communities where we work. We pride ourselves on working with user groups, regulators, and policy makers to find the most sustainable, economically viable solutions.

**Overall Function:** EDF’s Gulf team continues to build relationships with anglers, charter captains, and businesses owners tied to the Gulf of Mexico recreational fishery. These relationships play a key role in advancing conservation-driven reform at the regional and national level. The intern will help lead our development of a Diversity, Equity, and Inclusion (DEI) strategy for outreach and advocacy work with these stakeholders. Our DEI strategy will include messaging, identifying grasstop leaders and consultants in this space, advising our digital outreach campaigns, and conducting direct outreach to diverse anglers and business owners in the recreational fishery in the Gulf. The Gulf team will work with the intern to educate them about the current issues in the Gulf and U.S. fisheries, including how we have made progress on reducing overfishing in the Gulf over the last 15 years. We will also mentor the intern in the areas of our expertise including political outreach at the state and national level, scientific research that we are working on to help solve current issues, and our broader Gulf grassroots organizing strategy. We expect that the intern will get opportunities to travel to the coast to assist with direct outreach efforts and to meet existing partners in the fishery.

**Key Responsibilities:** Tasks will include but are not limited to:

- Research other organizations in the Gulf and US that focus on DEI in outdoor activities, including recreational fishing. Identify best practices that these companies and organizations have used to promote DEI, recommend which groups could be a good fit for EDF to partner or contract with.
- Draft a DEI strategy, present to the Gulf of Mexico team, and finalize the strategy for long term use by the Gulf team. This DEI strategy will include both grassroots and grasstops recruitment tactics in the region as well as strategies to maximize effective messaging to state and U.S. representatives in Washington.
- Support the Gulf team with crafting messaging that will be used in digital outreach campaigns, social media, newsletters, and printed collateral.

**Qualifications**

- Demonstrated interest in marine conservation is desired, interest in fishing is a bonus.
- Coursework in marine science, political science, and/or communications is also desired.
- Experience in grassroots organizing is desired but not required.
• Individual should also be highly personable and willing to speak with stakeholders from a variety of backgrounds.
  · Excellent written and oral communication skills.
  · Must be well organized, motivated, and detail-oriented.
  · Ability to multi-task, prioritize and meet deadlines.
  · Ability to work in a team setting and have the ability to work independently when projects are due.
  · Demonstrate initiative and problem solving skills.
  · A student enrolled in an accredited institution pursuing an Undergraduate or Graduate degree.

Term: 8-10 weeks during the summer | Hours: Full-time (35 hours/week)

Compensation: This is a paid Internship.

Application Materials: Interested applicants should attach their cover letter and resume to the EDF application. Apply

Environmental Defense Fund is an equal opportunity employer where an applicant’s qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.

Electrification Equity Intern, Energy | Environmental Defense Fund | Boston, MA

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Energy Program Overview: The EDF Energy program strives to accelerate the deployment of regulatory practices, technologies and business models needed to bend the curve on global oil and gas emissions by 2030. The electrification of buses and large trucks is a core aspect of our work, as these vehicles are a fast growing source of global oil demand and a major source of local air pollution. This air pollution contributes to severe health challenges, including tens-of-thousands of premature deaths annually. This health burden is disproportionately borne by disadvantaged communities.

Overall Function: EDF is launching a new campaign to accelerate the uptake of electric heavy-duty vehicles and to power these vehicles with clean energy. EDF will focus our efforts on financing models that will increase fleet uptake of electric heavy vehicles; charging these trucks with clean energy to maximize the environmental benefit; and deploying these vehicles to cut air pollution for disadvantaged communities.

This intern will undertake an exploration of how large electric trucks and buses are being used today to reduce local air pollution and explore potential opportunities for EDF to contribute to the accelerated deployment of these vehicles.

The intern will work closely with the director, on-road vehicles and engage regularly with other team members. The intern will participate in an organization-wide program that introduces interns to EDF

Key Responsibilities: Tasks will include but are not limited to:
  • Conduct a landscape assessment of current efforts to deploy zero emission large trucks and buses to drive air pollution reductions in disadvantaged communities.
  • Examine how large trucks and buses contribute to air pollution hot spots in several leading cities; and recommend zero emission vehicle deployment projects that would meaningfully reduce these impacts.
  • Support ongoing EDF projects to accelerate the adoption of large electric trucks and buses.
Qualifications

- Excellent written and oral communication skills.
- Must be well organized, motivated, and detail-oriented.
- Ability to multi-task, prioritize and meet deadlines.
- Ability to work in a team setting and have the ability to work independently when projects are due.
- Demonstrate initiative and problem solving skills.

Term: 8-10 weeks during the summer | Hours: Full-time (35 hours/week) | Compensation: This is a paid Internship.

Application Materials: Interested applicants should attach their cover letter and resume to the EDF application.

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Environment America Policy Fellow | Work for Progress | Boston, MA

Start Date: August 5, 2019 | Application Deadline: May 27, 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: Click here and fill out our online application.

THINGS TO KNOW BEFORE YOU APPLY: 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.
Start Date: August 5, 2019 | Application Deadline: May 27, 2019 | Salary: At least $27,000

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HOW TO APPLY: learn more and apply at our website.

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IN-19061 Communications Intern, International Climate Cooperation | World Wildlife Fund | Washington, DC

**Overview:** World Wildlife Fund (WWF), the world’s leading conservation organization, seeks a graduate-level communications intern to join the International Climate Cooperation Program (ICCP) within WWF-US’ Climate Goal Team team this summer. Under the supervision of the Senior Program Officer, US and International Climate Cooperation, the communications intern will largely support the programmatic communication needs for the initiative on Alliances for Climate Action (ACA). The communications intern will work closely with the ICCP team to refine and implement the 2019 communications plan for the initiative. The communications intern will help draft content for the Alliances for Climate Action website and facilitate content-based upgrades to the current site alliancesforclimateaction.com. The position will also help draft communication products for key international and domestic events including the G20, the United Nations Secretary General Summit, The Climate Week, COP25 and others. The position also performs desk research on specific climate-related topics, support the coordination with ACA partners, WWF country offices and other managers as needed.

The Alliances for Climate Action is a global network of domestic multi-sector coalitions committed to supporting the delivery and enhancement of their countries’ climate goals. ACA connects cities, states, the private sector, investors, universities and civil society at the domestic level so that they can work with each other and with their national governments to drive climate action.

**Responsibilities**

• Support refinement and implementation of the Alliances for Climate Action (ACA) 2019 communications plan

• Produce written content for the ACA website, including updating of the landing page, updating climate-focused news, stories and case studies

• Conduct quick desk research on existing databases that track and analyze climate action and climate policy engagement by companies, cities, regions, and other actors

• Work with the WWF-IT team to create the content and design of a “Climate Action Platform”

• Coordinate and schedule calls with ACA partners and WWF country offices, and track notes and next steps from the calls

• Collaborate with managers across the ICCP team to implement the communications plans and provide additional support as needed

• Work closely with the communications teams in WWF country offices during international climate events such as the G20, United Nations Secretary General Summit, The Climate Week, Regional Climate Weeks, and domestic launches of ACA in various countries

**You can expect:**

• A relaxed, flexible and professional work environment

• Opportunities to attend learning sessions at WWF and events in DC on a variety of conservation and environmental topics
Qualifications

- Experience distilling complex topics into compelling narratives for public audiences
- Knowledge and experience with basic Content Management Systems like Drupal and Wordpress
- Familiarity with social media tools including Twitter, LinkedIn and Facebook
- Solid experience using Microsoft Word, Excel, PowerPoint, Mailchimp and Outlook
- Excellent writing and research skills
- Excellent organizational and project management skills
- Ability to multi-task and pitch in at all levels with a “can do” attitude
- Ability to work and communicate effectively with colleagues and partners from diverse backgrounds and stakeholder groups is essential
- A commitment to the mission, goals and values of WWF
- Background and interest in international climate policy/climate change issues and climate communications a plus
- Professional fluency in Spanish is an added asset but not required
- Preference will be given to candidates in a related field, such as sustainability management, international relations, environmental economics, government policy, international development, environmental science, environmental policy, conservation policy, or natural resources management
- For those accepting course credit for this internship, current enrollment in a graduate degree program accepting course credit for the internship is required.

Compensation: Paid ($20/hour); 35 hours per week

Expected duration of internship: May-August, with the possibility of extending to September

How to apply: Please submit a resume & cover letter through our Careers page. https://careers-wwfus.icims.com/jobs/search, IN-19061

As an EOE/AA employer, WWF will not discriminate in its employment practices due to an applicant’s race, color, religion, sex, national origin, age, marital status, genetic information, sexual orientation, gender identity and expression, disability, or protected Veteran status.

AmeriCorps Farm-To-School Coordinator | Green Mountain Farm-To-School | Newport, VT

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

Start date: August 2019.

Complete job description is available here.

To apply, submit a resume, cover letter, and essay to jobs@gmfts.org. Essay topic: please explain one way you would introduce children to healthy, local foods (max 200 words). No phone calls please. Open until filled. EOE.

CONGRESSIONAL FELLOWSHIPS ON WOMEN & PUBLIC POLICY

The Women’s Congressional Policy Institute has been the home of the Congressional Fellowships on Women and Public Policy (formerly the WREI Fellowships) since 2014. The fellowships are extended each year to a select number of students pursuing a graduate degree or those who have recently completed a master’s, doctorate, or professional degree with a proven commitment to equity for women. Fellows gain practical policymaking experience and graduate credit as they work from January to August in Congressional offices.

The Fellowships are designed to train potential leaders in public policy formation to examine issues from the perspective, experiences, and needs of women. This program is unique—the only graduate level fellowship program on Capitol Hill focused on women.

For more information and to apply, visit: https://www.wcpinst.org/our-work/congressional-fellows/
Volunteer & Outreach Coordinator | Napa County Resource Conservation District | Napa, CA

Application Deadline: May 16, 2019 | Salary: $52,000 - $62,400 | Work Location: Main office in Napa, California, and community work throughout Napa County. | Status: Flexible: 80% to 100% FTE will be considered. This at-will position is fully funded for one year, and continued employment is contingent on additional funding. Application Deadline: Open Until Filled (First screening deadline is May 16, 2019) | Compensation: $25 - $30 per hour plus benefits

Are you interested in conserving, protecting, and restoring natural resources? Do you get excited about making a positive impact in your community? If so, we invite you to take advantage of an opportunity to use your skills to build a better future for Napa County residents, businesses, and visitors. The Napa County Resource Conservation District (RCD) is seeking applications for a Volunteer and Outreach Coordinator (Coordinator) to join its dynamic team of natural resource professionals.

Organizational Background: Napa County Resource Conservation District (RCD) is a non-regulatory special district that facilitates natural resource conservation through community involvement, education, technical expertise, and scientific research. Since its founding in 1945, the RCD has been committed to using voluntary, cooperative, and scientifically sound methods to ensure that the natural resources of Napa County are conserved, protected, and restored in a landscape that supports agriculture, urban areas and wild spaces. Learn more about us here: [http://naparcd.org/](http://naparcd.org/)

Position Summary: Reporting directly to the Program Director, the Coordinator will primarily assist with: recruiting, coordinating, and retaining volunteers; coordinating workshops and events; preparing and distributing education and outreach materials; and serving as a public representative of the RCD. The Coordinator will also support other core RCD activities as needed. The individual must be highly motivated, have strong attention to detail, have strong communication skills both in-person and in-writing, and have an ability to execute defined projects efficiently and in a timely manner.

Duties & Essential Job Functions:

Volunteer Coordination:
- Coordinate community volunteer events such as watershed clean-ups (e.g. Coastal Cleanup Day, Earth Day Cleanup and Waterway Keepers Cleanups), tree planting, and vegetation management activities.
- Develop and coordinate citizen-science monitoring programs focused on oak mortality, watershed health, and related issues.
- Recruit, coordinate, and retain volunteers to participate in RCD events and activities.
- Supervise RCD’s student interns.

Outreach Coordination:
- Develop, coordinate, and advertise workshops and events on a variety of conservation topics and for a variety of audiences, including farmers, youth, and underserved populations.
- Coordinate RCD’s WILD lecture series.
- Develop education and outreach materials and presentations for RCD programs and projects in collaboration with RCD staff and other partners.
- Coordinate RCD outreach through social media, monthly e-newsletters, and e-blasts.
- Assist with management of the RCD website.
- Represent the RCD at community events, meetings, and workshops in a professional manner.
- Develop and implement appropriate tabling activities based on anticipated audience.

Administration and Other Support:
- Prepare project reports and ensure compliance with grant/contract requirements, including budget tracking.
- Interact and maintain positive communications with numerous stakeholders (community groups, local, state, and federal agencies, educators, environmental and other non-governmental organizations, etc.).
- Identify funding sources and prepare funding requests to support RCD programs.
- Under the direct supervision of RCD staff, assist with other activities as needed, including field surveys, biological and hydrological monitoring, program evaluation, and data entry.

Minimum Qualifications:
- High school education or equivalent.
- Excellent written and verbal communication skills.
- Excellent organizational skills, including the ability to set priorities, manage time, work under pressure and manage multiple projects effectively.
• Demonstrated success in planning and coordinating events, workshops, and outreach efforts.
• Demonstrated success in developing education and outreach materials.
• Demonstrated success in recruiting and managing volunteers.
• Demonstrated ability to engage and collaborate with diverse groups and stakeholders, including students of all ages, landowners, non-profit agencies, resource agencies, and the general public.
• Ability to take initiative and work independently with a minimum amount of supervision.
• Ability to work collaboratively in a professional manner with a diverse group of co-workers, partners, and stakeholders.
• Desire to embrace the mission of the RCD to promote responsible natural resource management through voluntary community stewardship and technical assistance.
• Strong computer skills, including the ability to easily navigate the internet, use Outlook, create Word Excel, and PowerPoint documents, and use Adobe Creative Suite or other similar software for graphic design.
• Familiarity or experience with social media platforms like Facebook, Instagram, YouTube, and LinkedIn.
• Experience or willingness to be trained in website design and management.
• Must be willing to travel locally within Napa County, and regionally within the Bay Area and Sacramento Valley region.
• Must be willing to maintain a flexible work schedule, with occasional work on weekday nights and weekends being required.
• Must possess a valid driver’s license, good driving record, and proof of insurance at the time of hire.
• Must successfully complete a background check.

Preferred Qualifications:
• Bachelor’s degree from an accredited university.
• Spanish fluency or proficiency.
• Demonstrated experience writing, managing, and reporting on grants.
• General understanding of watershed processes and ecology.
• Familiarity with Napa County’s geography, ecology, and environmental issues.
• Familiarity with sustainable agriculture and natural resource conservation practices and principles.
• Professional experience in the public or nonprofit sectors.

Work Environment:
Work hours are generally 8 A.M. to 5 P.M. from Monday through Friday, however, some work on weekday nights and weekends will be required. The primary place of work is the RCD office in Napa, California, but local travel will be required, primarily within Napa County and the Bay Area / Sacramento Valley region. Work is performed in indoor and outdoor settings including:

• A professional office environment that includes operation of standard office equipment such as computers, tablet devices, phones, copies, calculators, and filing cabinets.
• Field settings that include various terrains, and hot, cold, and wet conditions.

Physical Requirements: The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, and use repetitive motions. The visual capacity to review and edit documents, and the ability to frequently remain in a stationary position, operate a computer and other standard office equipment, and converse by telephone and in person. Ability to occasionally lift and/or move up to 30 pounds. Ability to work outside on uneven terrain in all weather conditions. Driving required for local travel.

Benefits: RCD full-time employees receive holiday, sick, and vacation leave, CalPERS retirement benefits, an employer-paid health insurance plan, dental insurance, and access to a voluntary deferred compensation program.

Level of Language Proficiency: Spanish fluency or proficiency desired.

How To Apply: To apply, please send your resume, cover letter, two sample documents, and a list of three professional references to the attention of Anna Mattinson, Napa County Resource Conservation District, 1303 Jefferson St., Ste. 500B, Napa CA 94559; email: anna@naparcd.org. Please treat your cover letter as an invitation to tell a story that illuminates your interest in the field of natural resource conservation and in the work of the RCD. The two sample documents should be brief (1-3 page) and should demonstrate both your writing and graphic design skills. The position is open until filled. The first screening deadline is May 16, 2019. The selection process may consist of, but is not limited to, an evaluation of the applicant’s qualifications, one or more in-person or phone interviews, and an exam or exercise. Any part of the selection process, including a decision to hire, may be modified or canceled to meet the needs of the RCD. The RCD is an equal opportunity employer and encourages diversity.
Food Educator & Program Evaluation Coordinator | Local Matters | Columbus, OH

Application Deadline: May 10, 2019

Food Educator & Programs Evaluation Coordinator | Position Reports to the Director of Programs
Local Matters, headquartered in Columbus, Ohio, is a nonprofit organization, with a mission to create healthy communities through food education, access, and advocacy. We are seeking energetic candidate for Food Educator & Programs Evaluation Coordinator, a key role in the delivery of our curricula, spanning all ages and backgrounds.

Position Summary: This position will report to the Director of Programs. The Food Educator & Programs Evaluation Coordinator will be a member of the Local Matters Education team to assist with the implementation of all food and garden-based curriculum and education programming. This programming engages youth, adults, families, and individuals aged pre-k through seniors. Local Matters utilizes our curricula - Food Matters, Cooking Matters, and Growing Matters, and Wellness Matters - to teach children, teens, and adults about healthful whole foods, where healthful food comes from, how it grows, how to prepare it, and why what we eat matters.

This role also supports and leads program-wide evaluation coordination efforts within Local Matters. Working collaboratively with the development team, this person will lead evaluation efforts to collect program data, maintain records, and access reports for program and development use and interpretation.

Local Matters is looking for a fun, energetic, and dynamic educator to support the organization’s goal of expanding food education and access throughout Central Ohio.

Primary Responsibilities Include:

- Teach nutrition education and life skills through food preparation and hands-on, interactive experiences
- Educate individuals about healthful, whole foods through engaging activities that frame the relationship between the food they eat and the health of their bodies.
- Invite families and communities to learn about nutritious foods and chronic-disease prevention by participating in classroom lessons, parent engagements, community workshops, hands-on cooking classes, gardens, special events, and collaborative projects related to food
- Execute and coordinate Food Matters and Growing Matters evaluation process and procedures and maintain accurate data records
- Support community programs and wellness event program evaluation
- Maintain culture of evaluation within organization by coordinating evaluation processes and procedures and collaborating with others, primarily grants manager

Qualifications & Skills:

- Strong classroom-management skills and enjoyment of working with children, families, and adults
- Ability to meet people where they are and deliver work with a culturally thoughtful approach
- Willingness to work collaboratively with other staff, interns, and volunteers
- Strong organizational and time management skills
- Basic computer skills, knowledge of Microsoft Office programs (Word, Excel, Publisher etc.)
- Familiarity with food preparation and basic gardening
- Strong communication and relationship-building skills
- Flexible, friendly, and positive
- Comfortable making adaptations to lesson plan based on the needs of the children
- Bachelor’s degree or minimum 2+ years of experience in related field
- Education and/or professional background in early-childhood education, nutrition, or horticulture
- Reliable access to transportation and willingness to travel within the Greater Columbus Metropolitan Area

Position available immediately. The hours for this position are Monday - Friday, between 9:00am – 5:00pm with evening hour and weekend availability required. Schedule will vary based on the needs of the program.

Local Matters is an Equal Opportunity Employer.

Compensation, Benefits, and Perks: Local Matters offers Food Educators a competitive wage and comprehensive benefits. All employees are given support to be their best, healthiest, and most productive selves with each employee also receiving access to a subsidized membership to The Fitness Loft, conveniently located upstairs from the offices.

To Apply: Please email a cover letter, resume, and three references to Victoria Strickland at tstrickland@local-matters.org. Incomplete applications will not be accepted.
Network Weaver, New England | Grist | Boston, MA

Grist, the environmental media organization, is seeking a leader to build a New England hub of its ambitious new program Fix. Serving as Grist’s solutions lab, Fix is one-half network-building and one-half storytelling. The program identifies and lifts up a diverse array of leaders working toward a planet that doesn’t burn and a future that doesn’t suck. It brings them together to break down silos, develop new partnerships, and accelerate solutions. And through storytelling, live events, and partnerships with culture-shaping institutions, it ushers in a whole new narrative of what’s possible to achieve a world that works for everyone.

The network weaver will partner with the Fix leadership team, including Grist’s founder, to develop and implement a regional strategy for the program, establishing its New England branch. Working across the six states, we aim over the next three years to build a network of hundreds of regional leaders that fosters new connections, collaborations, and learnings, and that represents a powerful and diverse wave of leaders in sustainability. And we plan to advance the world-changing work of such leaders, whom we call Fixers, using in-person convenings and the power of media to drive the public to action.

The network weaver will help to design and implement a one-year pilot involving ~50 New England Fixers from a range of disciplines and backgrounds, knitting together the network and connecting the regional network to program efforts across the country. The work will involve community-building, events, and a heckuva lot of partnering. In the role, we are looking for a creative, results-oriented leader who has led programs in the past. The successful candidate will come with a broad knowledge of the environmental and social-justice spaces, and relish connecting the dots and weaving together relationships. The role will be based in New England, and entail frequent travel across the region. It will begin as a one-year assignment, with the potential to transition into a longer-term position.

Responsibilities: Fix believes in a systems approach to problem-solving. The challenges we face as a society are too big, and too complicated, for any one person to address. Fixers are already leaders. Fix helps them take their work to the next level, equipping them with new relationships, resources, and ideas, and boosting their stories through our media platform. In New England, the network weaver will:

- Establish the regional Fixers network and serve as matchmaker and relationship-weaver for Fixers, connecting them to opportunities to expand their reach and deepen their work
- Pilot a set of program offerings -- from events to mentorship opportunities to storytelling about solutions -- that build a Fixer community and connect them to the public
- Serve as Fix’s liaison with a partner organization whose 400-acre retreat center and arts-performance space in New Hampshire will serve as homebase for the majority of our in-person convenings
- Manage significant projects, including events, outreach, and general communications work
- Build and nurture a growing community of Fixers, engaging with ~50 leaders in year one and laying the groundwork for the network to expand to hundreds in later years
- Seed and build on unlikely partnerships to strengthen and bring new opportunities to the network
- Help to create a culture within the national Fix network that values complex reciprocity, where information and resources are shared without expecting a return

Qualifications: The ideal candidate for this position is a mission-driven, strategic professional with a creative spark, a passion for project management, and significant experience community-building. You must possess exceptionally strong leadership and interpersonal skills, and have demonstrated excellence in planning, priority-setting, tactical execution, and communications. You should be passionate about people — and about saving the planet and building a more just world (but not in a tree-hugging sort of way!).

These words and phrases make us think of you:

- At least 3-5 years’ experience in building and nurturing networks, coalitions, or communities of practice that encompass a range of perspectives, cultures, and backgrounds
- Comfortable working in a quick-paced environment to help develop a new program area that will involve experimentation, learning, and adjustments along the way; ability to push through ambiguity to deliver results
- Deep passion for building and supporting relationships; skilled in lifting up the work of others, often in a behind-the-scenes way
- Strong project-management skills and attention to detail
- Team player with an entrepreneurial bent
- Talent scout
- Demonstrated knowledge of environmental and social-justice issues, and experience working with a range of sectors
- Experience in diversity, equity, and inclusion work
- Superb written and verbal communication skills
- Comfortable flying in the cloud (Google Drive, Slack, Salesforce, Dropbox, etc.), and proficiency with Kumu or other network-mapping tools
- A flexible schedule, including travel and occasional work on evenings and weekends; the first network event will take place during the last week of July 2019
- Proudly based in New England with a sophisticated understanding of regional issues and the people involved
- A wicked sense of humor

Compensation: Compensation will be competitive and commensurate with experience. This is a one-year position that may extend to future years.

Grist’s commitment to a diverse, inclusive staff reflects our vision of a just, sustainable world. We do our best work when we embrace differences and thrive when we explore them. We’re interested in hearing from people who can work with diverse colleagues of varied experiences. We are committed to equal-employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or veteran status.

To apply, please send a resume and a cover letter to networkweaver@grist.org with “Network Weaver” in the subject line. We are looking for a thoughtful, personalized cover letter that displays your qualifications, enthusiasm, and communication style. No phone calls, please.
Sustainable Water Project Manager – 47517 | The Nature Conservancy | Sacramento, CA

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: California’s Water Program is working towards a sustainable water future that integrates nature’s water needs to create a more resilient and dynamic water supply for people. The Sustainable Water Project Manager leads a range of projects to support the Sustainable Water Management (SWM) Team within the Water Program. The SWM Team is advancing strategies to improve instream flows, achieve sustainable groundwater management and strategically retire and restore upland habitat. This position leads existing and emerging initiatives within and across the strategies, as well as represents the Conservancy with key partners and audiences across the state.

Essential Functions: The Project Manager will use their skills, experience, and relationships to deliver results for ecosystems and species in California. As part of a multidisciplinary team, this position leads and supports projects across and within the strategies, with an initial focus on outreach to and engagement with external stakeholders. Outreach entails building strategies, tactics, metrics, and team expertise to effectively influence partners to take specific desired actions, such as implementing projects to enhance instream flows, incorporating groundwater dependent ecosystems into groundwater sustainability plans and testing restoration opportunities on idled farmland. This includes identifying and resolving science gaps, developing compelling messaging and advancing policy to compel action. In addition, this position will help demonstrate and replicate innovative pilot projects to provide instream flows for migrating salmon. The responsibilities of this position will evolve over time, as emerging projects gain momentum. To be successful, we seek a candidate with strong project management skills, a proven communicator who can engage with diverse audiences across a range of media, and an adaptive and independent learner who can lead projects through uncertainty.

Responsibilities & Scope

- Leads and manages teams through various phases of project development, ranging from project inception to completion
- Engages with a variety of internal and external teams and partnerships to deliver priority conservation outcomes
- Develops and manages annual work plans, including aligning individual objectives to accomplish plan objectives
- Develops and manages budgets
- Leads teams to identify and develop tools, papers and products that advance our strategies.
- Influences diverse stakeholders to take actions at various geographic scales, from local communities to statewide entities.
- Develops local capacity to enable successful replication of projects of approaches, including building adequate financial, scientific and management capacities to sustain successful programs without the Conservancy's engagement long-term.
- Identifies emerging opportunities to advance the Conservancy’s mission and SWM strategies
- Identifies potential funding sources. Develops funding proposals. Leads reporting to funders.
- Supports teams, as needed, as a project manager or team contributor.
- Manages contracts in accordance with applicable policies and procedures.

Minimum Qualifications

- BA/BS degree and 5 years’ experience in conservation practice or equivalent combination of education and experience.
- Experience managing complex and/or multiple projects, including staffing, workloads and finances under deadlines.
- Experience in partnership development with non-profit partners, community groups and/or government agencies.
- Strong written and oral communication skills.
- Experience negotiating.

Desired Qualifications

- Multi-lingual and multi-cultural or cross-cultural experience appreciated.
- 5-7 years’ experience in conservation practice or related field or equivalent combination of education and experience.
- Demonstrated experience influencing, developing and implementing conservation policy and/or plans.
- Supervisory and/or leadership experience, including motivating, leading, setting objectives and managing performance.
- Politically savvy.
- Knowledge of California water issues, especially as they pertain to nature and/or agriculture, preferred.
- Experience using social media for influence, preferred.
- Demonstrated experience in fundraising, preferred.

TO APPLY TO THIS POSITION, please visit careers at 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, 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.
**Program Overview:** WRI has long been respected for its technical expertise and stakeholder engagement on climate action, including supporting implementation and enhanced ambition in a wide range of countries and contributing to successful international progress through the UNFCCC, the Paris Agreement process, and other fora. This work includes assessment of options and opportunities for increasing transparency and raising ambition of climate action, including by leveraging action in key sectors and convening across many types of stakeholders and actors, including business, cities, and states.

**Job Summary:** As Research Analyst, you will bring excellent analytical, organizational, and communication skills to support the Global Climate Program. You will serve as one of the core members of the International Climate Action Initiative team housed within the Global Climate Program and will contribute to the program’s efforts to implement and support the Paris Agreement on climate change.

In this role, you will contribute to the team’s research and analysis on transparency, capacity building and raising ambition to fulfill the promise of the Paris Agreement. The role will also involve coordination among WRI staff and with external partner organizations for various international climate policy initiatives. It will also include tracking of project deliverables, maintenance of shared knowledge systems, support for funding proposals, use of project management tools, and support for other priority activities as needed.

**Job Responsibilities**

**Research & Knowledge: (60% time)** • Contribute to the WRI team’s efforts to support the implementation of the Paris Agreement, including research and analysis, especially on transparency, capacity building and raising ambition. • Contribute to and/or author of working papers, blogs and presentations on issues relevant to WRI’s international climate strategy, especially to support projects such as PaSTI (Partnership to Strengthen Transparency for co-Innovation). • Review knowledge products written by other researchers and provide support and advice, where relevant.

**Partner Coordination and Administrative Support (40% time)** • Coordinate WRI’s efforts under PaSTI and support our strategy to raise ambition, including liaising with external partners and WRI colleagues across programs. • Organize internal and external convenings to support PaSTI and other relevant activities. • Support the engagement with external partners, including other think-tanks and private sector actors. • Support project management activities, including monitoring and evaluation of projects, preparation of publication plan, management of peer review processes for publications for PaSTI, and assistance in stewardship efforts. • Help to prepare communication materials (e.g., meeting agendas, PowerPoints, templates, slide decks).

**Job Qualifications** • One+ year of relevant, full-time work experience in environmental, climate or related fields • Bachelor’s degree in environmental policy, international relations, public policy or related field • Knowledge of climate change issues. Expertise and experience concerning international and/or national climate policies, issues of transparency and accountability, capacity building, and ambition preferred • Strong analytical skills with extensive experience with library and internet research and producing data base • Strong research and organization skills and proven ability to deliver high-quality work • Excellent writing, editing, presentation, and interpersonal communication skills • Attention to details and ability to work well in a team, manage multiple priorities, and work under tight deadlines • Understanding of Microsoft Office suite, internet applications, social media, blogs, etc. • US work authorization is required for all WRI US opportunities. WRI cannot offer visa sponsorship for this opportunity.

**How to Apply:** Applicants must apply through the WRI Careers portal to be considered. [APPLY](#)

**WRI Overview:** World Resources Institute (WRI) is an independent, nonprofit global research organization that turns big ideas into action at the nexus of environment, economic opportunity and human well-being. We are working to address seven critical challenges that the world must overcome this decade in order to secure a sustainable future for people and the planet: climate change, energy, food, forests, water, sustainable cities, and the ocean.

We are passionate. We value our diversity of interests, skills and backgrounds. We have a flexible work environment. And we share a common goal to catalyze change that will improve the lives of people. Our shared ideals are at the core of our approach. They include: integrity, innovation, urgency, independence and respect.

The foundation of our work is delivering high-quality research, data, maps and analysis to solve the world’s greatest environment and international development challenges, and improve people’s lives. We work with leaders in government, business and civil society to drive ambitious action and create change on the ground. Equally important, we bring together partners to develop breakthrough ideas and scale-up solutions for far-reaching, enduring impact.

We have been growing rapidly: our staff has doubled in size over the past 5 years and our operating budget is now $120 million. Founded in 1982, WRI has a global staff of 800+ people with work spanning 60 countries. We have offices in Africa, Brazil, China, Europe, India, Indonesia, Mexico and the United States as well as a growing presence in other countries and regions.

WRI is committed to advancing gender and social equity for human well-being in our mission and applies this principle to our organizational and programmatic practices.

The World Resources Institute (http://www.wri.org) is an environmental and development research and policy organization that creates solutions to protect the Earth and improve people’s lives. As an Equal Opportunity Employer, it is WRI’s policy to recruit, hire, and provide opportunities for advancement in all job classifications without regard to race, color, religion, sex, national origin, age, citizenship, marital status, sexual orientation, gender identity, parental status, protected veteran status, or disability. WRI’s global agenda requires a staff that is diverse – with respect to race, gender, cultural, and international background. Diverse perspectives and experience enhance the way WRI selects and approaches issues, as well as the creativity and applicability of WRI’s policy research and analysis. WRI, therefore, encourages applications from U.S. minorities, persons from other countries (especially developing nations), and from women of all backgrounds.
Amazon Conservation Association is seeking a Conservation Program Associate to support grant-based fundraising along with grant and project management based in its Washington, DC office. The Program Associate will focus on researching and writing competitive grant proposals, identifying and following up on funding opportunities, and coordinating closely with our sister organizations in Peru (Conservación Amazónica - ACCA) and Bolivia (Conservación Amazónica - ACEAA). S/he will be responsible for program management, including grant reporting, financial reporting, donor relations, monitoring implementation and providing quality control of grant products. The Program Associate reports to and assists the Director of Programs and works closely with other DC staff members in daily program management and operations, strategic planning, and contributing to communications materials.

Responsibilities:

**Grant writing (70%)**
- Write grant proposals including budget development
- Prepare and submit high quality grant applications to donors
- Assist in the formulation of project concepts and proposals in English and Spanish
- Seek, research, and evaluate appropriate grant opportunities and support the development of a grant application plan at the beginning of each year
- Create, manage and update the grants applications calendar (including cultivation activities) on a quarterly basis, and track progress of submitted proposals

**Grant Management (30%)**
- Provide grant management support and technical backstopping to our sister organizations in Bolivia and Peru
- Help draft and review narrative and financial reports for donors, including translating grant reports and other materials
- Help maintain strong relationships with individual donors
- Support management of ACA grant sub-agreements and budgets, disbursement requests, and modifications to grant implementation deliverables when needed

As a member of the Amazon Conservation team the Program Associate will carry out other activities that include: representing Amazon Conservation at events, conferences and other venues as needed; contributing to the writing & editing of annual reports, quarterly newsletters, and other institutional communications, coordinating with colleagues in the Amazon Conservation-DC office via weekly meetings and quarterly reports; Support preparation and execution of meetings of the Board of Directors; and supporting the internship program.

Qualifications:
- Bachelor’s degree (Master’s preferred) and 3-5 years of experience and PROVEN record of excellent grant writing/fundraising in biodiversity conservation or development sector
- Professional competency in Conservation, Environmental Science, Environmental Management, International Development or related
- Full professional proficiency in written and spoken Spanish is a MUST
- Excellent research skills
- Strong organizational skills and attention to detail
- Ability to meet deadlines and perform well in fast-paced, cross-cultural team environment
- Excellent interpersonal skills and ability to develop and maintain close working relationships
- Ability to travel internationally up to 4-6 times annually

HOW TO APPLY

Please submit your cover letter and resume via email to applications@amazonconservation.org with the subject title “Conservation Program Associate.” Due to the high volume of applications, the organization will only reply to finalist candidates. Applications without a cover letter will not be reviewed. No phone calls, please.
About the Mott Foundation
The Charles Stewart Mott Foundation is an endowed private foundation providing grant support to nonprofit organizations across the U.S. and internationally. In 2018, the foundation awarded over 350 grants totaling approximately $127 million for projects that fall within its four primary areas of giving: Civil Society, Education, Environment, and Flint Area. More information about the Foundation’s programs and grants is available at www.mott.org. The Foundation’s headquarters are in Flint, Michigan.

Position Overview
The C.S. Mott Foundation has an immediate opening in its Flint office for a program assistant in the Addressing the Freshwater Challenge area of its Environment program. The individual filling this position will be part of a seven-person team working on the Foundation’s environmental grantmaking.

The Addressing the Freshwater Challenge program area aims to promote sound policies to protect, restore and enhance the environment and the well-being of people in the Great Lakes region. The program area provides support under two grantmaking objectives: Strengthening the Environmental Community (SEC), through which we seek to build the capacity of individual leaders, nonprofit organizations, and regional coalitions; and Public Policies, through which we help focus the freshwater community on creating and implementing effective policy solutions. The aims of the two objectives reinforce one another, as strong and enduring organizations are required to sustain environmentally protective reforms. The experience of the Flint water crisis has led to increased emphasis in several areas for the Foundation, including within the Environment program. We have become more focused on ensuring that clean, fresh and affordable drinking water is available for all people throughout the region. This requires policy reform, infrastructure funding, and greater attention to public health.

Responsibilities
Responsibilities include grant processing and administrative functions, responding to telephone and written requests for information about grantmaking interests within the Environment program, conducting research on assigned topics, and otherwise assisting program officers with their workloads. An important responsibility is representing the Mott Foundation at meetings and in discussions with grantees and partners.

Qualifications & Requirements
Candidates should have:

- A strong interest in environmental and/or sustainable development issues and at least a bachelor’s degree in a related field.
- At least two years of experience in related fields.
- Excellent writing skills, solid analytical thinking, strong interpersonal communication skills, and attention to detail.
- The desire and ability to work well as a member of a team.
- The ability to manage a diverse workload.
- The ability to travel.

To Apply for This Position
To apply for this position, please submit a cover letter, resume, references, and two writing samples. Applications will be reviewed on a rolling basis, so we encourage candidates to apply early. No phone inquiries please.

Submission to: hr@mott.org

Submission deadline: May 24, 2019

The Charles Stewart Mott Foundation is an equal opportunity employer and encourages diversity of thinking, background and perspective among its staff. All qualified individuals are encouraged to apply.
Position Overview: Named one of the best groups to support by "Outside" magazine, American Rivers protects wild rivers, restores damaged rivers, and conserves clean water for people and nature. Since 1973, American Rivers has protected and restored more than 150,000 miles of rivers through advocacy efforts, on-the-ground projects, and annual America’s Most Endangered Rivers® and National River Cleanup® campaigns.

Headquartered in Washington, D.C., American Rivers has offices across the country and more than 350,000 members, supporters and volunteers. American Rivers maintains a positive work environment with a culture of learning, support and balance. For more information please visit www.americarrivers.org.

American Rivers embraces and celebrates diversity, equity and inclusion in all that we do. Rivers Connect Us is more than just our tagline. The beauty of rivers is that they connect all people and communities, and we seek to build and embody this diversity in our organization and throughout the conservation field. Each individual brings life experiences, knowledge, innovation and talent to our work, providing perspectives, experiences and competencies that are critical to our effectiveness.

Job Summary: The Winyah Bay Coordinator ("Coordinator") leads efforts in the Winyah Bay watershed of South and North Carolina to implement our source water protection initiative and expand riverside land protection along the Waccamaw River Blue Trail. The Waccamaw River Blue Trail extends the length of the river from its headwaters in North Carolina to the Winyah Bay, South Carolina spanning some 140 miles. The Coordinator leads outreach and conservation planning with local partners, helps secure funding for land protection, and collaborates with the local communities to promote public benefits of the Waccamaw, all of which further the goal of connecting people to nature, bolstering existing land and water conservation efforts, and protecting local quality of life. In addition, the Coordinator leads a source water protection initiative building on our Blue Trail successes to find innovative ways to work with elected officials, water utilities, conservation organizations and agencies to create a funding source for the long-term protection of local drinking water supply through the conservation of riverside lands. The Coordinator works closely with American Rivers’ staff in the Rivers of Southern Appalachia and the Carolinas Basin, and Riverside Land Protection Program to implement project deliverables and ensure that program and policy work is consistent with organizational goals. This position works from a home office located in Horry or Georgetown County, South Carolina.

Application Instructions: Applications are reviewed on a rolling basis. Applicants should submit a resume and cover letter at https://americanrivers.bamboohr.com/jobs/? no phone calls please. Compensation and Benefits: Salary is commensurate with experience. Full-time employee benefits include health, dental and life insurance, a retirement plan, and generous leave time.

Essential Job Functions
- Work with American Rivers’ Riverside Land Protection program and Basin staff to develop and implement a source water protection initiative that protects riverside lands and drinking water supply in the Winyah Basin which includes the Waccamaw, Pee Dee and Black rivers
- Secure new funding to further land and water conservation goals including working strategically with water users and other stakeholders to leverage non-traditional funding mechanisms
- Coordinate conservation planning with stakeholders along the Waccamaw corridor in South Carolina
- Engage local communities to connect them to the local rivers and educate them about the importance of clean drinking water, river protection and land conservation
- Lead the development and use of communications materials for the Waccamaw River Blue Trail that highlight the importance of clean drinking water, ecotourism, economic benefits, and quality of life values
- Represent American Rivers at conferences, technical work groups, press events, and other public functions
- Assist in drafting letters of intent, grant proposals and grant reports
- Leverage state and federal resources for local land protection efforts

Qualifications
- Strong passion for protecting coastal rivers
- Bachelor’s degree and a minimum of two years of experience successfully executing similar projects in the areas of natural resource management, water policy, or community organizing or a minimum of three years of relevant experience
- Strategic thinker; highly organized and able to meet deadlines
- Demonstrated proficiency using GIS for creating maps and conducting analysis related to water use and land conservation
- Familiarity with the political and social landscape of the coastal region of South Carolina is a plus
- Ability to perform multiple tasks effectively and efficiently in a fast-paced environment
- An effective advocate with strong oral and written communications skills
- Demonstrated ability to work collaboratively with diverse stakeholders including local municipalities, conservation groups, landowners, water utilities and volunteers.
- Ability to work effectively as part of a team with core local partners to advance project goals
- Experience writing grant proposals, reports, and other fundraising activities
- Demonstrated ability to work independently with limited direct supervision
- Ability and willingness to work from a home-based office in Horry or Georgetown County, South Carolina
- Ability and willingness to work some evenings and weekends, and travel as needed
- Ability and willingness to use canoes/kayaks and transport gear as needed for Blue Trail events
Food Hub Logistics Manager | Green Mountain Farm-To-School | Newport, VT

Green Mountain Farm-to-School seeks a dynamic, mission-driven food systems professional with strong business and organization skills to support the growth and operations of our food hub. The Food Hub Logistics Manager will develop, manage, and grow the operations and systems of Green Mountain Farm Direct (GMFD), a project of Green Mountain Farm to School. GMFD is a growing regional food hub focused on improving access to fresh, affordable, high-quality Vermont food for people living in the most rural areas of Vermont. GMFD serves an area known for its rich agricultural landscape, independent thinking, and community-mindedness. Our farmers have generous spirits and our customers value the connection we foster with their neighbors who grow and produce the food they eat. Green Mountain Farm Direct (GMFD) is a regional food hub distributing local food to schools, institutions, and other sales outlets in northern Vermont. GMFD works with over 30 local farms to provide a variety of local foods including apples, meat, vegetables, grains, eggs, and dairy. Annual sales are approximately $400,000. The Food Hub Logistics Manager reports to the Executive Director. The Food Hub Logistics Manager will:

- Manage the daily operations including accurately receiving and processing customer orders, responding to customer inquiries, coordinating with distribution partner and vendors, generating and distributing weekly product list.
- Coordinates with distribution partner regarding inventory management and distribution errors.
- Act as primary point of contact for order logistics and distribution, including fielding and resolving customer/producer issues.
- Build and maintain relationships with schools, farms, senior meal sites, restaurants, grocers, other institutions, and collaborators in local food distribution.
- Maintain & update GMFD website.
- Maintain and update weekly product availability for Green Mountain Farm Direct online ordering platform.
- Provide technical assistance referrals for customers and vendors.
- Participate in strategic planning process for Farm Direct, prioritize actions based on best fit with program’s mission and on potential to ensure long term viability.
- Create and implement training, professional development, and special events for buyers and farmers.
- Develop and implement evaluation tools; collect, analyze, and report data for program evaluation.
- Data tracking, analysis, program planning.
- Schedule and facilitate external and internal team meetings.
- Collaborate with GMFTS Finance Coordinator on matters related to accounts payable and receivable, follow-up with customers and vendors as needed.
- Organize implementation of promotion and marketing campaigns for food producers and local food.
- Plan and organize annual series of on-farm community dinners.
- Provide general operational and administrative support to the organization, as necessary.
- Organize and implement Harvest of the Month production planning with producers and customers

Required Qualifications
- Previous sales experience and knowledge of the area preferred.
- Knowledge of local food.
- Technologically literate with strong computer and internet skills. Proficient in Microsoft Office.
- Attentive to detail; Good organizational skills and record keeping.
- Strong knowledge of veggies, fruits, dairy, meats, value-added products and other locally-produced foods preferred.
- Reliable private vehicle. Mileage tracked and reimbursed at company rate.
- Cheerful, professional presence.
- Interest in and ability to adapt to changes in evolving business, be creative, and jump in where need to optimize operations.
- Desire and willingness to work as part of a team.
- Ability to interact with customers in a friendly and professional manner in demanding and fast-paced environment.
- Self-starter who can work independently.
- Flexible; able to prioritize and manage workload in an evolving work environment.
- Ability to follow directions.
- Demonstrated ability to establish effective and productive working relationships with co-workers and individuals/groups with diverse interests and perspectives
- Bachelor of Science in Agriculture, Food Systems, or related field required or equivalent experience

Preferred Qualifications
- Existing relationships with food producers in Northern Vermont.
- General knowledge of the sustainable food and agriculture sector.
- General knowledge of purchasing regulations and/or business development, especially in the food sector.
- Familiarity with geographical area of northern and central Vermont.

Compensation: This is a full-time position (40 hours/week, Monday-Friday) with salary range $35,000-$38,000.00 commensurate with experience and a comprehensive benefits package including paid time off, employer sponsored healthcare and supported wellness initiatives.

To Apply: Submit a cover letter, resume, and three references to jobs@gmfts.org. No phone calls please. Position opened until filled.
**Gleaning and Community Outreach Coordinator, Southern Region (Vermont) | Vermont Foodbank | Brattleboro area with travel to Barre, VT**

**Schedule:** The schedule for this position will be 40 hours/week and daily schedule varies slightly throughout the year. It will require working approximately 1 Saturday (or Sunday) each month during the gleaning season (June thru October), traveling to Barre 1-2 times a month for meetings, occasional weekday evening work throughout the year, and frequent travel to Bennington and other parts of Southern Vermont occasional weekday to implement cooking demos at food shelves.

**Position Purpose:** This position is primarily responsible for implementing Vermont Foodbank (VFB) programs and initiatives related to fresh food, including the **Gleaning Program and Pick for Your Neighbor (PFYN) program**, which increase the availability of local fresh produce by mobilizing volunteers to harvest produce from farms and orchards and **VT Fresh** which includes educating VFB network partners and food shelf visitor in improved utilization of fresh foods. Primary responsibilities involve ensuring a steady flow of fresh food donations through the Vermont Foodbank’s Gleaning and PFYN programs and conducting cooking demonstrations and nutrition education activities at partnering food shelves. The Gleaning and Community Outreach Coordinator (G&COC) will develop new relationships and cultivate existing ones with local farms, Network Partners, volunteers, and other organizations that support the Vermont Foodbank’s Gleaning and VT Fresh work. G&COC will coordinate gleans, including communicating with farmers, volunteers, and warehouse personnel around scheduling, and also manage the activities in the field. Organization promotion and Network Partner outreach & visits will be a part of this position. G&COC will assist with the integration of fresh produce within Vermont Foodbank facilities, specifically the Brattleboro Branch. G&COC will maintain proper tracking and reporting procedures as is specific to the Gleaning and PFYN Programs and VT Fresh program, Foodbank receiving and distribution, and volunteer involvement. Position will require frequent instate travel and occasional weekends and evenings. This is a very physical position that involves frequent lifting, bending and driving a company pick-up truck, a forklift, and occasionally a small box truck.

The primary objective is to regionally ensure Vermont’s surplus farm produce is rescued by mobilizing community members and overseeing distribution to Network Partner agencies through direct and statewide distribution.

**Essential Functions and Responsibilities:**

- Works cooperatively and be able to communicate with staff and volunteers to support the mission of the Foodbank to meet and sustain Foodbank goals.
- Positively contribute to an organizational culture of safe and secure food handling, warehousing and distribution.
- The Foodbank relies on volunteers every day to fulfill our mission. All Foodbank employees must support our culture of philanthropy by treating every volunteer with appreciation and respect.
- In coordination with the program director, research, recruit and cultivate new fresh food donors/farms/orchards in applicable region of Vermont.
- Organize volunteer gleaners and oversee gleaning regionally.
- Maintain relationships with agricultural food donors through periodic visits, phone calls, email and written communication.
- Coordinate, design and implement cooking demonstrations and taste tests at partnering food shelves.
- Work collaboratively with food shelf partners to implement VT Fresh goals around improving the food/nutrition environment of the food shelf through food displays, storage, point of decision promotions and signage.
- Recruit volunteers, administer proper documentation, coordinate necessary orientation, track volunteer hours, and organize volunteer appreciation activities and events.
- Work closely with Operations Department to provide input and suggestions on the most efficient distribution of gleaned produce.
- Work closely with Network Partners, Network Relations Manager, and Chief Community Impact Officer assisting with outreach efforts and annual visits in counties in the southern region of the state.
- Work closely with the director of community health and fresh food initiatives, farmers, and Operations staff in Barre, Wolcott and Brattleboro to ensure steady flow of farm food donations to Vermont Foodbank’s Brattleboro Regional Distribution Center.
- Ensure proper recording, timely reporting and completion of evaluation of programs.
- Maintain regular contact with the program director and submit quarterly narrative reports and stats on activities related to food donor contacts, distribution, procurement efforts, and volunteer involvement.
- Prepare periodic progress summaries when requested by the program director.
- Stay current on food trends and safety issues affecting the movement and handling of food.
• Cultivate relationships with schools and organizations in Southern Vermont, which could be a source of volunteers, program support and partnership.

• Engage in community events, as an opportunity for networking, volunteer recruiting, and promotion.

• Act as a representative of the Vermont Foodbank. Be able to answer questions about the organization, promote and be an advocate for the work we are doing.

• Coordinate and manage a regular schedule of food rescue, both the gleaning/harvesting and pickup of produce on regional farms. Communicate with the Operations Department around farm pick-ups.

• G&COC will work collaboratively with the VT Fresh Coordinator to help meet the fresh food needs of VT Fresh and so that program activities are being implemented as planned.

**Education and/or Experience:**

• Knowledge of farming practices and produce handling a must.

• Experience with food safety, cooking and nutrition education.

• Understanding of warehouse and inventory control systems and practices.

• Bachelor’s Degree or equivalent relevant experience in communications, marketing, graphic design, social media or related field

• Experience using social media professionally, with experience creating content

**Other Skills and Abilities:**

• Ability to communicate effectively with diverse groups of people, work in partnership with other staff and juggle many projects while meeting deadlines.

• Strong interpersonal skills to successfully communicate with donors, co-workers, volunteers, and the general public.

• The individual must be self-motivated and committed to being part of a team and leading a team.

• The individual must understand and agree with the vision and mission of the Vermont Foodbank and be committed to providing services to people facing situations of hunger and poverty.

• Some nights and weekends required.

• Must be able to lift 40-60 pounds.

• Ability to drive pickup trucks and/or small box trucks.

• During the gleaning season, 1 Saturdays or Sunday is required work days each month.

**Language Skills:** Excellent communication, marketing, writing, phone and public relations skills.

**Technical/Computer Skills:** Excellent record-keeping, computer and data entry skills.

**Certifications/Licenses/Registrations:**

• A valid Vermont Driver’s License.

• 3-year motor vehicle report (MVR) showing a clean driving record.

• ServSafe certification or willing to obtain.

Please submit application on-line at: [https://www.vtfoodbank.org/employment](https://www.vtfoodbank.org/employment); be sure to include a cover letter & resume, attention: Human Resources Department. The Vermont Foodbank is an EEO.
Manager, Oceans and Climate | Conservation International | Arlington, VA

Conservation International (CI) has been protecting nature for the benefit of all for over 30 years. Through science, policy, and partnerships, CI is helping build a healthier, more prosperous and more productive planet.

POSITION SUMMARY: Over the last 10 years, CI has developed a comprehensive Blue Climate program spanning over 20 countries dedicated to identifying and addressing science and policy priorities for oceans and climate globally. The Blue Climate program at CI works closely with our field programs across the Americas, Asia-Pacific and Africa to design and implement innovative approaches to (1) ecosystem based climate adaptation solutions that improve coastal and marine communities well-being while also conserving ecosystems and biodiversity; and (2) conserve and restore coastal blue carbon ecosystems (mangroves, salt marshes, and seagrass meadows) for climate mitigation. The Blue Climate program also has key leadership roles in advancing climate mitigation and adaptation priorities into national and regional coastal management, policy, and science through the Blue Carbon Initiative (Science and Policy working groups), the International Partnership for Blue Carbon and the Global Mangrove Alliance.

The CI Blue Climate program is now seeking a self-motivated, creative team member to support the long-term growth and success of CI’s oceans and climate change program. The position will provide technical and project management support to CI’s field teams. They will be responsible for the day-to-day management of the Blue Carbon Initiative including coordinating the annual International Blue Carbon Scientific Working Group meeting. They will provide thought leadership regarding coastal and marine policy and management under a changing climate. They will coordinate with the other divisions within the Ocean Center, Moore Center for Science, Center for Environment and Peace, Center for Environmental Leadership in Business and others across CI as well as external partners to ensure successful completion and maximum integration of marine climate change projects at CI.

RESPONSIBILITIES: Under the supervision of the Director, Marine Climate Change, this position will be an essential team member, supporting and leading elements of CI’s Blue Climate program. The position requires the ability to build strong working relationships with staff from across CI’s field programs, other CI Divisions and a diverse range of partners including academics, conservation leaders and local communities. Key responsibilities will include:

Adaptation to Climate Change in Coastal and Ocean Environments • Working with CI’s field programs to design and implement vulnerability assessments and climate adaptation projects
• Analyzing and researching priority climate adaptation issues from local to global and working with CI’s field teams to develop innovative strategies to address those issues
• Identifying and coordinating integration of a broad range of external experts and consultants with program activities
• Leading development and dissemination of priority communication products

Blue Carbon Program • Day-to-day management of the International Blue Carbon Initiative including: maintaining and fostering partnership and collaboration within the Initiative, coordinating the International Blue Carbon Scientific Working groups, organizing workshops, supporting completion of working group products, leading development and dissemination of communication products, and maintaining the Blue Carbon Initiative website.
• Facilitate coordination and collaboration with Blue Carbon related policy actions and priorities, including ensuring science needed to guide policy is communicated effectively and identifying key science needs.
• Leading CI’s involvement in key Blue Carbon partnerships and projects such as the International Partnership for Blue Carbon, the Coastal Carbon Research Coordination Network and with priority academic institutions.
• Supporting CI’s field programs in implementation of Blue Carbon projects.

Broad Technical and Fundraising Support: • Provide fundraising and technical support and guidance to the Blue Climate program, Center for Oceans, Global Mangrove Alliance, field programs and across CI, including providing input and strong technical guidance for proposals for a broad variety of funding sources.
• Provide input into scientific publications and support production and dissemination of scientific literature.

WORKING CONDITIONS: • International travel of 25% or more, sometimes in difficult travel conditions.
• Ability to work in remote locations or under difficult working conditions.
• Flexibility in work schedule in order to accommodate time differences among HQ, regions and field programs.
• Option for flexibility in work location, outside of Arlington, VA, including but not limited to San Francisco, CA or Seattle, WA.
• Must be organized, self-motivated, and work well with minimal oversight.

QUALIFICATIONS: Required • Bachelor of Science degree in an environmental or related field
• 3-5 years of relevant work experience
• Knowledge of climate change impacts on the ocean, marine biodiversity and/or coastal communities
• Strong organizational and financial management skills
• Proven ability to engage and collaborate with diverse teams and individuals across various disciplines, cultures and backgrounds to achieve shared goals
• Proven ability to work well independently and coordinate with teams remotely.
• Proven ability to deliver results while managing competing priorities under tight deadlines
• Outstanding written skills for a variety of audiences including scientific, media and non-technical audiences.
• Outstanding spoken communication skills.
• Experience writing for a broad variety of audiences, including academic, media, web blogs, funding proposals

Preferred: • Graduate degree in marine science, natural resource socio-economics, climate change or related field
• Fluency in written and spoken Spanish highly preferred

HOW TO APPLY For more information and to apply, please visit:
https://chc.tbe.taleo.net/chc01/ats/careers/requisition.jsp?org=CONSERVATION&cws=1&rid=1226
Affiliate and State Engagement Coordinator | National Wildlife Federation | Ann Arbor, MI

Founded in 1936, the National Wildlife Federation (NWF) is America's largest and most trusted grassroots conservation organization with more than six million members and supporters, including hunters, anglers, gardeners, birders, hikers, campers, paddlers, and outdoor enthusiasts of all stripes. We are truly a Federation, with 51 independent state and territorial organizations that govern our national organization, set our policy priorities, and serve as troops on the ground to create a force-multiplier effect for conservation.

The Federation strives to increase diversity, equity, inclusion, and justice in all elements of our work and with our partners to support the interdependent needs of wildlife and people in a rapidly changing world through programming focused on conserving wildlife, restoring habitats and waterways, expanding outdoor opportunities, connecting children with nature, and addressing the causes and consequences of climate change.

This Coordinator plays an important role in fostering strong and effective relationships between the 51 affiliates that comprise the Federation and the national organization. The position also provides high-level administrative support to the Vice President of One Federation and the Affiliate Partnerships team and coordinates other key activities related to affiliate engagement and growth.

The Coordinator of Affiliate and State Engagement will play a critical role in strengthening relationships and partnerships across the Federation, as NWF strives to reverse the decline of wildlife in a rapidly changing world. With the adoption of its latest Strategic Plan, NWF committed to operating as One Federation, a vision in which all of its affiliates and national and regional staff seamlessly work together to amplify their impact for conservation. Together with the Affiliate Partnerships team and the VP of One Federation, the Coordinator supports a strategy that focuses on maintaining and building affiliate relationships, supporting joint programming and fundraising with affiliates, building affiliate capacity, and assisting affiliates in enhancing diversity, equity, inclusion and justice in their organizations and their work. This is an exciting time of growth and opportunity at NWF, and this role is ideal for a creative self-starter seeking to work alongside grassroots conservation organizations to contribute meaningfully toward the goal of protecting America’s wildlife. Tasking includes:

**Affiliate Engagement:**
- Track and support progress on One Federation implementation plan, including supporting organizational improvements
- With Manager of Affiliate and State Engagement, manage communications with affiliate leaders, including composing monthly One Federation updates, coordinating bimonthly calls, facilitating NWF program staff requests to affiliates, and other interactions
- Support affiliate capacity building grant program and additional capacity building initiatives
- Provide support for affiliate-NWF venues for collaboration, including workgroups and caucuses
- Create and maintain databases of affiliate data, provide analysis, and present findings, as necessary
- Contribute to the increased profile, understanding and visibility of affiliates across the Federation and externally
- Assist with planning and staffing of NWF Annual Meeting, Affiliate Chief meetings, and other affiliate and regional meetings and events
- Provide leadership and support for affiliate DEIJ efforts
- Manage/lead discrete projects as they arise
- Assist VP and Manager in staffing Board committees

**Operations:**
- Maintain team budget, handle financial transactions and invoices, and work with finance and contracts department as needed
- Schedule, coordinate, and produce preparatory and follow-up materials and actions for meetings
- Act as proxy for VP, processing and approving time entry and expense reports for direct reports
- Take responsibility for meetings logistics with NWF staff, venue staff, program speakers and outside suppliers for board meetings, events, and regional conferences and meetings
- Schedule and track VP’s travel and reimbursements and maintain VP’s schedule, as necessary

**Qualifications:**
- Two-years of post-secondary education
- At least one year of experience working in a related capacity
- Able to adapt and work in a fast-paced work environment and produce results.
- Able to work effectively on a team and with a diverse range of internal and external partners.
- Take initiative and have mature judgment, which includes re-prioritization of tasks when necessary.
- Experience working independently and managing multiple tasks with minimal supervision.
- Excellent interpersonal and communication skills. Strong writer preferred.
- Strong time management and organizational skills with attention to detail.
- Strong understanding of Microsoft Excel and other Microsoft Office Suite applications.
- Able to understand and contribute to the diversity, equity and inclusion initiatives set forth by NWF.
- Your actions are expected to reflect the staff values of the National Wildlife Federation: collaboration, mindfulness, empowerment, inclusivity, and mission focus.
Travel Requirements: Up to 6 trips per year, such as Annual Meeting, Affiliate Chief Executive Directors Meeting, Regional Summits and HQ visits.

Diversity at the National Wildlife Federation: The National Wildlife Federation strives to increase diversity, equity, inclusion, and justice in all elements of our work and with our partners to support the interdependent needs of wildlife and people in a rapidly changing world. To live up to our values of collaboration, empowerment, inclusivity, mindfulness, and a focus on our mission, we believe:

- We are better collaborators and will only achieve our mission if our staff and partners reflect the full diversity of our country, including but not limited to: race, gender, ethnicity, sexual identity, socio-economic status, age, ability, religion, and political philosophy.
- We can carry out our work with greater mindfulness and inclusivity if we recognize the social, economic, and political contexts that shaped the early environmental and conservation movements, and resulted in cultural biases that permeate our institutions today. Only by understanding and addressing these biases will we justly and equitably engage with one another while pursuing our conservation goals.
- We work more effectively by empowering staff, affiliates, members, and partners to support and ensure that this commitment to diversity, equity, inclusion, and justice is incorporated into our vision, organizational structure, culture, budget, and work.

We recognize the urgency of this work and are committed to the ongoing changes that are necessary to fully incorporate diversity, equity, inclusion, and justice into our structure, culture and values to fulfill our mission. We are proud to be an equal opportunity employer.

If you have a disability and require an accommodation or assistance with our online application process, please tell us how we can help by calling us at 703-438-6244.

Application Instructions: The National Wildlife Federation offers excellent benefits, including 16 weeks of paid FMLA leave, competitive compensation, and a family-friendly, flexible work environment. If you meet more than 75% of the qualifications of this description, we support your application. If selected, a background check will be conducted.

Candidates should submit a cover letter and resume. In your cover letter, please address the following questions and/or topics:

- What past experiences do you have with project management that make you qualified for this position?
- How have you handled multiple competing priorities in the past? Please describe the organizational skills that will allow you to be successful.
- Please describe a project, interaction, or experience that would demonstrate your commitment to diversity, equity and inclusion.

Apply directly at: https://recruiting.ultipro.com/NAT1047NWF/JobBoard/1ca8346a-33cc-401d-90d9-d7f752dfdf7d/Oppportunity/OppportunityDetail?opportunityId=d21e0b64-ee0e-4ee4-a202-47777e4a11da&sourceId=903e6c13-a549-4ad9-9446-4a8e74f2199b
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!