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.

**Reminder:**
We post many of these and other jobs like them on Symplicity, our jobs database.

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

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

**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

**THE PESSIMIST SEES DIFFICULTY IN EVERY OPPORTUNITY. THE OPTIMIST SEES OPPORTUNITY IN EVERY DIFFICULTY.**
-- WINSTON CHURCHILL

**Recommended Job Search Websites**

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

These are only a few general websites. There are many more out there! Don't forget to check individual organization websites’ "Jobs" or "Careers" page. Sometimes it requires a bit of searching around but most have one. If you find a resource that’s particularly helpful, please send it along!
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 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](http://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](http://here). You can log into the [Current Student information page](http://Current Student information page) with your VLS credentials.

You may also contact [Elijah Gleason](http://Elijah Gleason) for assistance with questions.
Overview: Cadmus seeks a part-time Intern to join its Energy Sector program design team. The selected intern will work closely with the program design team to support and coordinate project activities and will conduct research, data collection, and analysis to support the development of new energy sector programs and inform evaluations of current programs. We commonly conduct regulatory, financial/economic, environmental, program-specific, technical, and stakeholder research to inform these activities. Interns are expected to conduct primary and secondary research on behalf of Cadmus’ energy clients (primarily utilities and administrators of energy efficiency programs). Interns will be responsible for executing research tasks, compiling information in a usable format, analyzing the results of the research, and in some cases preparing written deliverables. Interns should have professional or academic experience in the field of energy efficiency or sustainability, in social science research methods, and/or in program evaluation. They should also be organized, detail-oriented, highly motivated to perform and learn, be able to work collaboratively and independently, manage assigned tasks and projects from start to finish, and have exceptional written, verbal, and analytical skills.

Responsibilities
- Work independently to participate in research projects and manage research tasks.
- Design high-quality data collection tools including interview guides and survey instruments.
- Conduct telephone interviews and surveys with energy efficiency program staff, utility customers, and other market actors.
- Analyze survey, interview, and utility program data to identify trends, summarize key findings, and describe the relationship of program activities to program results.
- Compile research results in required formats.
- Provide administrative assistance to project managers, such as coordinating and tracking activities, timelines, and staffing resources.
- Communicate professionally through telephone and email with out-of-state colleagues and clients, in varying time zones.
- Possible travel to utility customer sites for on-site data collection.

Qualifications
Basic
- Current or recent undergraduate student in business, the social sciences, environmental studies, or a related field
- Strong critical thinking and analytical skills
- Excellent written and verbal communication skills
- Experience conducting social science research, including interviews, surveys, focus groups, and/or literature reviews.
- Demonstrated analytical skills using statistical and analytical software (e.g., SAS, SPSS, R, Excel, etc.)
- Strong organizational and time management skills
- Proficient in MS Office applications, including Word, PowerPoint, and Excel
- Some domestic travel may be required

Preferred
- Familiarity with energy sector or utility industry.
- Experience with energy efficiency program evaluation, design, and/or implementation, a plus.
- Experience using Qualtrics, Survey Reporter, and/or NVivo.
- Advanced MS Excel skills.

Additional Information: This position will be in Cadmus’ Boulder, Colorado office. Cadmus is an Equal Opportunity, Affirmative Action Employer and considers all applicants for employment without regard to race, color, religion, sex, national origin, protected veteran’s status, or disability.

Learn more about Cadmus by visiting our website at: http://www.cadmusgroup.com

Apply for this job online
Electric Sector Analyst Intern | Sierra Club | Sierra Club Headquarters, Oakland, CA

Job Code: 63-19

Apply Now

Electric Sector Analyst Intern | Department: Conservation | Location: Oakland | Duration: Up to 10 weeks, 37.5 hours per week

Context: The intern will work with campaign and analytical team staff to help apply results of a study on clean energy portfolios to coal plants and proposed new gas plants.

Scope: The intern will support the electric sector analysts of the Beyond Coal and Dirty Fuels campaigns in applying clean energy portfolio data to specific coal and gas units to help inform our on the ground advocacy, as we fight for a just transition to a 100% clean energy future.

Job Activities:
1. Analyzing and data gathering from Integrated Resource Plans for regulated utilities
2. Organizing datasets on generation and capacity portfolios for utilities
3. Designing and running scenarios using Excel, Python, and other tools
4. Helping analyst team to interpret and communicate results to state based campaign teams across the country

Knowledge & Skills:
- Working knowledge of energy sector and one or more cross-cutting components such as economics, finance, or policy
- Knowledge or willingness to learn about environmental justice and incorporate related datasets into ongoing analysis
- Collaborates well in a team environment, sharing knowledge and skills while seeking out mentorship as needed
- Preferred: currently enrolled in a graduate program in economics, public policy, engineering, or other technical discipline
- Preferred: proficiency with Excel
- Preferred: some Python experience, or willingness to learn

Sierra Club is a 501(c)(4) non-profit organization.

Sierra Club employees are not eligible to participate in the Federal Public Service Loan Forgiveness (PSLF) Program.

Sierra Club does not sponsor H1B visas.

The Sierra Club is an equal opportunity employer committed to workforce diversity

Apply Now

Fisheries Center Capacity Development Intern, Oceans | Environmental Defense Fund | San Francisco, CA (this is a summer internship but it’s still posted on the EDF site)

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?

EDF offers internships and fellowships for students and recent graduates in a variety of programs and departments throughout the organization. The ultimate goal of our internship and fellowship program is to provide high-quality experiences (including relevant projects and opportunities for networking) that form the foundation for any individual who is serious about pursuing an environmental career.
Oceans Program Overview: EDF’s Oceans Program seeks to improve the livelihoods and well-being of millions of people who depend on ocean resources while leaving more fish in healthier ocean ecosystems. The Fishery Solutions Center (FSC) designs and develops innovative fishery management tools and strategies that reverse overfishing and restore our oceans to abundance. Our staff of scientists, economists, finance specialists and fishery management experts is dedicated to providing data-driven and incentive-based solutions that provide more fish in the sea, more food on the plate, and more prosperous communities. From developing innovative data collection programs to designing flexible management plans, we work with conservation groups, fishers and governments around the world that seek new approaches to fishery management; ones through which oceans - and the communities they support - can thrive. We work on fisheries small and large, and in developing and developed countries.

Overall Function: EDF Oceans recognizes that one of the most impactful ways to drive global sustainable fisheries management forward is through large-scale capacity development. People are at the forefront of any change we need to see on the water, and therefore, equipping local stakeholders with the knowledge and skills they need to get effective management in place can ensure that more great ideas are translated into action. The FSC is currently developing strategies to enhance the way we empower fishermen and other stakeholders worldwide, for greater scale and impact.

The Fisheries Capacity Development Intern will support the FSC in training global audiences on fishery management topics. The Intern will help the FSC pilot new approaches that increase our reach and also improve uptake and action on the ground. The Intern will assist the Manager of Design & Capacity Development with the deployment of a Virtual Classroom approach that blends e-courses with live webinars, discussion forums, and other forms of engagement. The Intern will also help provide remote support to in-person workshops and trainings that regularly occur in the key geographies where EDF works, with a special focus on China and Indonesia. The Intern will be a fully infused member of the team, supporting broader team projects and participating in weekly team meetings. By the end of the internship, the Intern will have expanded their skills related to training design and curriculum development, and will have a deeper understanding of how ideas and concepts for sustainable resource management are adopted and turned into action by local stakeholders.

Key Responsibilities
- Conduct research on innovations in the field of adult learning, including experiences and best practices in remote-learning at scale, and identifying technologies and platforms that can best meet EDF’s needs.
- Support the FSC with administration of a Virtual Classroom, which may include organizing curriculum, tracking participant learning and engagement, uploading assignments and reviewing responses, and other activities.
- Solicit feedback from participants on how to improve the Virtual Classroom experience.
- Provide strategic guidance into how to improve and structure similar curricula for future applications.
- Assist in the development of in-person training activities and materials for workshops in EDF’s key geographies, such as presentations, reports, graphics, and other resources as needed.
- Help maintain the FSC training repository by professionalizing and cataloging training materials.
- Recommend improvements to the design of training products.
- Participate in strategy and planning sessions for the design, development, and delivery of training content to external audiences at scale.
- Participate in other FSC projects concerning secure fishing rights and fisheries management.

Qualifications
- Undergraduate student studying environmental science/policy, communications, education, or other relevant fields.
- Strong written and oral communication.
- Microsoft Office proficiency, with experience developing and delivering PowerPoint presentations.
- Quick learner and savvy with technology.
- Organized and detail oriented.
- Experience conducting independent research and writing reports.
- High level of comfort working both independently and as a part of a team.
- Exceptional problem solver; takes personal initiative to identify and resolve problems.
- Interest in education, communication, stakeholder engagement, and/or user experience.
- Familiarity with marine science and fisheries management desirable but not required.
- Experience with teaching or course administration desirable but not required.
- Foreign language fluency desirable but not required.

Location: San Francisco, CA | Term: 10 weeks during Summer 2019 | 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.
Summer Research Assistant | Sustainability Accounting Standards Board | San Francisco, California  

(Part-time, published on May 10th)

Sustainability Accounting Standards Board’s (SASB) mission is to help businesses around the world identify, manage and report on the sustainability topics that matter most to their investors.

SASB is changing the way investors, corporations and the public think about financially material sustainability factors. With SASB standards, companies can benefit from greater transparency, better risk management, and improved long-term performance while providing investors a more accurate picture of their sustainability performance.

The SASB Foundation is an independent 501(c)3 non-profit responsible for the funding and oversight of the Sustainability Accounting Standards Board (SASB). The SASB Foundation supports the work of SASB and provides education and resources that advance the use of SASB standards and the field of sustainability accounting.

We are a dynamic, fast-growing organization that has raised over $40 million in funding, garnered over 11,500 media mentions, and released sustainability accounting standards that have been downloaded over 180,000 times. We develop products, resources and education programs to support the adoption and use of our sustainability accounting standards and are funded by a mix of earned income and grants. We have a talented staff and executive team, with our work overseen by two high-profile boards, drawing members from the FASB, the SEC and the Big 4 accounting firms, major asset owners and asset managers, companies, and academia. Our work is supported by major institutions and forward-thinking individuals, including Chairman Emeritus Michael Bloomberg.

Are you right for our mission and this role? Please make your case in your cover letter.

Position Overview: The Summer Research Assistant will support the Research Team at SASB on a temporary basis, typically during the course a degree-granting program (for example, between the 1st and 2nd years of an MBA). While there is some flexibility, SASB expects a 10-12 week commitment.

In this role, you will sit alongside SASB’s Sector Analysts and take responsibility for a specific project in support of the development of SASB’s industry-specific standards. The SASB Standards enable companies around the world to report financially material sustainability (or ESG) information to investors in a manner that is useful for investment analysis and cost-effective for companies. In supporting the development of the standards (or the market’s implementation of the standards), you will specialize in one or more sectors and collaborate with Analysts to assess the financial materiality of ESG issues, advance performance measurement, and help drive forward projects that support the market’s use of the SASB standards.

Reports to: Director of Research – Standards

Responsibilities: SASB’s work is fast-paced and while the primary areas of responsibility are as follows, we value adaptability and a collaborative mindset.

Standard-setting:
- Analyze the financial materiality of sustainability topics on an industry-specific basis, including the nature and type of financial impacts
- Advance the usefulness and cost-effectiveness of the metrics used to capture company performance on sustainability topics
- Assess disclosure quality and trends in the context of standardization, usefulness for investors, and cost-effectiveness for companies
- Gain proficiency in the implementation of the SASB Conceptual Framework and Rules of Procedure, both of which are centered on an evidence-based and market-informed process

Projects & Practice Areas:
- Support projects and practice area initiatives designed to facilitate the market’s use of SASB standards
- Advance research team objectives through efficient collaboration, project management, and strategic thinking
- Drive forward projects and activities with internal teams, including Capital Markets & Policy Outreach, Education & Partnerships, Communications, and Technology

Sector Coverage:
- Support Analysts in the sector coverage-related activities, including conducting sector-based research and advancing relationships with companies, investors, and third-parties
- Analyze and document market input in an effective and systematic manner
- Support complex stakeholder relations, including those with companies, investors, and third-parties

Qualifications
- Commitment to the mission of SASB
- Demonstrated high-quality research and analysis skills, including technical aptitude and the ability to synthesize complex information into clear insights and conclusions
- Excellent communication skills across a range of formats and audiences
- Collaborative work style with an ability to be effective as an individual contributor in an entrepreneurial fast-paced environment
• 3+ years of relevant experience
• Undergraduate degree (BA or BS) required

**Special ADA Requirements:**
• SASB is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate applicants or employees with disabilities, and will make reasonable accommodation when necessary
• For the purposes of ADA, the “Essential Duties and Responsibilities” and “Qualifications” are essential job functions
• Work is normally performed in a typical interior/office work environment, with typical office noise, equipment, and with staff tending to other business transactions
• Both standing and sitting are required for extended periods of time, with majority of work of the job done sitting. Approximately three-quarters of the time performing job duties is spent using a computer keyboard
• Various types of office equipment/supplies are used to accomplish the job requirements and include, but are not limited to phones, computers, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
• Required to drive personal auto to other work sites for meetings, conferences, etc.

**Location and Logistics:**
• This is a non-exempt, hourly, and temporary position, located in San Francisco, CA
• US work authorization required. SASB will not sponsor applicants for work visas

To Apply: Please submit your resume and cover letter via email, with the email subject as “Summer Research Assistant”.

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**Policy Fellow | Environment America | Denver, CO**

**Deadline:** Jun 10, 2019  |  **Job Type:** Paid permanent

**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.

**LEARN MORE AND APPLY AT OUR WEBSITE.**

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

*Environment America is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, sex, disability, pregnancy or veteran status.*
Policy Fellow | Environment America | Austin, TX

Deadline: Jun 10, 2019

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Clean Energy Advocate with State-Based Nonprofit | Work for Progress | Albuquerque, NM

Start Date: August 5, 2019 | Application Deadline: June 17, 2019 | Salary: At least $27,000

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**LEARN MORE AND APPLY**: [https://jobs.environmentamerica.org/apply_279.html](https://jobs.environmentamerica.org/apply_279.html)


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**Sustainability Coordinator, ENERGY CORPS MEMBER | Yellowstone National Park | Yellowstone National Park, WY**

**Reports to**: Energy Corps Program Director | **Term of service**: October 1, 2019 - August 28, 2020

**Anticipated service schedule**: 1700 hours over the course of service term. Roughly 40 hours per week. Occasional evening/weekend hours may be necessary.

**Position Summary**: Yellowstone National Park, the world’s first National Park and a Biosphere Preserve, strives to be a leader in environmental protection. This includes reducing its footprint for energy, water and waste, and greenhouse gas emissions through operations and facility improvements. There is an ongoing and ever evolving need to better assess baseline assets and to manage improvements in this field, and to understand where we can make the most difference in energy conservation and the reduction of fossil fuels throughout Yellowstone.

This position is intended as support for Yellowstone’s Sustainability Program and will include a variety of tasks that help us assess, manage and report on energy use, share information and develop priorities, programs and projects that reduce energy, water, and waste. As the member will be working on multiple reports, project development, and assessments, the tasks are inherently results-based. The member will be expected to prepare and present actual documents and reports for review and final approval. Work will involve continual review from park staff with input and feedback on a regular basis.

**Specific Position Responsibilities**: The AmeriCorps Member will engage in a variety of activities assisting staff in the Chief of Maintenance Office at Yellowstone. This office is responsible for overseeing the park’s facility and operations programs. Activities will likely include the following:

1) Help Yellowstone become a Dark Sky Park by working to organize the park’s inventory of outdoor lighting into an informative project database that facilitates easy upgrades and replacement. An inventory has been completed but needs to be reorganized to improve
its usefulness to the park. This work will include formulating project descriptions, identifying light fixtures that meet standards for outdoor lighting in Yellowstone, and working with park and concessions staff to prioritize a multi-year scope of work.

2) Assist with preparing and providing energy use intensity reports, from a meter read database. The Energy Corps member will design this report so that it can be easily generated on a regular, recurring basis as new meter reads are entered into the system. The energy report will present building level energy use in order for staff to identify high energy intensity buildings, compare annual changes, and track the success of energy conservation projects. Develop a report format that is easy to use and clear to read that will act as a template for future reporting.) Carry out facility condition assessments and energy audits to provide staff with information on energy conservation measures needed to improve building envelope and building systems efficiency. This work may include viewing the insulation in attics and crawl spaces, using a thermal imaging meter and traveling throughout the park to district locations.

3) Assist Sustainability Program staff with the preparation of an annual report for energy, water, waste and fuel use, for all NPS and concession facilities and operations. This will include improving the existing format for water use reporting and creating a template and strategy to gather information from multiple sources and personnel.

4) Assist with the park’s pressurized canister recycling program. This will involve assisting staff with operating custom built equipment to depressurize and crush camping fuel canisters and prepare them for recycling.

5) Other tasks as needed: These could include anything from coordinating Earth Day events to researching products and best practice techniques, to working with staff to expand pick-up locations for composting.

Minimum Requirements:
- Must be over 18
- Must have a valid driver’s license
- Post-graduate with an interest in the National Park Service as a career
- Background in science, technology, or design with some experience in computer programming. Example career paths that would be helpful are environmental science, sustainability, energy management, building and infrastructure professions such as architecture, civil or mechanical engineering, mechanics, electrical engineering, surveying etc.
- Strong data collection and analysis skills desired
- Strong writing and oral communication skills required
- Attention to detail and responsible work habits
- Ability to establish and cultivate relationships with Park staff
- Ability to thrive in a multiple-task environment
- Member will not have recurring access to vulnerable populations

Benefits: This Energy Corps position will receive the following benefits:
- Opportunity to make a difference in the National Park Service
- Green job training and professional development
- Living allowance of $13,992 over term of service
- An AmeriCorps Education Award $6,095 upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted until a suitable candidate can be identified. Early applications are encouraged and applications will be considered as they are received. All persons interested in being considered for the position must create an AmeriCorps account and apply. You can create an account and explore AmeriCorps opportunities at:  
https://my.americorps.gov/mp/login.do

NCAT values diversity and encourages minority and women applicants to apply. For additional information about NCAT please visit our website at www.ncat.org. It is NCAT’s policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to race, sex, creed, color, national origin, age, religion, marital or veteran status, disability, sexual orientation, or political affiliation.

Research and Engagement Internship Climate & Energy Program| Union of Concerned Scientists |Washington, DC

The Union of Concerned Scientists (UCS) is an independent national nonprofit working to solve some of our planet’s most pressing environmental and safety problems. Our scientists and engineers develop and implement innovative, practical solutions to some of our planet’s most pressing problems—from combating global warming and developing sustainable ways to feed, power, and transport ourselves, to fighting misinformation, advancing racial equity, and reducing the threat of nuclear war.

Are you ready to work to increase public understanding and mobilize action around climate change? Join the Climate Campaign at the Union of Concerned Scientists. We’re looking for a sharp, creative, critical thinker with analytic and communications chops who is ready to support an interdisciplinary team using science to make a difference.
As Research and Engagement Intern, you’ll support the production and dissemination of original, ground-breaking climate science. You’ll use social media, other online tools, and real-world events to connect with scientists and the wider public. You’ll coordinate with analytic, legislative, and organizer staff to support policy shifts that can help lead to a healthier planet and a safer world.

Responsibilities
• Help synthesize and translate scientific and policy research for print and online public materials;
• Help communicate research to the public and to policymakers through social media, and by supporting the creation of blogposts, fact sheets, etc.;
• Contribute to the planning of webinars, briefings, and other public events.

UCS is an equal opportunity employer continually seeking to diversify its staff. In particular, we’re dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the sciences and in environmental advocacy. We’re also committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We've adopted this commitment because we believe the inclusion of culturally diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.

Compensation, Hours and Location: This is a full-time one-year internship based in UCS’s Washington, DC office. For those who meet all position requirements, the salary is $36,400. UCS offers excellent benefits and a rewarding work environment. Information about the organization is available at http://www.ucsusa.org. A listing of all open jobs is available at https://www.ucsusa.org/about/jobs-ucs.

To Apply: Please upload a cover letter and resume. Please include salary requirements in the cover letter. Upload materials in Word or PDF format only. No phone calls, please.

Deadline: May 27, 2019 or until filled.

REQUIREMENTS
Qualifications and Experience
This position requires knowledge of climate science and impacts issues, generally acquired through completion of a bachelor’s degree in science, or equivalent experience. Bachelor’s degree in a physical science field preferred. The position requires strong analytical, written, oral, data-visualization, and social media communications skills. Excellent organizational and time management skills, including the ability to simultaneously manage and prioritize many tasks, and strong attention to detail. Positive, team-oriented attitude; ability to work in an environment that can become fast-paced near deadlines.

Will spend extended periods at computer terminal. Occasional travel may be possible; occasionally may lift materials up to 45 lbs. Regular office hours, Monday through Friday. May include occasional nights and weekends, although you will normally work standard hours and will not be expected to work overtime.

At UCS, comparable training and/or experience can be substituted for degrees when appropriate.

Apply for this job

SUSTAINABILITY MANAGEMENT EDUCATOR, ENERGY CORPS AMERICORPS MEMBER
POSITION | National Center for Appropriate Technology | Butte, MT

Anticipated service schedule: 900 hours over course of service term. Roughly 40 hours per week. Occasional evening/weekend hours may be necessary. Term of service: January 6, 2020 – June 19, 2020

Position Summary: NCAT’s mission is to champion small-scale, local, and sustainable solutions that reduce poverty, promote healthy communities, and protect natural resources. A handful of Montana communities have made strides to develop and institute Climate Action and Sustainability Plans, and many more communities have the ability to do so but require a catalyst. The goal of the Energy Corps member will be to research and refine best practices for developing community sustainability at the local municipality level. The Energy Corps member will develop a template for community sustainability reports, as well as develop sustainability tracking tools. As a result of the Energy Corps member’s efforts, interested communities will
more easily be able to create baseline studies, draft action steps, and take initiative toward comprehensive sustainability.

Specific Position Responsibilities:

- Research all aspects of community sustainability as well as communities that have successfully implemented comprehensive sustainability and climate action plans
- Conduct interviews via phone with city and county officials from those communities that prioritize sustainability and are actively working to implement sustainable practices
- Identify key considerations and metrics for measuring, monitoring, and managing sustainability at the local municipality level
- Develop database and dashboard tools that communities can easily use to track their sustainability metrics
- Develop a template for community sustainability report and create an example report for two Montana communities
- Present findings and request input and feedback from willing Montana communities

Minimum Requirements:

- Must have a background in energy efficiency
- Must have technical writing experience and education
- Ability to work independently with limited supervision
- Must be over 18 with a high school diploma or GED; some college or work experience preferred
- Ability to work as part of a team and individually
- Ability to relate to people from diverse backgrounds
- Good organization and communication skills, presents self in a professional manner, and is outgoing and personable
- Experienced public speaker and excellent writing skills
- Familiarity with Microsoft Office Suite
- Background and/or interest in energy and community development issues
- Must have a valid driver’s license
- Member will not have reoccurring access to vulnerable populations

Benefits: This Energy Corps position will receive the following benefits:

- Opportunity to make a difference in a community
- Green job training and professional development
- Living allowance of $6,996 over term of service
- An AmeriCorps Education Award of $3,048 upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted until a suitable candidate can be identified. Early applications are encouraged and applications will be considered as they are received. All persons interested in being considered for the position must create an AmeriCorps account and apply. You can create an account and explore AmeriCorps opportunities at: https://my.americorps.gov/mp/login.do
Show your support. Become an Intern with us!
Put your mind to work as you gain experience working with our Office Manager, Communications Director and Assistant Director.

**INTERNSHIP DATES**
- Beginning late May/early June through late August, 2019

**LOCATION**
- Downtown, Salt Lake City

**REQUIREMENTS**
- Must be 18 years or older
- Native American college student
- Salt Lake City office location
- Good work ethics
- A desire to learn about Bears Ears.

**STIPEND AND SUPPORT**
- Utah Diné Bikeyah will offer a monthly stipend.

**INTERNSHIPS OFFERED**
1. Events Intern
2. Communications Intern
3. Legal Intern (1L and/or 2L)

**APPLICATION PROCESS AND DEADLINE**
Please submit a resumé and a cover letter ASAP and before **May 20th, 2019**

*This posting was provided by a VLS professor. The deadline has passed but if this is an area of interest, this, may be a good organization to contact if you are looking for an externship or internship.*
Community Conservation Resource Specialist | Snohomish Conservation District | Lake Stevens, WA

Apply | Application Deadline: June 7, 2019 at 5pm | Salary: $48,000 - $53,000 | Non-Exempt | Terms: Permanent, non-exempt, full-time position (40hrs/week), with benefits

Download announcement as a PDF

The Community Conservation Resource Specialist will assist in the implementation of the District’s activities to address a wide variety of resource concerns in the urban and residential areas of Snohomish County and Camano Island. The primary focus of this position is green stormwater solutions. Secondary concerns may include sustainable landscaping, soil health, urban farming, and urban forestry. The person hired for this position is directly responsible to the Urban Program Manager and works under the technical supervision of the Professional Engineer.

**Duties:** The primary responsibility for this position will be managing and implementing various grants and projects for the Community Conservation (CC) Team, which includes, but is not limited to:

- Coordinate the District’s Rain Barrel program.
- Manage project logistics. The CC Team designs and constructs green stormwater infrastructure projects on private and public property. This includes design, scheduling, correspondence, construction supervision, and budget management.
- Conduct site visits, providing professional advice on stormwater management practices.
- Develop design plans, maps, technical reports, and follow-up outreach.
- Manage grants and contracts.
- Communicate verbally and in writing with teams, partner organizations, and the general public.
- Work closely within a team to organize job duties.
- Assist in the coordination of workshops and events, with attendance as necessary on weekends and evenings.
- Document activities in Salesforce database, and provide database support to other staff.

**Skills Knowledge and Abilities**

**Minimum qualifications include:**

- A Bachelor’s degree in a compatible field of study. (Alternative combinations of education and experience will be considered.)
- At least 3 years of professional experience in landscape design, project management, construction, or engineering.
- Project management skills.
- Grant or contract management skills
- Strong understanding of drainage and water conveyance principles.
- Ability to motivate individuals to adopt and implement resource management practices on their property. This includes public speaking to diverse audiences.
- Ability to provide excellent customer service.
- Flexibility and willingness to take on multiple projects; ability to organize and schedule.
- Ability to operate a motor vehicle safely to and from the field.
- Ability to work in uneven terrain, and lift at least 40 lbs multiple times per day if needed.
- Experience with heavy equipment, power tools, and trailers.

**Preferred qualifications include:**

- Strong skills in sustainable landscape design
- Demonstrated experience designing green stormwater infrastructure
- Crew management experience
- Experience with heavy equipment, power tools, and trailers.

**Benefits:** The District offers a comprehensive benefits package which includes paid vacation and holidays, medical and dental, support for training, and participation in the State of Washington Retirement System (PERS).

**To Apply For This Position:** Applicants must provide a cover letter, resume, and contact information for three professional references. Applications must be received at the Snohomish Conservation District office on or before 5:00 pm, June 7, 2019. Email is the preferred method of applying.

Please submit application materials to: Snohomish Conservation District, Attention: Kate Riley, kate@snohomishcd.org
425.377.7004 | 528 91st Ave NE, Ste. A | Lake Stevens, WA 98258
General Description: Green Seal is hiring an Environmental Health Analyst who will support technical and policy research, facilitate committees of volunteer experts, and support projects that will transform markets. This is a unique opportunity for a driven researcher and science communicator to engage with major companies and public health experts.

Responsibilities:
Project Management and Support:
• Support the development and revision of Green Seal’s Environmental Leadership Standards.

Technical Research and Market Analysis:
• Conduct literature reviews and build reports that support science-based decision-making.
• Research life-cycle impacts of products, services, and processes.
• Create sustainability profiles for products, services, and programs, including technical specifications, functional performance, technologies/chemistries, regulations, and test methods.
• Identify significant impacts/hazards for users, manufacturers, and our environment.

Committee Facilitation and Stakeholder Engagement:
• Identify and engage stakeholders in Green Seal’s standard development process and other activities.
• Facilitate committees of volunteer technical experts.
• Manage administrative tasks that support an active network of subject-matter experts.

Knowledge Management:
• Maintain a technical library, web pages, stakeholder lists and outreach data
• Other tasks as needed, including occasional data entry.

Required Experience:
• Bachelor of Science or Master’s in Biology or Chemistry plus significant experience in technical research, stakeholder engagement, or committee facilitation.
• Experience conducting environmental and public health research, critical analysis of technical and life-cycle research, product certification programs, toxicological reviews, ecotoxicity, or related topics.
• A strong understanding of standards development principles and processes.
• Demonstrated excellence in clear and accurate technical writing and communications for diverse audiences.
• Highly organized, able to prioritize and multi-task, and a strong attention to detail.
• Proficiency with Microsoft Office programs for proposal development, experience with Excel and data management.
• Comfortable working above and beyond job responsibilities to further the organizational goals.

Application Requirements:
Please send all documents below to standards@greenseal.org with the subject line “Environmental Health Analyst Position.”
• Cover Letter
• Writing Sample *(Demonstrate ability to convey complex technical issues to the general public)*
• Reference: Letter of Recommendation from Employment Manager or Academic Advisor

Applicants must be currently authorized and eligible to work in the United States on a full-time basis.

Green Seal, Inc. is an equal opportunity employer committed to hiring a diverse workforce at all levels of the organization. Qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by federal law.
Organizational Background: The Neponset River Watershed Association is a regional nonprofit conservation group working to protect and restore the natural resources of the 14-town watershed area that drains to the Neponset River in Greater Boston. The Association’s tight knit and mission-driven staff of nine applies its expertise in watershed science, engineering, policy, and communications to the cross-disciplinary challenges of managing an urban watershed.

Two critical goals for the Association are to reduce stormwater pollution and restore more natural streamflow patterns in our highly developed watershed. Toward those ends, we work with municipalities and property owners to reduce polluted stormwater runoff, increase groundwater recharge, reduce peak flows, and reduce the volume of water diverted from the watershed by private and municipal water supply and wastewater management activities.

Position Description: The Association has an immediate opening for a full-time Stormwater and Water Conservation Professional. The Professional will work alongside our other program staff to provide technical assistance, training, and outreach to residents, business-owners and municipalities on stormwater management and water conservation issues. This may include activities such as:

- Managing and communicating with the ten-municipality Neponset Stormwater Partnership which aims to increase the effectiveness and efficiency of municipal stormwater management and MS4 compliance programs by providing services and technical assistance on a regional basis.
- Working with businesses and municipal staff to prioritize, design and install stormwater BMP retrofits to improve water quality and fixture updates to increase water efficiency.
- Analyzing water use data to recommend and implement targeted water conservation outreach interventions and/or incentives.
- Contacting landscapers and retailers to encourage compliance with the MA fertilizer law and best practices.
- Delivering technical training and presenting information to municipal staff, business groups or local residents on stormwater and water conservation topics and organizing training to be delivered by third party instructors.
- Planning and delivering educational outreach campaigns, such as mailings, websites, social media, videos or educational signage, working with municipal partners and volunteers to disseminate campaign materials and evaluating results.
- Providing technical support to colleagues working on stream and riparian corridor restoration, culvert replacement, and dam removal projects, and assisting colleagues with technical review of stormwater engineering reports and plan sets for site development proposals.

Applicant Qualifications: The successful applicant should have a bachelors or master’s degree in civil or environmental engineering, hydrology, geology, water resource management or a related field. Work experience with stormwater management, water supply, and/or wastewater management will be invaluable, as will experience working with municipalities. Experience with locating and designing stormwater best management practices and/or management of municipal water conservation programs will be very helpful.

The position requires strong analytical skills, including the ability to use spreadsheet, database, GIS and/or CAD software to collect and make sense of environmental and utility data and develop evidence-based strategies to achieve environmental results.

The position requires strong communication and interpersonal skills that will allow the Professional to effectively engage, educate, motivate and assist local residents, business owners, municipal partners, and volunteers in various settings including over the phone, through one on one interaction, group meetings, workshops and written communications. Strong public speaking and project management skills are also required as the Professional will be coordinating the efforts of an in-house multi-disciplinary team.

Finally, the successful applicant will be excited about the opportunity to work in the nonprofit sector and apply their creativity and skills to produce tangible environmental results in partnership with a small team that has the freedom to focus on achieving meaningful conservation outcomes.

Position Details and Application Process: This is a permanent, full-time (40 hour per week) position. The schedule is very flexible and the position is based out of the Association’s office in Canton MA. Applicants must have their own transportation and be comfortable working outdoors on uneven terrain. The position requires occasional participation in evening or weekend meetings or events. The position reports to the Association’s Executive Director. Compensation is commensurate with experience.

Applicants should forward a resume and a cover letter explaining their interest and relevant qualifications via email to Ian Cooke, Executive Director at cooke@neponset.org. Please also indicate where you heard about the opportunity.

Applications will be accepted until the position is filled. We expect to begin scheduling interviews for promising candidates by mid to late May 2019. Visit www.neponset.org/about/employment.

Benefits: Health insurance and paid time off
Research Analyst, Government Services Division - Strategy and Policy Team | Cadmus | Boston, MA

Overview: Renewable Energy technologies have risen to the forefront of conversations as cities, states, and countries set 100% renewable energy targets. The Cadmus Strategy and Policy team directly supports public, private, philanthropic, and non-profit organizations seeking to achieve ambitious climate and energy goals; the design and implementation of renewable energy policies will be crucial to the successful achievement of these goals.

Cadmus seeks a Research Analyst to support the Cadmus Strategy and Policy team. Our team works directly with local governments, states, national agencies, international development banks, international organizations, and industry to develop and analyze policies, manage and deliver programs, and provide technical assistance. Cadmus supports clients at the forefront of renewable energy markets, who are leading the implementation of innovative policies to achieve ambitious climate and energy goals. Through detailed analysis, careful planning, engineering, and robust stakeholder engagement, we equip our clients to harness the collective potential of key trends that are revolutionizing the energy sector.

Research Analysts work closely with senior staff to perform policy research, qualitative and quantitative market research, evaluation, and other technical and policy assistance related to renewable energy policies. The ideal candidate should be detail-oriented, motivated, and capable of creative problem-solving and independent work. The candidate should also have a working knowledge across topics such as local, state, and national renewable energy policy, project finance and development, climate planning, and procurement.

Responsibilities
As a Research Analyst on the Renewable Energy Markets Team, you would be responsible for:

• Working independently or with minimal supervision to support research efforts, ensuring consistency and quality of research methods;
• Supporting project management in close collaboration with project managers and principals to ensure timely delivery of project deliverables to clients;
• Conducting research, interviews, and analyses, focused on technical, policy, procurement, and/or financial implications of renewable energy policies;
• Clearly and concisely describing results (in Word or PowerPoint) for multiple audiences, ensuring accuracy of content and adherence to format and other pertinent details;
• Supporting technical assistance requests and providing customer services to local, state, federal and international government staff, policy-makers, international development agencies, corporate or non-profit clients;
• Conducting research and analysis across a range of renewable energy-related projects, programs, policies and regulations.

Qualifications
Requirements
• BS/BA in any discipline
• Understanding of – or the ability to quickly come up to speed on – concepts related to renewable energy technologies such as solar, storage, and electric vehicles, and renewable energy policy and regulation, international climate change policy, energy access, and international development. For example, developing a basic understanding of relevant concepts in the international energy industry including net metering, feed-in tariffs, renewable energy auctions, and mini-grid regulation, among others.
• Excellent writing, communication, and critical thinking skills
• Strong organizational skills with high attention to detail
• The ability to manage deadlines across multiple simultaneous projects
• Willingness to work on international projects and travel
• Proficiency in MS Office applications

Preferred
• Internships or professional work experience, especially in the clean energy, policy, renewable energy project development, utility or regulatory sectors
• Project management and budget management experience

Additional Info: A resume and cover letter are required for consideration. This is a full-time opportunity located in the Boston, MA office. APPLY FOR THIS JOB ONLINE

Cadmus is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, disability, protected veteran status, or any other legally protected group status.

To learn more about Cadmus, visit us online at: http://www.cadmusgroup.com

Overview: Cadmus seeks a Research Analyst to support its solar and energy storage practice. Our team works directly with local governments, state and federal agencies, utilities, and industry to analyze policy and provide technical assistance. As solar PV and other renewable energy technologies gain greater market share, there is an increasing need to deploy energy storage solutions. Growth of the solar and storage sectors presents opportunities for multi-disciplinary problem-solving, which will require holistic approaches at the intersection of power generation, power systems engineering, microgrid development, and energy policy and planning. Cadmus supports clients at the forefront of solar and storage markets, who are leading government, community, and utility organizations to achieve ambitious climate and energy goals. Through detailed analysis, careful planning, engineering, and robust stakeholder engagement, we equip our clients to harness the collective potential of key trends that are revolutionizing the energy sector: renewable energy, energy efficiency, beneficial electrification, and energy storage.

Research Analysts work closely with senior staff to perform policy research, qualitative and quantitative market research, evaluation, and other technical assistance related to solar and storage. The ideal candidate should be detail-oriented, motivated, and capable of creative problem-solving and independent work. The candidate should also have a working knowledge across topics such as DER, strategic electrification, and clean energy.

Responsibilities
As a Research Analyst on the Distributed Energy Resource (DER) team, you would be responsible for:

• Working independently or with minimal supervision to support research efforts, ensuring consistency and quality of research methods;
• Supporting project management in close collaboration with project managers and principals to ensure timely delivery of project deliverables to clients;
• Conducting research, interviews, and quantitative analyses, focused on technical, policy, and/or financial implications of DER technologies;
• Clearly and concisely summarizing analytical results (in Word or PowerPoint), ensuring accuracy of content and adherence to format and other pertinent details;
• Supporting technical assistance requests and providing customer services to government staff, policy-makers, utility clients, and industry representatives;
• Conducting research and analysis across a range of EV pilot projects, programs, and policies.

Qualifications
Requirements
• BS/BA in any discipline
• Understanding of—or the ability to quickly come up to speed on—concepts related to solar, storage, and beneficial electrification planning. For example, developing a basic understanding of relevant concepts in the energy industry including renewables, grid impacts, and energy cost management.
• Excellent writing, communication, and critical thinking skills
• Strong organizational skills with high attention to detail
• The ability to manage deadlines across multiple simultaneous projects
• Proficiency in MS Office applications
• Demonstrated analytical skills using statistical and analytical software (e.g., Stata, R, Excel, etc.)

Preferred
• Internships or professional work experience, especially in the clean energy or utility sectors
• Project management and budget management experience
• Quantitative and software skills with applications such as Python, SQL, and similar software tools

Additional Info: This is a full-time opportunity located in our Waltham, MA or Boston, MA office.

Cadmus is an Equal Opportunity, Affirmative Action Employer and considers all applicants for employment without regard to race, color, religion, sex, national origin, protected veteran’s status, or disability.

To learn more about Cadmus, visit us online at: http://www.cadmusgroup.com

APPLY FOR THIS JOB ONLINE

Overview: Cadmus is looking for a Research Analyst to join its Energy Sector on the Market Research and Customer Insights team. As a Research Analyst, you will be part of teams helping to drive change in the energy industry by conducting primary and secondary research in subject areas such as customer experience, program design, and marketing effectiveness, among others. By joining Cadmus’ Market Research and Customer Insights team, you will help clients uncover what’s under the surface, going beyond what customers and stakeholders say, to what they actually mean, and translating those insights to aid clients in their decision making. The team contributes to Cadmus’ work with a wide range of utilities and energy efficiency organizations across North America.

The ideal candidate is highly motivated and enthusiastic with a strong base of relevant skills – someone ready to take on a variety of tasks and learn about the energy industry and research methods. Research analysts will quickly gain responsibilities and be expected to contribute to all phases of a project, from inception and research design, through analysis and report delivery.

Responsibilities
• Execute primary and secondary market research; provide clients with critical customer insights.
• Conduct telephone interviews and surveys with energy efficiency program staff, utility customers, and others.
• Design high-quality data collection tools including interview guides and survey instruments.
• Program and administer online surveys.
• Analyze survey, focus group, utility and energy efficiency program data to identify trends, summarize program events, and describe the relationship of program activities to program results.
• Document findings for clients through PowerPoint presentations, memos, and reports.
• Provide administrative assistance to project managers through budget tracking and note taking during meetings.
• Work independently and with teams to participate in research projects and manage research tasks.
• Communicate professionally through telephone and email with colleagues and clients, in various time zones.

Qualifications
Requirements
• Undergraduate degree in business, the social sciences, environmental studies, or a related field
• Strong critical thinking and qualitative and quantitative analytical skills
• Excellent written and verbal communication skills
• Demonstrated analytical skills using statistical and analytical software (e.g., SAS, SPSS, R, Excel, etc.)
• Coursework or applied experience conducting social science research, including interviews, surveys, focus groups, and/or literature reviews
• Strong organizational and time management skills
• Proficient in MS Office applications, including Word, PowerPoint, and Excel
• Some domestic travel may be required

Preferred
• Familiarity with energy sector or utility industry
• Experience conducting market research and/or providing customer insights, including insights on customer behavior
• Experience using online survey tools such as Qualtrics or SurveyMonkey
• Experience using NVivo, ATLAS.ti or other qualitative analysis software
• Experience with advanced quantitative analysis, such as conjoint, max-diff, or customer choice research
• Advanced MS Excel skills
• Experience with energy efficiency program evaluation, design, and/or implementation

Additional Information: This position is available in three of our offices: Bethesda, MD; Portland, OR; or Waltham, MA. Please apply with a resume and cover letter for consideration.

Cadmus is an Equal Opportunity, Affirmative Action Employer and considers all applicants for employment without regard to race, color, religion, sex, national origin, protected veteran’s status, or disability.

Learn more about Cadmus by visiting our website at: http://www.cadmusgroup.com

APPLY FOR THIS JOB ONLINE
Research Analyst, Environmental Programs | Cadmus | US-MA-Waltham

Overview
The Cadmus Group LLC seeks a highly motivated entry-level research analyst to support contracts with EPA and other government clients in the areas of drinking water, water quality, and climate science/policy.

Successful candidates will have a professional demeanor and will have distinguished themselves with academic and professional excellence and a clearly demonstrated work ethic. They should be highly motivated to perform and learn, able to work collaboratively and independently, detail-oriented, comfortable speaking in public, and able to manage assigned tasks and projects from start to finish with input from supervisors. Candidates should also possess exceptional research, oral and written communication, and analytical skills, enabling them to support Cadmus’ mission to successfully meet clients’ needs. Cadmus emphasizes working effectively in a team environment with a commitment to the highest standards of excellence.

Responsibilities
• Provide logistical and administrative support for Cadmus project teams.
• Provide project support:
  o Ensuring client satisfaction across multiple projects in a program.
  o Facilitating information sharing and planning across projects and teams.
  o Supporting the efforts of multiple project managers.
• Represent Cadmus and clients at workshops and conferences.
• Present material and assist on webinars and at in-person events.
• Develop training materials and packages; outreach and communication documents.
• Write or edit reports, case studies, presentations, and other documents.
• Provide strategic thinking in support of client initiatives.
• Conduct literature searches and reviews on technical topics to support policy initiatives and assess the impacts of policy decisions.

Qualifications
Required Qualifications
• BS/BA with coursework in environmental and/or climate change science and policy, or other relevant area.
• Excellent written and verbal communication skills, comfortable presenting over the phone and to live audiences.
• Strong organizational abilities.
• Strong analytical and problem solving skills with an ability to work independently as well as collaboratively in a team environment.
• Proficiency in Microsoft Office applications including MS Word, PowerPoint and Excel.

Desired Qualifications
• Classwork or professional experience with EPA regulatory programs, water science or policy, and economics.
• Basic understanding of financing principles and opportunities in the environmental sector.
• Experience working on communications materials.
• Applied experience with research activities in an academic or professional setting.
• Experience public speaking.

Additional Information:
To be considered, please submit the following materials:
• A one-page cover letter describing your qualifications, interests, and career objectives. The cover letter should clearly address your experience and interest.
• A resume that includes complete educational and professional experience.
• A brief writing sample or excerpt (1-5 pages).

This is a full-time position and some domestic travel may be required.

Cadmus is an Equal Opportunity, Affirmative Action Employer and considers all applicants for employment without regard to race, color, religion, sex, national origin, protected veteran’s status, or disability.

Learn more about Cadmus by visiting our website at: http://www.cadmusgroup.com

APPLY FOR THIS JOB ONLINE
Program Associate | Environmental Defense Fund Climate Corps | Boston, MA and 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.

Program Overview
EDF Climate Corps (www.edfclimatecorps.org) is a network of professionals united to advance climate solutions. This network is grounded in an innovative summer fellowship program which embeds trained graduate students in companies, cities and universities to accelerate and advance climate and energy goals. Since the program’s launch in 2008, EDF Climate Corps fellows have uncovered over $1.6 billion dollars in energy savings for participating organizations. With a network of over 1,700 professionals, EDF Climate Corps seeks to accelerate the transition to a low-carbon energy system by inspiring and empowering leaders.

Overall Function: The Program Associate will play a key role in advancing the recruitment campaign to attract highly qualified graduate students to the EDF Climate Corps fellowship program. Working under the direction of the Project Manager, the Program Associate will help to ensure a seamless and productive recruitment season by assisting with communications to universities and prospective applicants, supporting the screening and selection process and coordinating across the EDF Climate Corps team. Additionally, the Program Associate will support organizational relationship management activities, coordinate EDF-paid fellow onboarding and assist with Salesforce data projects for the team.

Key Responsibilities
- Help to coordinate and schedule fellow recruitment events, assist in developing content for prospective applicant communications; monitor the application inbox and respond to applicant inquires as necessary, track recruitment activities, and execute other related activities such as assisting in the design of recruitment materials;
- Support the development of fellow application screening and selection criteria, coordinate with program staff and consultants to identify, collect and share project information with fellow applicants, assist in the development of content for fellow candidate communications and support other matching processes as necessary;
- Support EDF Climate Corps team in meeting organizational relationship management objectives by annually updating materials such as call guides and email templates, coordinating information gathering from EDF Climate Corps team and reminding them of key relationship management tasks and coordinating with IT to update salesforce trigger emails and workflows;
- Coordinate with Human Resources on fellow payroll needs, track fellow hiring paperwork submissions, troubleshoot issues as necessary and process fellow travel reimbursements;
- Coordinate with Data Specialist on special Salesforce projects and regularly enter program-related data into Salesforce;
- Oversee 5 relationships with EDF Climate Corps host organizations, assist in developing scope of work for these engagements, oversee summer fellowships and ensure successful completion of fellowship deliverables.

Qualifications
Required qualifications for this position include:
- Highly organized self-starter with a passion for environmental issues;
- Proficiency with Microsoft Office;
- Excellent written and oral communication skills;
- Ability to work with colleagues and partners of varied backgrounds and experience;
- Strong project management skills including demonstrated ability to use independent judgement to plan, prioritize and organize a diversified workload;
- Ability to oversee details of complex projects with high level of accuracy and attention to detail;
- Ability to organize data, information and files in a thoughtful manner;
- Willingness to travel (10-15% of the time);

Desired qualifications include:
- Bachelor’s degree in a relevant field;
- 2+ years of relevant work experience;
- Basic knowledge of the business implications of environmental issues and climate and energy policy;
- Proficiency with Salesforce.com and Microsoft SharePoint.

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. APPLY
Dac (Disadvantaged Community) Equity Specialist | The Center for Sustainable Energy | Los Angeles, CA

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

**Overview:** Efforts will focus on promoting the Clean Vehicle Rebate Project (CVRP), a program that offers rebates for the purchase or lease of new, eligible zero-emission and plug-in hybrid light-duty vehicles. This job description outlines key tasks that the selected candidate will focus on in this role.

**Job Summary:** We are looking for outgoing community engagement champion to represent CSE (Center for Sustainable Energy) and the CVRP program at a variety of event types throughout Los Angeles, California. This role is responsible for building awareness and understanding of CVRP, as well as educating target audiences about additional incentives and benefits of clean vehicle ownership.

**Primary Job Duties**

**Event/Partnership and Partnership Coordination | Community event participation**
- Represent CSE/CVRP while working within outreach booth at all approved community events
- Research event opportunities to participate in (requires developing an understanding of the landscape of assigned areas to identify where efforts should be focused)
- Coordinate needs for event participation, including negotiating booth location and cost with event organizers, contract management, logistics (transporting booth to/from event locations, and setting up/tearing down booth) and any other needs

**Account Coordination for Community Based Organizations (CBOs)**
- Liaise with local CBOs to ensure CVRP participation in outreach
- Train CBOs and staff on CVRP and event/presentation activity
- Provide CBOs with support and services for effective outreach activities

**Community workshop presentation coordination**
- Research presentation opportunities to participate in
- Coordinating workshops with local community leaders and organizations
- Assist in building/maintaining relationships with community partners

**Electric Vehicle (EV) Ride and Drive event coordination**
- Lead coordination efforts for EV test drive events, including (but not limited to): site selection, permitting, new car dealership/partner participation, staffing, advertising/promotion, and execution

**Car Dealership Outreach**
- Coordinate car dealer update meeting to provide updates on CVRP
- Coordinate car dealer trainings for sales staff on CVRP

**Additional grass-roots event planning/coordination**
- Assist in coordination of other types of grass-roots events aimed to engage members of low- to moderate-income and disadvantaged communities
- Types of events can include (but are not limited to): electric vehicles, solar, energy efficiency, health and wellness, community events etc.

**Administrative responsibilities across all event types include:**
- Oversee inventory of all outreach materials, monitor supplies (re-ordering and repairing as needed), and organization of those items (quality assurance)
- Track event/presentation and partnership metrics (ie. event attendance, emails, number of quality conversations had, etc.) for internal/external reporting purposes in Salesforce and/or other reporting as needed
- Uphold CSE and CVRP branding standards with regards to materials to be used at events
- Assist with culturally sensitive new outreach tools, handouts and materials as needed to adapt to local communities

**Event/Presentation Follow Up**
- Execute effective follow up techniques with contacts made at events
- Assist in collection of attendee emails interested in gaining additional information on CVRP
- Create communications that reinforce key outreach messaging and encourages event attendees to take action with CVRP
- Address frequently asked questions, local issues, and/or provide other information that was brought up at specific events
- Create social media posts for specific platforms
Skills & Qualifications:

- Education: Bachelor’s degree suggested and or
- 2-3 years of experience in community outreach or other areas directly related to the duties and responsibilities specified
- Bilingual (reading, writing and speaking) in both English and Spanish or Hmong or Mandarin or Tagalog is preferred
- Excellent customer service, interpersonal, verbal, and written communication skills, and the ability to build strong professional relationships over the phone and in person
- Demonstrated fluency in using standard office software packages (MS Office: Access, Excel, Word, PowerPoint, Outlook) and Salesforce
- Strong multitasking ability, attention to detail and organizational skills
- Able to follow through on assignments and projects within required budgets and deadlines
- Familiarity with federal and California regulations related to transportation, energy, and air quality a plus
- Excellent time and stress management skills
- Strong critical thinking and problem solving skills
- Strong conflict management skills
- Independent, self-starter
- A passion for sustainable energy, customers and solving problems quickly and creatively will be valued

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position will require the use of a personal and/or CSE vehicles to transport themselves and the event booth to events. Individuals must be physically capable of operating the vehicles safely, possess a valid driver’s license and have an acceptable driving record.
- When working events, employee will be required to lift and set-up booth equipment, and stand for extended periods of time
- Will work some evenings and weekends or work longer hours when working at events or to meet deadlines
- When working in an office environment, employee must possess the physical abilities to utilize standard office equipment: computer, telephone, copier etc.
- Sitting for extended periods of time while at a desk or in meetings; hearing and visual acuity within normal range; manual dexterity to operate keyboard and calculator
- Work safely without presenting a direct threat to self or others

*CSE is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*

**APPLY FOR THIS JOB THROUGH OUR ADP JOB PORTAL**
Summary/Objective This position manages campus sustainability outreach, communications, education, and behavior change initiatives. This position requires applied knowledge of sustainability principles; the ability to connect outreach and education efforts with university sustainability goals; extensive collaboration with students, faculty and staff; and supervision of student employees.

Work Environment
- This position reports directly to the Director of Sustainability Programs and works closely with offices across campus
- The position supervises student interns and requires functional knowledge of sustainability outreach principles

Position Type/Expected Hours of Work
- 35-Exempt
- Senior Coordinator/Analyst B

Salary Range $53,000 - $59,000

Required Education and Experience
- Bachelor’s degree in Environmental Studies, business or related area
- 3 years of related experience
- Experience related to the practical application of sustainability principles
- Experience working with students and student organizations
- Experience developing and managing sustainability-related programs
- Effective collaboration, interpersonal, and facilitation skills
- Effective oral and written communication skills
- Effective education and outreach skills
- Ability to effectively plan and coordinate multi-task requirements and meet self and imposed objectives and deadlines
- Ability to work effectively in a service-oriented environment subject to changing priorities
- Proficient in the use of personal computers in a Windows environment
- Ability to learn and grasp new software applications as necessary to proficiently manage the area of responsibility

Preferred Education and Experience
- Higher Education work experience
- LEED accredited professional

Additional Eligibility Qualifications
- Offers for this position are contingent upon the successful completion of a background check

Contact Us:
For more information or assistance with the American University careers site, email theworkline@american.edu.

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual’s genetic information or any other bases under federal or local laws (collectively "Protected Bases") in its programs and activities.
Transportation Justice Policy Advocate | Environmental Health Coalition | National City, CA

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

Position Overview: The Transportation Justice Policy Advocate (PA) works within EHC’s Climate Justice Campaign to advance policies and projects that reduce air pollution and greenhouse gas emissions from transportation sources with a focus on low income communities of color that are most impacted by these sources.

The PA works with community leaders and other non-profits to identify key issues, community-driven solutions, and conduct policy advocacy to influence local and regional governments to reduce impacts in low-income communities of color in the San Diego region.

The PA will advocate to and work with local, and regional entities including Metropolitan Transportation System, SANDAG, San Diego Unified Port District, Cities of San Diego and National City, and other regulatory bodies related to transportation justice, goods movement, air pollution, climate change, and public health. The PA is responsible for representing the interests of EHC members before decision-making authorities and ally groups in order to change or enforce public policies.

Working with Community Organizers and Leaders, the PA will coordinate EHC’s work in City Heights and work with residents to create a City Heights community where residents live with health-promoting land use, transportation and community development policies that improve their health and well-being.

Primary Responsibilities

• Organize and advocate for the development and implementation of land use, transportation, and community development policies that advance public and environmental health, equitable development, land use compatibility, affordable housing, climate and transportation justice, jobs and health;
• Conduct issue research and policy advocacy activities regarding transportation, climate change, air pollution, and related environmental justice issues affecting low-income communities of color;
• Understand local government systems and laws, and effectively monitor and advocate with those entities;
• Develop written analyses, position papers, and correspondence;
• Conduct effective networking and ally development activities with individuals, groups, organizations, and governmental entities in the San Diego region;
• Work with community organizing efforts to ensure coordination;
  In collaboration with the EHC City Heights Community Organizer develop an empowered and effective City Heights Community Action Team composed of EHC community leaders;
• Work with EHC team members to develop strategic plans for key projects and activities; and
• Participate in and coordinate, as appropriate, local transportation justice networks to secure policy outcomes to reduce air pollution.

Qualifications

Required Qualifications and Skills:

• 3 years’ experience in grassroots organizing and/or policy work
• 2 years’ experience in transportation, climate, air pollution policy and regulation or other related fields
• Demonstrated commitment to the principles of environmental justice
• Excellent oral and written communication skills
• Excellent analytical ability
• Reliable transportation method
• Ability to work flexible hours
• Ability to handle multiple tasks, work under pressure, and maintain attention to detail
• Proficient with computer programs including Microsoft Office, Outlook, Excel, Power Point

Preferred Qualifications and Skills:

• 5 to 10 years’ experience in grassroots organizing and/or policy work
• 5 years’ experience in transportation, climate and air pollution policy and regulation or other related fields
• Legal/planning/public health background and/or campaign and staff management experience is highly desirable
• Familiarity with local transportation agencies and municipal governments pollution and advance public transit highly desirable.
• Must demonstrate the ability to be culturally competent in all respects

Compensation: Bilingual (English/Spanish) is highly desirable | Benefits Include: Health, dental, 401k, LTC, generous vacation and wellness leave, professional development, and other benefits. Salary Range: $54,000 – 65,000, commensurate with experience

To Apply Please email cover letter, resume, 3 references, and salary requirements to frontdesk@environmentalhealth.org. Subject line should read: TJ Policy Advocate followed by your name.

Target Start Date: Position to remain open until filled.

EHC is an Equal Opportunity Employer, we encourage people of color and women to apply.
The Consortium for Energy Efficiency (CEE) is seeking a Program Associate to provide cross-cutting support serving multiple corporate and program objectives. This entry-level position provides a fantastic career growth opportunity for a motivated person to gain skills and perspective in a professional non-profit setting. The successful candidate will support other staff members on discrete projects across various sectors within the organization. Necessary attributes for this position are a service-oriented mentality, natural interpersonal and written communication skills, and tremendous attention to detail. Additionally, candidates who are supremely organized in their work habits, who exhibit initiative and problem-solving, and who possess a desire for continuous improvement, are sought.

Responsibilities

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

Requirements

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

Compensation

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

Office Location

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

Application Information

Complete applications will be reviewed upon receipt. Please submit the following:
- Resume
- Cover letter demonstrating your interest in the position, qualifications, and relevant work experience
- Writing sample (5 pages maximum) that demonstrates analytical reasoning skills

Contact

Please send application materials via e-mail to Lisa Tran at ltran@cee1.org, noting the location you found this posting, as well as including the job title and your name in the subject line; for example, “John Smith—Program Associate.”

You must be eligible to work in the United States independent of company sponsorship. CEE is an Equal Opportunity Employer.

Consortium for Energy Efficiency, Inc. Ferncroft Corporate Center, 35 Village Road, Middleton, MA 01949 | 617-589-3949
Hampton Roads Organizer | Chesapeake Climate Action Network | Norfolk, VA

Apply Application Deadline: June 14, 2019 | Salary $32,000 - $38,000

THE CHESAPEAKE CLIMATE ACTION NETWORK IS SEEKING A PASSIONATE ORGANIZER TO CULTIVATE AND EXPAND THE GRASSROOTS MOVEMENT TOWARDS 100% CLEAN ENERGY IN VIRGINIA.

ABOUT US: The Chesapeake Climate Action Network (CCAN) is the only group in the Chesapeake region of Maryland, Virginia and Washington D.C. dedicated exclusively to building a powerful grassroots movement to fight climate change. We envision an equitable energy future where truly clean sources of power — efficiency, solar and wind — sustain every aspect of our lives, and dirty fossil fuels are phased out.

In Virginia, we are working on bold campaigns that would result in energy policies matching the scale of the climate crisis the state is facing. **Never has our work been more important as we are facing stalls and rollbacks at the national level.** For over a decade, we have been pushing the envelope of what’s “politically possible” in Virginia, using every tool inside and outside of the box — from organizing to lobbying to the law. We are standing in the way of two fracked gas pipelines, weakening one of the nation’s most powerful polluters (Dominion Energy), and we are pushing the most effective climate policies in the Commonwealth.

ABOUT THE POSITION: The Hampton Roads Organizer will have the skills, passion and commitment to take on one of the biggest problems facing our planet in one of the toughest places to win. We are looking for a resilient, creative and strategic problem-solver to join our team. The Hampton Roads Organizer will be joining CCAN at a critical time — a time where the political winds are shifting to a progressive future where true climate action is possible in this southern coal state. At the same time, the Hampton Roads Organizer will be tasked with inspiring action on climate in the second most vulnerable region to sea level rise in the nation. The ideal candidate will have experience building relationships and inspiring action, and will be passionate about urging faster and more equitable change to address the climate crisis.

WHAT YOU WILL DO
The primary responsibilities of the position include:

- **Outreach and Mobilization:** Most of this person’s time will be spent building relationships with people and inspiring them to take action. This involves recruiting, training, and supporting volunteers, as well as forming and cultivating active volunteer teams.

- **Grassroots Campaign Planning:** Working with existing supporters, community partners, and coalition leaders to create strategic field plans aimed at winning CCAN’s priority campaigns.

- **Planning and Executing Inspiring Actions:** Organizing and executing creative actions, media events and community meetings that will mobilize our base and influence Hampton Roads decision makers.

QUALIFICATIONS
The qualified candidate will display the following capabilities and qualities:

- Commitment to the mission of fighting climate change
- At least 2 years of demonstrated experience building relationships through organizing racially diverse audiences; experience organizing in Virginia is a plus
- Demonstrated experience with campaign planning, coalition building, and media outreach
- Proven ability to be self-driven, while working effectively with a team
- Proven ability to multitask, while prioritizing measurable results
- Excellent written and verbal communication skills
- Problem-solver; someone who thinks of solutions more than barriers
- Able to travel as needed (extensively in the Hampton Roads region, occasionally to Richmond and DC), a valid driver’s license and car, a satisfactory driving record and auto insurance

THE DETAILS
This position is based in Hampton Roads metro area in Virginia. This position is a remotely based position, with the main Virginia office based in Richmond. Ability to thrive while working remotely is a must. The Hampton Roads Organizer reports to the Virginia Director, who is based in Richmond.

Salary is commensurate with experience in the range of $32,000-$38,000. We provide a generous benefits package including health care, dental/vision coverage and 4 weeks’ paid vacation.

HOW TO APPLY: Please fill out the Google form application, you will be prompted to answer a series of short questions and asked to submit a resume and cover letter, a writing sample is optional.

We are accepting applications on a rolling basis but aim to make a final hiring decision by June 14th. CCAN is an equal opportunity employer, committed to a diverse workforce. We are seeking to recruit individuals from underrepresented groups to apply for this position.
Program Manager, International Programs | National Association of Regulatory Utility Commissioners (NARUC) | Washington, DC

**APPLY**

Application Deadline: June 15, 2019 | Salary: Salary will be commensurate with experience and qualifications

**Position Overview**: NARUC International Programs seeks to empower the global community of regulators to drive meaningful change in their energy sectors. The Program Manager (PM) coordinates with the Senior Leadership Team as needed to ensure successful execution and development of projects in his/her portfolio. The PM will oversee project portfolio that include national and/or regional level work. The position will be based in NARUC’s office in Washington, DC. The term of employment is grant-funded and is conditioned upon continued client funding and satisfactory performance of duties.

**Required Abilities and Key Attributes**: The Program Manager coordinates reporting, oversees program implementation and may supervise/train program staff. The position requires: sound knowledge of the energy sector and issues facing emerging and transitioning economies; previous experience in program management, mentoring and oversight of workflow processes; strong organizational skills and attention to detail; prior experience with managing client relations and senior delegations in developing countries; strong communication, strategic thinking abilities and analytical skills; and excellent English writing and presentation skills.

This position requires significant experience in client communications, program planning, implementation, impact assessment, and logistical coordination of large-scale international and domestic events involving multiple stakeholders. Experience with team leadership and training is desirable. International and domestic travel required (approx 25-40% of time).

**Responsibilities**: The Program Manager drives work plans forward in sync with project team. The Program Manager manages technical assistance projects in coordination with the Technical Advisor. The PM will build and sustain relationships with partners through strong communication. The PM will promote peak performance culture and may serve as direct supervisor for select program staff. The PM will also ensure compliance with NARUC and USG policies, regulations and operational and financial procedures.

**Education and Experience**: An advanced degree in Energy/Environmental Science, International Relations, Public Administration or a related field and 5-7 years of professional experience is required. Coursework in economics is very helpful. Knowledge of the nonprofit or association environment is desirable. Knowledge and/or experience with USAID and USG regulations and procedures highly desirable. Language proficiency in geographically-relevant regions preferred.

**Salary/Benefits**: Salary will be commensurate with experience and qualifications. The organization offers a generous benefits package.

**Instructions to Apply**: Must be US citizen or have US work permit. Please send cover letter, resume, and salary history to Ms. Erin Hammel, Director, International Programs at job@naruc.org. Job applications should include resume, cover letter and salary history. No telephone calls. EOE.
Research Associate | Institute for Transportation & Development Policy | Washington, DC

APPLY

The Institute for Transportation and Development Policy (ITDP) promotes sustainable and equitable urban transport worldwide. ITDP is a nonprofit organization headquartered in New York City with offices in Africa, Brazil, China, India, Indonesia, Mexico and the United States. ITDP’s programs focus on public transit, walking, cycling, travel demand management, and sustainable urban development. More information about ITDP can be found at www.itdp.org.

The Research Associate is a full-time position in the Washington, D.C. office working within the Research and Monitoring group. The group conducts strategic research and provides implementation guidance to decision-makers, as seen with the Bikeshare Planning Guide and TNC Policy Brief. The group also tracks progress on sustainable transport and urban development, as seen with the Indicators for Sustainable Transport and the Pedestrians First toolkit.

The Associate will lead ITDP’s monitoring and indicators work to track progress on sustainable transport and sustainable urban development, developing and implementing new indicators at the city, regional, national, and international levels, including contributions to the Sustainable Development Goals (SDGs). The Associate will also lead the analysis and modeling of climate change impact and the geographic mapping of ITDP’s work. The Associate will translate indicator and monitoring work into new reports and tools to enable decision-makers and other professionals to use new indicators in cities around the world.

The Research Associate will report to the Director of Research and Impact and will work with staff across all of ITDP’s offices.

RESPONSIBILITIES

• Develop and track indicators to measure progress on sustainable transport.
• Measure sustainable transport and conduct other analyses using GIS, spreadsheets and potentially SPSS.
• Develop and modify spreadsheet models to evaluate the impact of sustainable transport measures.
• Develop and author white papers, reports, articles, memos, blog posts, web content, talking points, infographics and other written materials to communicate work to peers, technical professionals, and decision makers.
• Perform data entry, cleaning, merging and database management tasks.
• Coordinate with field offices and external partners to collect and store required data.
• Conduct literature reviews.
• Assist with the preparation, proofreading, and editing of reports and other written material.
• Present research findings, tools, and publications at conferences and events and to news media.
• Other duties as assigned.

REQUIRED QUALIFICATIONS

• Bachelor's degree
• 1 - 3 years of experience and/or post-secondary schooling
• Strong analytical skills with the ability to make connections, think critically, solve problems and synthesize information
• Ability to translate technical information into compelling reports and presentations for a non-technical audience
• Detail oriented and organized with strong planning and prioritization abilities
• Strong technical skills including GIS experience and strong proficiency in Excel & other spreadsheet software

PREFERRED

• Interest in sustainable transport and international development
• Understanding of conditions in lower-income contexts internationally
• Proven ability to manage short and long term deadlines and conflicting priorities
• Proficiency in at least one other language, such as Spanish, Portuguese, Chinese, Bahasa Indonesia
• Statistical analysis (SPSS) experience
• Database experience (SQL or others)

ITDP is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.

How To Apply: To apply please send a cover letter and resume to jobs@itdp.org with “Research Associate” in the subject line. No phone calls, please.
Program Associate | Society for Ecological Restoration (SER) | Washington, DC

**APPLY Application Deadline: May 31, 2019** | Salary: $36,000 - $39,000 Salary listed here is full-time equivalent - salary would be prorated to 3/4 level.

**About SER:** The Society for Ecological Restoration (SER) is a 501c3 not-for-profit organization based in Washington D.C. with nearly 3,000 members in more than 70 countries, 13 regional chapters, and two thematic sections. Our mission is to *advance the science, practice, and policy of ecological restoration to sustain biodiversity, improve resilience in a changing climate, and re-establish an ecologically healthy relationship between nature and culture*. Learn more about us on our website: [www.ser.org](http://www.ser.org).

**Position Overview:** The Society for Ecological Restoration (SER) is seeking an enthusiastic applicant with environmental knowledge to join our team. This is a three-quarters time, intermediate-level position with remote working the preferred option. The Program Associate will act as the principal liaison with SER Chapters (Components) while also supporting program development and implementation, including oversight of SER’s Social Media accounts. The Program Associate will work closely with the Program Manager and the Membership Director. *Key words*: restoration, conservation, environment, sustainability, chapters/components, outreach.

**Chapter liaison (approximately 25% of time (7.5 hours/week))**: tasks focus on supporting and servicing SER chapters and sections globally. Primary responsibilities include but are not limited to:

- Act as the initial point of contact for all chapters and thematic sections
- Coordinate North American Coordinating Committee and Chapter Relations Committee meetings with the Chairs of each of those committees
- Support the development of new regional chapters
- Assist SER chapters by supporting event management and registration, providing printed promotional materials, supporting chapter-led webinars, etc.

**Program and conference (approximately 50% of time (15 hours/week))**: tasks focus on supporting SER member programming as outlined below:

- Identify and/or develop content for and maintain all social media channels including Facebook, Twitter, LinkedIn, and Instagram (this may including hiring and overseeing social media interns) with a goal of increasing reach and engagement with SER
- Create and distribute two monthly e-newsletters (Restore, Events & Opportunities)
- Support key program services, including SER global conferences and the SER webinar series
- Maintain key components of SER website, including home page items, Community Calendar, internship board, etc.
- Lead internal graphic design efforts (with consistent branding) including quarterly newsletter layout, banner ads, social media posts, homepage icons, printed materials, etc. as needed
- Promote SER membership and benefits across all communications channels

**Other (approximately 25% of time (7.5 hours/week))**: tasks include but are not limited to:

- Track/ensure sponsor benefits are delivered, including through social media posts, banner ads, etc.
- Assist in fundraising initiatives including giving campaigns, sponsorship engagement, etc.
- Act as a resource for initial member inquiries
- Monitor general SER email accounts, and directing member queries to appropriate technical staff
- Schedule and assist with coordination/support for Board of Directors and Executive Director including quarterly meetings, supporting board elections, etc.
- Maintain SER’s electronic filing/archive system

The position task list may change depending on the candidate’s expertise as well as Society priorities.

**Required Qualifications**

- Minimum of a bachelor’s degree
- Strong understanding of natural sciences, ideally ecology/ecological restoration
- Strong technical capabilities and ability to quickly learn new technological systems and software
- Ability to work logically and efficiently in a fast-paced and growing organization
• Prompt, polite, and professional demeanor
• Keen attention to detail across multiple projects
• Strong written and oral communications skills/ability to communicate effectively with many individuals across an international network
• Capacity to work well with competing priorities and tight deadlines that require a high degree of independent action with minimal supervision/multiple project leaders
• Proficiency in Microsoft Office Suite
• Proficiency in graphic design (InDesign and/or Canva preferred)

Preferred Qualifications
• 1-2 years previous work in the nonprofit sector, preferably with a membership and/or chapter-based organization
• Experience with a membership database or Association Management Software (AMS)
• Experience with MailChimp/other email marketing platforms, web editing, and design software
• Degree in environmental or natural sciences
• Experience with online analytics including Google Analytics and social media analytics

Benefits: SER offers a competitive benefits package including vacation, retirement (SIMPLE IRA), health/dental insurance, sick leave, friendly and flexible work environment, opportunity to engage and work with people internationally, including some potential to travel.

To apply, please send resume, cover letter, and short writing sample to humanresources@ser.org by May 31, 2019. Position will remain open until filled. Please title your email: SER Program Associate Applicant – YOUR NAME. Top applicants will be contacted by email to schedule interviews.

SER is an equal opportunity employer and values diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.
**MARKETING & DIGITAL MEDIA ASSOCIATE | RED TOMATO | PLAINFIELD, MA**

**COMPANY DESCRIPTION:** Red Tomato is a nonprofit organization (a food hub) that connects farmers and consumers through the sales and marketing of fresh produce, and through programs, education and collaboration to build a just, ecological regional food system.

Founded in 1996, RT has sold over $50 million of local, sustainably grown, and farm-identified produce to supermarkets, distributors, and institutions. Programs include Eco Apple, a certification, marketing and supply chain network for fruit growers; and the Farm and Food Narrative Project, a social science research, framing and communication initiative.

As a leader in the Good Food Movement, Red Tomato ensures that the voice of mid-sized wholesale growers, ecological production practices, and good food at scale are represented in our movement’s efforts to create resilient, regional food systems. In an era of increased market consolidation and downward price pressure, the mid-sized family farmers we work with are facing unprecedented challenges. We are excited to be expanding our efforts to bring their story directly to eaters.

**JOB DESCRIPTION:** We seek an enthusiastic social media master and marketing team member to help build our digital engagement strategy and marketing programs, to promote our region’s farms, Eco program, and ‘righteous produce’ to buyers and eaters in the Northeast. You’ll work with an exceptional team and an experienced and visionary network of farms, and have the opportunity to collaborate with some of the most creative, motivated and hard-working food systems colleagues in the Northeast region

**Duties and Responsibilities:**

**Digital and General Marketing:**
• Maintain and develop website, digital media platforms, and e-marketing presence including regular communication and content development, consistent with RT brand and organizational goals.
• Develop and implement targeted digital media and marketing campaigns, in collaboration with growers, customers, and other food system partners.
• Develop and manage marketing support for retail, wholesale and grower-direct accounts including point of sale and marketing materials, demos and events.

**Program and Other Duties:**
• Assist in coordination of Eco Program and certification support, including marketing and program development in collaboration with farm owners, managers, marketing staff and Eco advisors partners.
• Provide consulting, presentations and other contributions to Good Food Movement
• Maintain files, coordinate mailings, assist in general office support, Team meetings, and work closely with other Red Tomato staff on a variety of activities and programs.

**Requirements:**
• Knowledge, experience, and enthusiasm re: standard and emerging digital media platforms, (ie: website, Facebook, Twitter, Instagram).
• Strong written and verbal communication skills, both one-on-one and in groups.
• Experience with Photoshop, InDesign or app based photo editing software.

**COMPENSATION:** This position is PAID: salaried, varies DOE, $47,500.00 - $52,000.00

**HOW TO APPLY:** Please click here to sign in and view application details. *If you are not registered, you'll be prompted to do so.*

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**Natural Resources Specialist | Bureau Of Land Management | Dickinson, ND**

**Deadline:** May 28, 2019

**Responsibilities:** The incumbent is responsible for application of natural resource management and environmental science principles to the execution of a comprehensive surface protection and compliance program dealing with fluid minerals development in the Field Office. At the full performance level, duties include, but are not limited to, the following:
• Permitting various types of surface activities in fluids minerals exploration and development.
• Reviewing stipulations on existing leases for applicability to proposed activities.
• Evaluating the environmental impacts of proposed drilling operations, field development, and subsequent surface disturbing operations.
• Preparing appropriate documentation in compliance with the National Environmental Policy Act. These activities include reviewing notices of staking, applications for permit to drill, and sundry notices for compliance with various regulations, orders and instruction memoranda.
• Monitoring construction, production, and reclamation activities to ensure compliance with environmental plans and stipulations.
• Inspecting items such as drill pad construction, access roads, production facilities & pipelines, water disposal facilities, abandoned well site rehabilitation and undesirable events such as oil spills.
• Reviewing and processing lease nomination packages to determine if parcels are suited for leasing.
• Coordinating reviews with other BLM resource specialists and other agencies.

**Physical Demands:** This position varies from principally sedentary in completing office phases of the duties assigned to performing field work. The field work will requires physical activity in driving and walking to, from and around locations in rough terrain, adverse conditions, and temperature extremes, such as heat in excess of 100 degrees F and cold below -25 degrees F.

**HOW TO APPLY:** [View Full Job Description](https://www.usajobs.gov:443/GetJob/ViewDetails/533419400?PostingChannelID=RESTAPI)

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**Don’t worry, it’s free! DEADLINE:** no deadline
BACKGROUND: Located in beautiful coastal San Mateo County, the San Mateo Resource Conservation District (RCD) seeks to fill a full-time position for a Conservation Program Manager (CPM) for the RCD’s Forest Health and Fire Resiliency program. RCDs across California serve as local hubs for conservation, connecting people with the technical, financial and educational assistance they need to conserve and manage natural resources. RCDs help land owners, land managers, government agencies, and others to voluntarily protect, restore, and enhance natural resources on private and public lands. A defining characteristic of RCDs is that our assistance is generally non-regulatory, confidential, and free.

POSITION: We are looking for a new team member to manage projects to improve wildfire resiliency and forest health, including vegetation management for defensible space for properties and emergency evacuation/access routes, and coordinating the Fire Safe Council for San Mateo County. The position is full-time at 40 hours per week. It is grant dependent, currently funded through 2020 with the intent to secure ongoing funding. The CPM will report to the Natural Resource Specialist and will work with other staff as needed to ensure the successful implementation of projects. The CPM will work closely with a broad array of partner organizations, government agency staff, and public and private landowners. It is expected that a new Conservation Project Coordinator will be hired to assist the CPM with program activities.

TYPICAL DUTIES AND RESPONSIBILITIES

• Collaborate with partners and stakeholders to develop, fund and implement forest health and fuel reduction projects such as defensible space for emergency access/egress routes; strategic fuel breaks; prescribed burning; forest stand improvement; Sudden Oak Death mitigation; and invasive species removal and revegetation.
  o Manage contracts with funders, consultants and subcontractors.
  o Manage budgets, invoicing and reporting.
  o Manage communications between project partners and stakeholders.
  o Coordinate with project partners and consultants to develop environmental documentation and permits.
  o Coordinate the development of project designs and logistics for project implementation.
  o Provide oversight of implementation activities, including photo and biological monitoring.

• Coordinate and support the Fire Safe Council for San Mateo County. This includes preparing meeting agendas and minutes, maintaining and improving the website, seeking grant funding, and developing, coordinating or managing projects as appropriate.

• Manage efforts to streamline permitting to increase the pace and scope of vegetation management projects, including compliance with the County Tree Ordinance, Local Coastal Programs, and the California Environmental Quality Act.

• Assist staff on other projects as appropriate.

• Respond to landowner requests for technical assistance as appropriate.

• Oversee monitoring activities, including collecting data in the field, data entry, equipment preparation and maintaining supplies (the CPM will be trained in all required protocols).

APPLICANT QUALIFICATIONS: Successful applicants will “wear many hats” at the RCD. They will have experience developing, planning, implementing and monitoring environmental conservation and restoration projects. They will work across many disciplines and therefore must have technical, administrative, communication, and interpersonal skills.

Minimum qualifications
• Knowledge of forestry, vegetation management, wildfire behavior, watershed stewardship and conservation, resource management, basic hydrology, basic soil science, native plant and animal communities, and/or restoration ecology
• Strong written and verbal communication skills and ability to work with a variety of people with diverse interests and temperaments
• Strong computer skills, including Word and Excel
• Highly organized and motivated self-starter with the ability to prioritize
• Physically able to work in the field (climbing in and out of streams, lifting, carrying supplies and equipment, planting, etcetera) during all seasons
• Creativity, sense of humor, “can do” spirit, collegiality, flexibility, strong desire to learn
• Valid California driver’s license, clean driving record, and current auto insurance
• Master’s degree or equivalent experience (three or more years professional experience) with focus on environmental studies, natural sciences, resource management, watershed science, conservation planning, or related field

Desired qualifications:
• Proficiency with ArcGIS and GPS
• Familiarity with local threatened and endangered species, including habitat needs and legal protections
• Familiarity with local, state, and federal permits required for restoration projects
• Experience working with fire safe councils, watershed groups or other conservation groups
• Familiarity with production forestry

COMPENSATION: Financial compensation will be commensurate with applicable experience, ranging from $60,000 to $80,000 annually. Benefits include a health, dental and vision plan, paid vacation and sick time, and a retirement plan, as well as a flexible work schedule with the ability to work remotely in a fun, fast-paced, positive work environment with excellent coworkers.

HOW TO APPLY: To apply, email a cover letter, resume and three or more references to Joe Issel, Natural Resource Specialist: joe@sanmateorcd.org. Applicants may later be asked to submit a driving record. Applications will be accepted through May 30, 2019. The RCD is an equal opportunity employer. Candidates reflecting the social diversity of California are strongly encouraged to apply.
Climate Justice and Community Resilience Policy Analyst | The Conservation Law Foundation | Boston, MA

APPLY

Conservation Law Foundation (CLF) is seeking a policy analyst to join our team working to protect New England’s environment for all people. The policy analyst will work on climate and transportation justice and resilience with staff in CLF’s Community Resilience and Healthy Communities & Environmental Justice Programs (HCEJ). This position is based in CLF’s Boston office.

What you’ll do: CLF’s HCEJ program works to eliminate greenhouse gas emissions and air pollution, overcome historic disinvestment and structural inequality, improve public health and social mobility, and reduce our waste stream to zero, as we advocate for a robust sustainable food economy and accessible, reliable, affordable transportation options.

CLF’s Community Resilience program works to address the impacts of climate change on communities and the environment by helping to prepare for and adapt to, and increase the capacity to recover from, changing conditions.

We collaborate with and support community-based frontline environmental justice partners seeking to change the balance of power and decision-making on environmental, climate, and public health issues that impact their communities.

You will be a key player in helping us achieve our mission.

You will help us by:
• Preparing meeting notes and coordinating workflow across projects;
• Editing, printing, and assembling written documents, slides, handouts, and other materials;
• Scheduling meetings, booking conference rooms, setting up public education and engagement events;
• Drafting public comment letters on projects, policies, and plans;
• Writing public education materials, blogs, and social media posts;
• Conducting research on laws, policies, and best practices;
• Preparing reports, memos, and presentations;
• Engaging in public outreach and speaking on advocacy initiatives;
• Building alliances and coalitions among community groups, public officials, business interests, and advocacy organizations; and
• Attending public events and meetings, including occasional evening meetings.

What you’ll need: We are looking for a motivated and mature self-starter who is able to work both independently and as a productive team member. To be successful in this role, you’ll need:
• Passion for and commitment to environmental, public health, and social justice work;
• Strong administrative capabilities, including proficiency with Microsoft Office (Excel, Word, PowerPoint, OneNote, Office 365);
• Excellent analytical skills and the ability to present your analysis effectively in writing and orally.
• Excellent written and verbal communication skills, including the ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities;
• Ability to flex communication style to multiple cultural environments;
• Strong organizational and interpersonal skills; ability to take initiative, solve problems, assess priorities, and manage a variety of activities in a fast-paced environment;
• Commitment to developing new skills and responsibilities and working collaboratively; and
• An undergraduate degree in environmental studies, planning, policy, public health, political science or a related field.

You might like to know: Conservation Law Foundation (CLF) protects New England’s environment for the benefit of all people. A non-profit, member-supported organization, CLF uses the law, science and the market to solve the region’s most challenging environmental problems from climate change to ocean conservation to transportation. Every day, CLF advocates stand up for New Englanders—in state houses, court houses and board rooms, regulatory hearings and community gatherings—to forge innovative paths to environmental progress and economic prosperity for all in our region. To that end, CLF works with communities of color, and those that are economically or otherwise disadvantaged, which often suffer disproportionately the impacts of environmental degradation.

Compensation: CLF offers a competitive salary an extensive benefits plan, and an open, inclusive, and accepting work environment where differences are highly respected.

How To Apply: If this exciting opportunity appeals to you, please send your resume titled “your last name-first initial-resume” (e.g. “SMITH J RESUME”) and a thoughtful cover letter titled “your last name-first initial-cover” (e.g. “SMITH J COVER”) to careers@clf.org. Please make “CLF Policy Analyst” the subject of your e-mail. No phone calls please.

CLF embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. People of color are strongly encouraged to apply.
Federal Outreach & Advocacy Manager | Chesapeake Bay Foundation | Washington, DC

**APPLICATION** | **Application Deadline:** May 31, 2019 | Salary: $74,000 - $79,000 (Salary negotiable)

**CONTEXT OF THE POSITION:** The Federal Outreach and Advocacy Manager will primarily be responsible for overseeing outreach, grassroots, and engagement activities at the Federal Level and in the DC Metro Area including expanding CBF’s outreach and engagement efforts in communities in the DC Metro area that experience the negative impacts of environmental justice issues. The position will support the 1 Million Voices campaign in a variety of ways including working closely with the Making History Campaign Director and the Voices Strategy Team to implement a strategy to increase CBF’s impact at the federal level. The Federal Outreach and Advocacy Manager will organize and engage CBF constituents, other conservation leaders and organizations, and the public to take federal action in defense of the Chesapeake Clean Water Blueprint. The Manager is responsible for assisting in the development and implementation of the Federal Office’s political and advocacy strategy. This position works cooperatively on CBF priority regional issues with Headquarters and state office staff and serves as a member of CBF’s internal Grassroots Team. This position will develop and implement partnerships with a broad range of environmental and non-traditional partners. This position develops and oversees legislative and grassroots outreach primarily at the Federal Level and in the DC Metro area. This position utilizes that expertise in coordination with Headquarters staff to maximize our effectiveness in working with groups and individuals to realize the goals of CBF.

**Essential functions include:**

1. **Develop and oversee CBF’s Federal outreach efforts** – with the mission to maximize opportunities for media, partnerships, and legislative contacts through restoration events, workshops, speakers’ bureau, etc. Expand CBF’s successful grassroots activities to a new level with innovative, creative organizing and engagement ideas and use of new tools.
2. **Expand CBF’s outreach and engagement efforts** in communities in the DC Metro area that experience the negative impacts of environmental justice issues.
3. **Support the 1 Million Voices Campaign including:**
   a. Assist with the development and implementation of a 1 Million Voices strategic plan.
   b. Along with the Making History Campaign Director, serve as point person for the work being completed by various CBF staff as it relates to the Voices Campaign.
   c. Manage the tracking of day-to-day activities and metrics for the 1 Million Voices Campaign in CBF’s organization-wide database.
   d. Coordinate with the Making History Campaign Director to provide content and materials for Board Meetings, website marketing materials, etc. for the 1 Million Voices Campaign.
   e. Coordinate regular meetings of CBF’s 1 Million Voices Strategy Team.
   f. Assist the Making History Campaign Director with event planning and management as part of the 1 Million Voices Campaign.
   g. Assist the Making History Campaign Director in managing the 1 Million Voices Campaign Budget.
4. **With input from policy staff, develop the grassroots and advocacy strategy and action for legislative and other policy initiatives.** Work closely with Headquarters staff, Making History Campaign staff and State Office staff in Maryland, Pennsylvania and Virginia to successfully increase CBFs presence at the federal level.
5. **Along with State office grassroots and advocacy teams, coordinate development of advocates in key federal legislative districts and representatives.**
6. **Develop and maintain key contacts** in Congress and the various federal agencies.
7. **Take leadership in promoting and maintaining partnerships and coalitions with both conservation and other “non-traditional” interest groups.**
8. **Organize CBF constituents and other members of the environmental community** to work on legislative and regulatory issues of importance to the Chesapeake Bay; serve as a CBF liaison with other Federal/DC Metro Area environmental organizations.
9. **Train citizen leaders and constituents on environmental issues and skills** and inspire them to take action.
10. **Plan and execute special events and projects** for the general public, including forums and regional workshops.
11. **Work in coordination with communications staff** to develop written and electronic materials that synthesize technical information and educate, inspire, and involve people in the protection and restoration of the Chesapeake Bay.
12. **Coordinate various grassroots tools such as phone banking and electronic alerts.**

**PROFESSIONAL EXPERIENCE AND QUALIFICATIONS:** A bachelor’s degree and have a minimum of three years of experience that includes a variety of grassroots organizing, volunteer leadership and training, and demonstrated insight and skills is preferred. Experience with political campaigns is not mandatory but will be viewed as a plus. Successful candidates have demonstrated abilities using strong interpersonal skills to motivate the public to take action for the environment. Supervisory and project management experience a plus. **Please note this is a campaign-funded position that is expected to be funded for multiple years. However, as with any position that is dependent on campaign money, there is the risk of unexpected funding problems and the position can no longer be funded through the campaign. If that should happen, CBF will review the position at that time to determine if it can then be funded from other sources of income within the organization.**

**Benefits:** CBF offers a comprehensive benefits package to include: 20 vacation days, 10 sick days, health, vision, dental, life insurance, and a tax deferred retirement plan.

**HOW TO APPLY:** please send resume and cover letter through job posting on CBF website no later than May 31, 2019.
JOBS Program Case Manager | Lamoille Restorative Center | Hyde Park, VT

Do you have a passion for youth work? Do you want to help young people develop the skills they need to live independently?

LRC is a team-oriented, non-profit agency based in Hyde Park. The Jump On Board for Success (JOBS) Case Manager position is full-time and ideal for someone who possesses strong communication skills, a clear sense of boundaries, knowledge of adolescent development, and an understanding of the human service system. Primary responsibilities include providing flexible and participant-centered case management services for youth ages 16-22 with emotional behavioral disabilities as they pursue their employment-related goals. Preference will be given to candidates with a bachelor’s degree and experience in mental health or human services.

Considering joining the LRC team if you’re interested in a work place that promotes employee well-being, and that is known for its inclusive and collaborative work environment. The position comes with a competitive salary, and a comprehensive benefit package that includes health, dental, and life insurance. Other benefits include paid sick and vacation leave, 15 paid holidays, and a retirement plan.

Interested individuals can apply by sending a cover letter that describes their reasons for their interest in the position and their resume to the following email address: info@lrcvt.org. Applications will be accepted until the position is filled.

LRC is an equal opportunity employer.

More information about LRC is available at: www.lrcvt.org

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PLANNING AND PROJECT COORDINATOR (PART TIME) | Town of Georgia | Georgia, VT

The Town of Georgia seeks a qualified person to fill the newly created position of Planning and Project Coordinator. This is a part-time position 28 hours per week, with flexible hours to accommodate nighttime meeting attendance.

This position performs a wide variety of high-level administrative and support duties serving the Georgia Planning Commission, Georgia Assessors and the Georgia Selectboard.

- Experience with Microsoft Office including Excel, Word, Outlook and Power Point is required. Basic website skills are required.
- Fluency with GIS mapping software is required.
- Knowledge of land use regulations is a plus.
- Experience with NEMREC system is a plus.
- Salary range $21-$23/hour, DOQ.
- Relevant associates degree or better is preferred.

The ideal candidate will be an organized, self-starter who can work with various moving parts within local government.

Submit cover letter, resume and references in writing to:

Planning and Project Coordinator Position
Town of Georgia
47 Town Common Road North
St. Albans, Vt. 05478

To apply online for this job, log in/register on the Seven Days website and click the “APPLY FOR JOB” button on this job posting with the subject “Georgia Planning and Project Coordinator application.”

Solicitation is open until position is filled.

The Town of Georgia is an Equal Employment Opportunity Employer.
The Southern Environmental Law Center is seeking a legal and office assistant to join our Birmingham, AL office. With offices across the region (Charlottesville, VA; Chapel Hill, NC; Atlanta, GA; Asheville, NC; Charleston, SC; Washington, DC; Richmond, VA; Birmingham, AL; and Nashville, TN), SELC uses law and policy expertise to protect the South’s natural resources—its land, air, water, coast and wetlands—and to preserve our rural countryside and community character. Although our regional focus is the Southeast, much of our work is national in scope and impact.

The principal responsibilities of the office and legal assistant are to perform and coordinate administrative functions and provide support to the attorneys in the office. This support will fall into two main categories. The assistant will have a full range of administrative responsibilities supporting the attorneys generally and helping maintain an efficient and well organized office. In addition, the assistant will be involved in court related filings and related duties, as well as possible research tasks.

The Southern Environmental Law Center places an emphasis on employee growth and satisfaction, and as a member of this team, the assistant will have numerous opportunities to make valuable contributions to our work.

Come join SELC and help make a difference in our region.

About the Position:

Primary Responsibilities:

• Performs administrative duties and coordinates administrative functions of Birmingham office.
• Provides general clerical support for the office including answering phones, greeting visitors, interacting with vendors, word processing, proofreading and editing written materials, booking travel, and preparing expense reports and filing.
• Responsible for processing invoices.
• Responsible for maintaining physical and electronic file organization.
• Assists with setting annual office budget.
• Acts as summer intern coordinator, fielding applications and assisting the supervising attorney with interviews and management.
• Provides legal and administrative support to SELC attorneys, including court filings and other legal and administrative tasks.
• Assists with non-legal research such as data collection or research memos.
• Acts as assistant to Managing Attorney.
• Circulates daily news clips about relevant environmental issues.
• Responds to public inquiries about SELC.

Minimum Qualifications:

• Bachelor’s degree.
• Ability to work closely and professionally with a team of attorneys and other administrative staff.
• Must work efficiently under deadlines.
• Proficiency with PCs and Microsoft Office applications.
• Detail oriented.
• Well organized.
• Positive attitude.
• Prior legal assistant experience preferred.
• Paralegal certification and/or environmental experience preferred.

How To Apply: Please email a cover letter, resume, and list of three references in one email to Mary Margaret Pearce at birminghamjobs@selcal.org. Please include “Legal and Office Assistant” in the subject line. No drop by visits please.

SELC is an Equal Opportunity Employer and strongly encourages applications from persons of all backgrounds.
Our nation’s public lands are important to all of us. No matter whether you are from the big city of Washington, DC or the small town of Washington, UT, we all have a stake in ensuring that our public lands are maintained for the benefit of all our communities and our future generations.

Do you enjoy hiking, biking, horseback riding, and other outdoor recreation? Are you passionate about preserving trails, public lands and other natural resources? The Center for Organizational Excellence has partnered with the Bureau of Land Management to recruit talented professionals and assist them through the application process. We invite you to explore a career as a Natural Resource Specialist.

What will you do?

- Maintain public lands and facilities for optimal recreation experience
- Manage government-owned lands and resources such as forests, beaches and wildlife
- Plan and implement resource conservation programs
- Build and construct trails for public use
- Partner with foresters, conservationist and other interdisciplinary teams
- Break away from the cubicle! Balance your time in the office by spending a part of your workday outdoors in the field

What do you need to qualify?

- US Citizenship
- Bachelor degree in biological sciences, natural resources or related discipline OR combination of education and experience
- Strong communication, presentation and problem solving skills

Benefits:
You will enjoy one of the most comprehensive benefits plans in the industry, to include:

- Health Insurance
- Dental and Vision Insurance
- Life Insurance
- Long Term Care Insurance
- Flexible Spending Accounts
- Retirement Savings

HOW TO APPLY
Click here to apply and inquire about opportunities in Alaska, Arizona, California, Colorado, Washington DC, Idaho, Montana North Dakota, South Dakota, Nevada, New Mexico, Oregon, Washington, Utah and Wyoming!

Website [http://atsod.com/j/s.cfm/Q1L](http://atsod.com/j/s.cfm/Q1L)
Outreach Coordinator | North Central Conservancy Trust, Inc. | Stevens Point, WI

Supervisor: Executive Director | Office Location: Stevens Point, Wisconsin | Salary: $18 to $22/hour for 20 to 30 hours/week. Potential for full-time position in future.

Application Deadline: Applications will be reviewed beginning June 15, 2019. Position open until filled

North Central Conservancy Trust (NCCT) is seeking a part-time Outreach Coordinator to successfully manage NCCT’s public relations and communications to advance the mission, raise the visibility of NCCT’s work, grow support among new and existing stakeholders, and engage stakeholders. The position will help foster an appreciation for conservation of natural and working landscapes through a commitment to donor-centered communications (print and visual) to inspire and engage supporters.

NCCT’s mission is to conserve the natural heritage of Central Wisconsin through protection of land. Since our inception in 1994, we have permanently protected more than 4,000 acres of important land and water in Adams, Clark, Lincoln, Marathon, Portage, Taylor, Waushara and Wood counties. NCCT primarily works with donations of conservation easements and conservation lands.

PRIMARY RESPONSIBILITIES:
• Work with the Executive Director, board, committees, volunteers and stakeholders to advance NCCT’s mission.
• Maintain positive relations with donors, including individuals, foundations, and public agencies and ensure that donations are used as the donor intends, in conjunction with Executive Director.
• Conduct outreach to promote awareness of and support for NCCT’s mission throughout our 8-county service area. Represent NCCT at various events.
• In coordination with the Public Relations committee, plan and publicize membership and outreach events.
• Strategically engage with, build and maintain relationships to attract new easement donors, volunteers, and supporters. Assist with recruitment and retention of volunteers.
• Develop and maintain print and electronic communication and promotional materials. Produce and manage video content for use in social media and the organization’s website.
• Assist with development of a fundraising program, soliciting major gifts, coordinating donor recognition activities, and cultivating and developing donor relationships.
• Maintain donor information including MS Access database.
• Other tasks as assigned.

REQUIRED QUALIFICATIONS:
• Passion for land conservation and for protecting natural resources.
• Creative, enthusiastic, friendly personality who enjoys working with people.
• Bachelor’s degree.
• Proven oral and written communication skills, including public speaking and social media.
• Highly organized and able to manage multiple projects simultaneously, establish priorities and meet project deadlines.
• Proven experience creating compelling digital and print media, images, and videos.
• Computer proficiency in MS Office.
• Ability to work independently with little direction and as a team
• Flexible schedule: job duties may require long hours and occasional evenings and weekends.
• Valid driver’s license.

PREFERRED QUALIFICATIONS:
• 1-2 years relevant work experience, preferably at a non-profit organization.
• Background in marketing, communications, and social media.
• Database, GIS, and website management skills.

WAGES & BENEFITS:
• This position is considered a regular, part-time employee of NCCT, with limited benefits.
• The hourly pay rate is $18 to $22/hour for 20 to 30 hours/week with potential for full-time in future.
• Eight paid holidays and paid vacation.

HOW TO APPLY: Please include the following in your application package:
• Writing sample (examples: persuasive writing, fundraising appeal letter, grant application)
• Social media sample (examples: Facebook post, video content)
• Graphic design/print media (examples: poster, newsletter)

Application: Please send cover letter, resume, three professional references, and writing/design samples to: Janet Smith, Executive Director, NCCT, edncct@gmail.com PO Box 124, Stevens Point WI 54481-0124, (715) 344-1910 www.ncctwi.org
Program and Outreach Coordinator | Sustaining Our Urban Landscape (SOUL) | New Orleans, LA

APPLY | Application Deadline: May 31, 2019 | Salary: $40,000 - $45,000 (Salary is dependent on experience) FLSA Status: Full-Time Contract Position

About SOUL: The mission of Sustaining Our Urban Landscape (SOUL) is to drive a resilient and environmentally equitable New Orleans through reforesting our city. SOUL was launched in June 2016, and since then, the organization has planted more than 1,800 large, native, water-loving trees. The Coordinator will be in charge of the Community Forestry (tree plantings) and Education (annual Community Forestry Series) programs.

Position Description: SOUL seeks a Program and Outreach Coordinator to create, implement, and oversee external communications and community-building events that promote the organization’s mission to a diverse array of community members.

The Program and Outreach Coordinator is responsible for creating and overseeing mission-driven events that build our community of volunteers, champions and donors. These events include planting 1,500+ trees annually, an annual educational series, and our annual fundraiser. The Program and Outreach Coordinator also leads the content creation and strategic direction for organizational and programmatic communications and supports the promotion of our growing stakeholder base through online and offline platforms.

Primary Responsibilities:

Programming

- Work with Executive Director to design and execute public-facing events such as tree plantings and educational offerings that connect and inspire our community. This entails a great deal of time outdoors and in the field, working closely with property owners on tree selection and placement. It also involves a lot of time at the office on the computer, and on the phone communicating with the City, and with stakeholders;
- Manage and execute all event logistics and database management to ensure smooth event operations and record keeping. The Coordinator will need to have 2-3 years of logistics experience under his/her belt, and knowledge of how to systematize how SOUL currently oversees its planning and execution of planting events;
- Secure planting permits for every planting location and work closely with the New Orleans Department of Parks and Parkways in getting permits approved. This involves coordinating hundreds of locations and thousands of trees. If Candidate does not already possess knowledge of SOUL’s palette of trees, he/she will be trained. Once again, the Coordinator needs to be extremely organized and agile with logistics;
- Mark every tree planting location and communicate with home/business owners about their trees. This is where some horticultural knowledge will come in very handy;
- Select high quality trees at North Shore tree farms and keep an inventory of tree stock;
- Manage event communications, including, but not limited to: phone calls, site visits, invitations, e-blasts, Eventbrite registration, post-event follow-up;
- Manage and train event volunteers and staff;
- Oversee the AmeriCorps Service Member’s coordination of food and beverage sponsorships
- Select high quality trees at North Shore tree farms and keep an inventory of tree stock;
- Manage event communications, including, but not limited to: phone calls, site visits, invitations, e-blasts, Eventbrite registration, post-event follow-up;
- Oversee the AmeriCorps Service Member’s coordination of food and beverage sponsorships
- Develop and implement long-term goals and objectives. Develop an evaluation framework to assess the strengths of events, successful outcomes, and identify areas for improvement.

Outreach: Lead development and management of SOUL’s brand across multiple channels of engagement. Engage and coordinate SOUL’s growing community of stakeholders through the following:

- Engage existing partner communities and prospective communities through online communications, presentations to groups and tabling events. This often entails presentations during evening hours at neighborhood associations across New Orleans;
- Create, design, and manage content for social media accounts, email communications, and printed marketing materials;
- Regularly assess and refine the content strategy and design for online accounts (currently includes: our website and blog, Facebook, Twitter and Instagram) and email communications through MailChimp (currently includes: seasonal news and b-annual fundraising campaigns);
- Manage, develop, and execute written and graphic updates to the website to support ongoing evolution of the organization’s programming and brand; and
- Track monthly analytics to capture growth in website and social media traffic.

Qualifications & Skills

- A proven track record of experience with complex logistics is required. Coordinator must be able to seamlessly streamline the planting of 1,500+ trees annually;
- Excellent writing skills are required. Coordinator is expected to write compelling content for a variety of communications platforms including: social media, email, web and print;
- Confident public speaking skills: Coordinator will present to a wide variety of audiences including City Council, neighborhood associations and community groups;
Experience in event planning and management a plus;
Experience managing online and offline communications for a dynamic small business or nonprofit a plus;
Strong written and verbal communication, editing, proofreading, layout and design skills;
Experience in the following programs: Adobe Creative Suite, Autocad, SketchUp, MailChimp, WordPress, Eventbrite, Microsoft Office, Google Apps a plus;
Ability to work nights and weekends, as needed, for events;
Valid driver’s license and ability to lift approximately 30 lbs;
Ability to work with a wide variety of people with diverse races, ages and backgrounds is crucial; and
Ability to cordially work in a small office space with other staff.

Ideal Candidate: The ideal candidate for this position should thrive in a startup, creative environment and enjoys adapting to unusual challenges. He/she must bring 2-3 years of challenging logistics experience to the table.

Relationship-building is a key component of this job. Successful candidates have customer service in their DNA and be self-described as a “people person” to work with our diverse community, from our stakeholders to corporate partners and funders to our staff, volunteers and board. Being compassionate and having knowledge of resilience and equity issues is desired. If you are diplomatic, articulate, organized, tech-savvy, detail-oriented, a quick learner, a team-player and a good listener, we’d love to hear from you.

Application Process: Applications will be accepted until the position is filled. First screening will occur on May 20, 2019. To apply, submit a resume and cover letter to outreach@soulnola.org with “SOUL Search” in the subject line. No calls please. No agencies please. Please merge files into one PDF in the format of “First Name_Last Name Application.” All qualified candidates will be contacted via email.

Full-time contract position- $40,000-45,000 depending on experience, and with opportunity for growth.

SOUL is an independent project of Multiplier, a nationally recognized nonprofit with a growing portfolio of innovative initiatives that conserve and protect a sustainable and resilient world (www.multiplier.org).

Multiplier celebrates diversity and is committed to building teams and partnerships that represent a variety of backgrounds, perspectives, and skills. Multiplier is also committed to providing an environment of mutual respect that is free from discrimination and harassment. Multiplier prohibits discrimination in its governance, programs and activities on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, gender identity, genetic information, political beliefs, reprisal, marital status, amnesty, status as a covered veteran, because all or part of an individual’s income is derived from public assistance, or for any other non-merit based factor.

Level of Language Proficiency: Proficiency in Spanish and/or Vietnamese is a plus.

outreach@soulnola.org

https://soulnola.org
The World Justice Project’s (WJP) Rule of Law Index team is seeking a full-time Program Associate at the WJP’s office in Washington DC, to begin immediately. The Program Associate will work in collaboration with the WJP research team to deliver high-quality, cutting-edge research on a wide range topics pertaining to access to justice and related themes.

**Responsibilities:** The Program Associate will report directly to the Rule of Law Index Director overseeing the department’s access to justice initiatives. The Program Associate will assist with the research, data analysis, and development of projects on access to civil justice and related themes, such as health and the environment. The main responsibilities of this position include but are not limited to:

- Supporting the production and launch of the WJP’s report and data portal on legal needs and access to justice in 100 countries, assisting with all aspects of report production and website development;
- Conducting background research, literature reviews, and analysis to assist with the drafting of academic papers on legal needs and access to justice;
- Assisting with research and proposal writing required to develop new lines of global research on access to justice and other relevant themes such as health and the environment;
- Managing online surveys to environmental law experts in Latin America, including coordinating outreach to experts, programming surveys, and maintaining a database of 3,000+ potential experts;
- Providing research, writing, and logistical support for the WJP’s participation in inter-organizational research initiatives pertaining to the Sustainable Development Goals (SDGs), access to justice, and environmental governance;
- Providing administrative support for research processes, including managing consultants, external vendors, and research interns, and assisting with scheduling and budgeting requests as needed;
- Supporting the data analysis, writing, design, and production of other WJP research products as needed; and
- Assisting with projects and activities as they relate to alternative data collection efforts, data presentation, and data visualization.

**Qualifications:** This position is open to graduates (B.A. or M.A.) with a minimum 3.5 cumulative GPA and two to five years of relevant professional experience. The ideal candidate will have completed coursework in international affairs, social sciences, journalism, economics, policy studies, regional studies, or pre-law. Successful applicants will be bright, highly motivated individuals with a strong academic track record and an enthusiastic interest in the rule of law. The successful candidate will demonstrate the following skills and qualifications:

- Superior research skills, sound analytical skills, and excellent attention to detail;
- Excellent writing, oral communications, and interpersonal skills;
- Fluency or advanced professional proficiency in Spanish (additional language skills are a plus);
- The ability to manage large databases (strong skills in Microsoft Excel and Stata preferred);
- Knowledge of survey research methods and statistics are a plus;
- The ability to work independently as well as in group settings, the ability to manage his or her own workload, and the ability to prioritize multiple tasks and work under deadline pressure.
- Experience working in a fast-paced environment;
- The ability to communicate in a professional manner both in writing and over the phone;
- Commitment to the WJP’s mission and principles (www.worldjusticeproject.org).

**How To Apply** The World Justice Project is an equal opportunity employer committed to diversity.

Please email a cover letter, resume, a writing sample not exceeding 5 pages, and reference information (1-3 reference contact information, past supervisors and employers preferred) to indexjobs@worldjusticeproject.org with subject line “[Last Name], [First Name], Program Associate, A2J.” Please send all application documents at once, preferably in one PDF file. Applications will be reviewed on a rolling basis. Due to the high volume of applications received, we are only able to follow up directly with candidates selected for interviews. No phone calls please.

indexjobs@worldjusticeproject.org

https://worldjusticeproject.org/
Policy Advocate | American Littoral Society | Highlands, NJ

Application Deadline: June 15, 2019 | Salary: $50,000 - $55,000 | Full-time, grant funded for 2 years

Policy Advocate: The American Littoral Society is a membership based coastal conservation organization which seeks to protect marine life and its habitats through education, conservation and advocacy. It is a leading member of ongoing efforts to protect and restore the Delaware River.

We are involved in a campaign to achieve 25,000 miles of fishable and swimmable waters within the Delaware Basin, working in close collaboration and supporting other Del River conservation interests. We are seeking a Policy Advocate to play a major role in this effort.

The Policy Advocate (PA) promotes policy change to protect and restore water quality in the Delaware River region by supporting advocacy to influence local governments, state regulatory agencies and the Delaware River Basin Commission. They will support efforts to establish public access as a policy driver in support of fishable/swimmable waters and establish an active network of current and potential supporters and advocates for the Delaware.

Primary Responsibilities:
• Conduct issue research and policy advocacy activities regarding water quality protection and restoration in collaboration with various existing Delaware River water quality protection campaigns and organizations;
• Understand government systems and laws, and effectively monitor and advocate with those entities;
• Develop written analyses, position papers, and correspondence;
• Conduct effective networking and ally development activities with individuals, groups, organizations, and governmental entities;
• Work with community organizing efforts to ensure coordination;
• In collaboration with the Coalition for the Delaware River Watershed, develop an empowered and effective Community Action Team composed of community leaders;
• Participate in statewide environmental networks to secure state policy to meet local goals.
• Build partnerships by elevating shared environmental issues of concern as important issues.
• Support and initiate collaborations between the public, community groups and established conservation and environmental organizations.

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

Preferred Qualifications and Skills:
• Background in water quality management, land use, environmental campaigns or other related fields;
• Experience in research including data and GIS;
• Familiar with regulatory bodies and state and local government affecting the Delaware River.

Submit cover letter, resume, and 3 references to diana@littoralsociety.org.

Subject line should read: POLICY ADVOCATE 2019 followed by your name. Applicants who do not provide a cover letter and references will NOT be considered.

Benefits: Paid Time Off is available to full-time employees for absences due to vacation, illness, emergencies or personal reasons. The Society presently maintains a health insurance plan that provides full-time salaried employees access to medical insurance benefits.
The Hudson River Foundation, a not-for-profit organization that provides funding for and otherwise supports scientific research, waterfront access, and education specific to the Hudson River, seeks a qualified versatile individual to work closely with staff on various ongoing projects dealing with the ecology of the Hudson River and Harbor.

The Foundation is involved with numerous projects throughout the Hudson Valley and New York/New Jersey Harbor, and meets with managers and local environmental leaders on a regular basis. This is an excellent opportunity for a multi-faceted individual to hone their skills and gain a sense of the behind the scenes work involved in maintaining environmental science programs in the not-for-profit world. It is a unique venue for recent graduates to become familiar with the major players and opportunities available in the local environmental community, and make connections for future employment opportunities.

Projects can include summarizing and mapping data, editing and formatting technical reports, assisting with administration of grants and other internal programs, managing the Access database, and working to better connect to its various constituents through management of its website and other media.

Applicant must have excellent writing, computer, and communication skills; be proficient in WordPress website content management and HTML, Arc-GIS, Microsoft Office – (Word, Excel, Publisher, Outlook, and PowerPoint); be comfortable with Microsoft Access/SQL; and have confidence using audiovisual equipment.

Graduate or undergraduate degree required, with background in science and interest in environmental issues preferred. Individual must be flexible, organized, have a very positive attitude, and be willing to wear additional hats as required in a small office environment.

Full-time/Standard office hours; excellent benefits.

The Hudson River Foundation is committed to the principle of equal employment opportunity without regard to race, color, religion, sex, national origin, age, or disability.


Level of Language Proficiency: Must have excellent reading and writing skills in English at the college level; Spanish or other languages a plus.

How To Apply: Send cover letter which includes how your interests and qualifications intersect with the goals of the Foundation and the requirements of this job, along with your resume to: resumes@hudsonriver.org

https://www.hudsonriver.org/
Utah Government Affairs Manager | Western Resource Advocates | Salt Lake City, UT

Application Deadline: June 7, 2019 | Salary: Competitive salary based on relevant experience

Western Resource Advocates (WRA) is seeking a Government Affairs Manager that is passionate about Western communities and the protection of the natural environment to support our legislative and administrative advocacy efforts in Utah. This new, mid-level, position will report to the Government Affairs Director and work closely with WRA’s program staff to advance innovative legislative and administrative policy solutions critical to addressing the state’s most pressing conservation challenges. The role will focus first on advancing policies related to climate and clean energy but will expand into WRA’s other issue areas over time. The ideal candidate will be a highly motivated and proactive strategic thinker who possesses strong judgment/decision-making skills, and political acumen.

About Western Resource Advocates: Founded in 1989, Western Resource Advocates (WRA) is dedicated to protecting the West’s land, air, and water to ensure that vibrant communities exist in balance with nature. We use law, science, and economics to craft innovative solutions to the most pressing conservation issues in the region within three core program areas: Clean Energy, Healthy Rivers, and Western Lands.

In the face of population growth and climate change, the Western United States needs a strong and effective advocacy voice at the regional level to address changes that are already underway and to steer the West towards a sustainable future. WRA has aggressive plans to tackle these challenges. We envision a future in the West where:

- Western rivers and lakes will have abundant clean water to support habitat for fish and wildlife, communities and agriculture, and world-class recreational opportunities. The Colorado River will flow to the sea;
- Our homes, buildings and transportation systems will be powered by clean energy. The West will prosper in a zero-carbon economy;
- Half of western landscapes and habitat will be protected and connected to support thriving wildlife populations and unparalleled opportunities to enjoy the West’s natural beauty; and
- The West will have clean air and clean water to support healthy communities and vital habitat.

Location: The position is based in WRA’s Salt Lake City office.

Job Responsibilities
- Work collaboratively with WRA’s program and communications staff to develop and implement public policy advocacy efforts with legislative and administrative decision makers in Utah;
- Build relationships with key decision-makers from both political parties, and serve as a liaison between them and WRA staff;
- Effectively communicate complex policy concepts to a diverse set of audiences;
- Identify, recruit, and organize a diverse group of opinion leaders in the state to engage with decision makers to reinforce WRA’s policies and positions;
- Coordinate with WRA’s policy and communications staff to craft tailored messages and talking points for stakeholders to ensure effective advocacy;
- Identify and manage effective coalitions of diverse partners in the region to advance WRA’s priorities;
- In coordination with program staff, read, track, and analyze the potential impact of proposed legislation; and
- Monitor and track relevant state and local policies.

Qualifications
- At least 2-5 years of experience in government affairs, external affairs, communications, organizing, or advocacy campaigns.
- Understanding of, and familiarity with, Utah politics and policy makers, especially as they relate to energy and climate change policies (experience working at the Utah Legislature a plus).
- Experience working with diverse stakeholders to advance public policy objectives with decision makers.
- Ability to apply communication skills to persuade, influence or lead others on complex subjects.
- Strong organizational skills, with attention to detail and follow-through.
- Creativity, patience, and a sense of humor.
- Genuine passion for the mission and work of WRA.

Salary and Benefits: Competitive salary based on relevant experience; the salary range for this position will be provided to applicants invited to an initial interview or upon request. WRA’s excellent benefits package includes health, dental, and vision coverage, a 401(k) retirement plan, life & disability insurance, 3 weeks paid vacation leave, sick leave, parental leave after one year, and sabbatical leave after five years. Position is full-time exempt

How to Apply: Applications will only be accepted through WRA’s online portal at https://westernresourceadvocates.org/about/jobs-volunteer-opportunities/wra-application. You will need to upload the following in PDF format through the online portal: • Compelling cover letter to the attention of Richard Trilsch, Vice President of Finance and Administration, explaining your interest in the position and our organization; • Resume; • Any salary requirement; and • Three references, including at least one former supervisor. (WRA will not contact references without first checking with the applicant.) www.westernresourceadvocates.org
The Renewable Natural Resources Foundation (RNRF), founded in 1972, is an I.R.C. §501(c)(3) nonprofit, public policy research organization.

It is a consortium of scientific, professional, educational organizations whose primary purpose is to advance science, the application of science, and public education in managing and conserving renewable natural resources. RNRF’s member organizations recognize that sustaining the Earth’s renewable resource base will require a collaborative approach to problem solving using biological, physical and social sciences, and design and engineering disciplines.

Position Overview
The RNRF seeks a Program Associate or Manager to work with its staff and volunteer committees to develop and implement public policy programs in environmental science, design and management. The position is an exciting opportunity for a resourceful person who wishes to work on current national and international issues.

The Program Associate or Manager serves as one of three principal staff professionals for developing, planning, and implementing approved programs.

Reports to executive director and works out of the foundation’s offices in North Bethesda, Maryland (Metro’s Red-Line White Flint Station).

Responsibilities
RNRF programs are:

- An annual, national, multidisciplinary conference in Washington, DC. Program development, speaker identification and site selection are part of the process. A report of the conference is prepared by staff and widely distributed. The 2019 Congress will be Preparing for Climate Change: National Priorities and Strategic Choices.
- Periodic meetings with DC-based public policy leaders with Congress, federal agencies, the private sector, and domestic and international NGOs. RNRF Washington Round Table topics for 2019 include: implementing toxic substances regulatory reform; open access publication policies, developing guidelines for deep seabed mineral mining; land-use lessons from Hurricane Florence.
- Annual spring and fall meetings in DC-area on topics selected by board of directors.
- Annual national awards program for individuals, projects and publications.
- Periodic Renewable Resources Journal that includes articles, news and announcements. As member of editorial team, publication work includes article selection, writing, editing and production.
- Website and Blog management.
- New programs development.

Qualifications
- Candidates must possess a bachelor’s degree. An advanced degree (M.S., M.A. or J.D.) can be a plus.
- Education/experience in natural resources, environmental science, land-use planning and design, water management, climate science, and/or public policy, etc. sought.
- Excellent communication skills are a must.

Compensation
- Salary range: $50,000 - $60,000 – depending upon education and experience.
- Benefits include personal leave (medical and time off), health insurance, and immediately-vesting retirement benefits program (through TIAA).

To Apply
- Please send cover letter and résumé, in confidence, to: Executive Director, Renewable Natural Resources Foundation, 6010 Executive Blvd, Suite 700, North Bethesda, MD 20852, OR by email to info@rnrf.org.
- No telephone calls please.
Founded in 1995, Energy Solutions is an employee owned energy efficiency and demand management engineering, program design and implementation consulting firm. Our mission is to create large-scale environmental impacts for our clients by implementing market-based solutions and developing policies that contribute to these goals. We foster this mission by retaining a talented and committed team, providing a stimulating, healthy and participatory workplace, and emphasizing creative new approaches that maximize the value of our services. With 100+ staff, we are honored to serve a diverse range of utility, public agency, commercial and industrial clients.

We are looking to fill an Energy Efficiency Associate position in our Boston office as part of our Energy Efficiency Programs Department. As a member of the Energy Solutions team, you will have a broad impact on energy efficiency markets and greenhouse gas reductions through our work for Massachusetts Program Administrators and other national leaders in energy efficiency. This unique market opportunity, paired with Energy Solutions mission driven approach, creates a perfect environment for an individual who wants to have an active voice in shaping the nation’s energy future.

Daily responsibilities include but are not limited to:

- Identification and scheduling of resources to complete projects
- Technology research and literature searches
- Organization and facilitation of in-person meetings and conference calls
- Regular client interaction
- Energy savings calculations
- Assisting with program design and implementation
- Monitoring the progress of projects and communicating progress to management and clients

Minimum Qualifications:

- Bachelor’s degree in an energy-related discipline with environmental, electrical or mechanical engineering preferred; or math or physics background
- Competency with technical and scientific topics/analysis
- Demonstrated ability to conduct detailed technical and quantitative analysis
- Strong technical writing and verbal communication skills
- Experience using Microsoft Office

Compensation is commensurate with experience and includes a generous retirement package. Energy Solutions provides an excellent benefits package including a generous retirement plan, medical, dental and vision insurance, other pre-tax contribution plans and an Employee Stock Ownership Plan (ESOP). To apply please visit https://energy-solution.com/company/careers/. For more information about Energy Solutions, please visit us on our website at www.energy-solution.com. We encourage candidates from diverse backgrounds to apply. Information will be requested to perform the compulsory background check, drug screens are required and being authorized to work in the U.S. is a precondition of employment. EOE.
Program Assistant | Environmental Justice and New York Regional Teams | Environmental Defense Fund | New York, NY

Overview: The Natural Resources Defense Council (NRDC) is one of the nation's most effective environmental action organization. We use law, science and the support of 3.1 million members and online activists to protect the planet's wildlife and wild places and to ensure a safe and healthy environment for all living things. NRDC was founded in 1970 and our staff helped write some of America's bedrock environmental laws, including the Clean Water Act, and many of the implementing regulations; our water enforcement cases played a major role shaping current water policy throughout the country. Today, our staff of more than 500 lawyers, scientists, economists, policy and communications experts, and others, work out of offices in New York, Washington, Chicago, Los Angeles, San Francisco, Bozeman, Montana, and Beijing.

Position Summary: NRDC seeks a Program Assistant (PA) to support several senior level staff attorneys and policy advocates in the New York Regional and Environmental Justice teams in the Healthy People & Thriving Communities Program. The PA will be primarily responsible for administrative support for staff working on environmental justice, fossil fuels and other issues in the greater New York region. The position requires very strong organizational skills, attention to detail, and ability to juggle multiple tasks and complex schedules.

Responsibilities

• Preparing monthly American Express and personal reimbursement reports
• Tracking and updating the New York Regional and Environmental Justice budgets throughout the year
• Processing contracts and invoices from consultants and outside vendors
• Scheduling and organizing numerous in-person and conference call meetings per week
• Making travel arrangements including transportation, lodging accommodations and car rentals
• Assisting with managing Program social media outlets, including Facebook and Twitter
• Assisting with drafting and posting of staff blogs and public outreach
• Assisting with drafting of letters, reports, facts sheets and other written materials
• Responding to inquiries from the public and outside organizations
• Organizing off-site annual retreats
• Litigation assistance

Qualifications

• Bachelor’s degree
• Highly organized and experienced in administrative tasks
• Proficiency with Microsoft Office, including Word, Excel, and Outlook
• Experience with database management and budget tracking is preferred
• Strong interpersonal skills and the ability to manage complex schedules and different working styles
• Ability to manage multiple tasks in a fast-paced environment and good problem solving skills
• Meticulous attention to detail
• Passion for environmental issues is strongly preferred
• Minimum two-year commitment
• Sense of humor strongly preferred

NRDC is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender identity and expression, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We offer competitive salaries, excellent benefits, and a pleasant working environment. Salary is based on a nonprofit scale and commensurate with experience. Pursuant to the San Francisco Fair Chance Ordinance, for positions based in San Francisco, CA we will consider for employment qualified applicants with arrest and conviction records.

TO APPLY, please visit www.nrdc.org/careers and upload your resume and cover letter through our online portal. We would like you to upload any additional papers or project work that you think would showcase your abilities. Please no phone calls, emails, faxes or in-person resume drop-offs. Please reference where you saw this posting. NRDC is an Equal Opportunity Employer.

If you are having technical difficulty while applying, please reach out to Customer Care by dialing 1-800-889-4422.

For further information about NRDC, please visit www.nrdc.org
Program Coordinator | Rocky Mountain Institute | Oakland, CA

Job code: 1000032

Program Coordinator: Rocky Mountain Institute transforms global energy use to create a clean, prosperous, and secure low-carbon future. That is our mission. That is our passion. And every day, every member of our team of nearly 200 works tirelessly to achieve it. We are driving the global energy transition from fossil fuels to efficiency and renewables by working in partnership with businesses, communities, institutions, and entrepreneurs to advance market-based solutions. We achieve this by developing breakthrough ideas, testing and refining them, reshaping markets, and bringing solutions to scale. RMI is an independent 501(c)(3) nonprofit organization with an annual budget of $46 million and offices in Basalt and Boulder, Colorado; New York City; Washington, D.C.; Oakland, California; and Beijing.

Job Description: Rocky Mountain Institute (RMI) is seeking two Program Coordinators with exceptional organizational and communication skills to facilitate successful execution of all operations within an R&C program, enabling maximum impact and return on investment. The Program Coordinator plays a key role in ensuring that the knowledge developed by the program is effectively managed and communicated to relevant parties. The Program Coordinator drives efficiency across operations and supports successful execution by monitoring and reporting on progress, resource usage and performance to objectives. He/She also ensures program budgets and progress are reported to staff and funders, and that the program coordinates and collaborates with stakeholders to drive change.

Key Responsibilities
- Create and manage process to codify operational strategy documents and other information developed by the assigned program
- Plan, organize, and execute program-related events
- Maintain budgets and coordinate with PMO for internal reporting
- Cross coordination across teams for reporting
- Assist in identifying and pursuing key points of leverage in the execution of each operation
- Maintaining program specific data in Salesforce
- Assist in the planning and execution of outreach to target audiences and stakeholders
- Provide baseline project administration support and surge capacity to core staff
- Work with program leaders to ensure consistent processes and tools are utilized across the program
- Support fundraising by coordinating with Development to ensure relevant materials are translated effectively for fundraising purposes
- Identify and set up key connections with potential funding sources in collaboration with Development
- Collaborate and with executive assistants to ensure program is functioning smoothly
- Support program leadership in opening a new RMI office location in Oakland, California
- Support administration and oversight of government awards and grants

Necessary Qualifications and Skills
- Passion for the mission of RMI
- Experience with program content and proven ability to rapidly assimilate material, understand content and implications, and participate effectively in related programs
- Ability to work with senior staff in various organizations and governments
- Ability to manage stakeholder relationships
- Experience overseeing and administering government awards or grants
- Strong verbal and written communications skills
- Proven project management skills
- Proven organization skills
- Knowledge of budgeting, finance, and activities of the project management office
- Knowledge of Salesforce
- Demonstrable problem solving skills
- Ability to effectively multitask
- Willingness to travel
- Presentation skills
- Good judgment and strong decision-making ability
- Attention to detail and exceptional accuracy

TO APPLY: Visit https://rmi.synchr-recruit.com/job/121603/program-coordinator?s=cw#
About UCS: The Union of Concerned Scientists (UCS) is an independent national nonprofit whose scientists and engineers work to solve some of our planet’s most pressing environmental and safety problems. UCS combines technical analysis and effective organizing and advocacy to secure responsible changes in government policy, corporate practices, and consumer choices. Our experts work on some of the most complex and daunting problems in our history: stemming the tide of global warming, finding sustainable ways to feed, power and transport ourselves, and reducing the threat of catastrophic war. Our achievements over the decades show that thoughtful action based on the best available science can help safeguard our future and the future of our planet.

The Position: As Program Assistant, you’ll provide a broad range of administrative and logistical support for the Climate & Energy Program (C&E) within UCS, whose members work on climate change mitigation and education, and sustainable energy, among other issues. The right candidate will primarily support activities related to our Western States work (in California, Oregon, and Washington). You’ll provide scheduling, travel, communication, and general support for the UCS Western States Director, as well as other support for projects and legislative priorities within the Western States Campaign team and the Climate & Energy Program.

Responsibilities
- Support the Western States Campaign Director with scheduling and logistics, including arranging travel, developing PowerPoint presentations, and serving as a point of contact for the director
- Provide administrative support to the team’s projects
- Provide production assistance with reports and other materials
- Event planning and logistics for meetings
- Monitor media and blogs for coverage of C&E campaign and legislative issues or priorities
- Help improve cross program communications, team building, and help cultivate a supportive and inclusive working environment
- Ensure timely payment of consultants and contract set up and management. Provide new staff with orientation to administrative procedures.

Qualifications and Experience: Bachelor’s degree or equivalent is preferred. The ideal candidate is self-motivated, detail-oriented, familiar with office and administrative support procedures, proficient in Microsoft Word and Excel, and excellent with Microsoft Outlook email and scheduling software, and web research skills.

Experience using Concur travel and reimbursement service is preferred. Strong organizational abilities, good written and oral communication skills, and excellent personal relation skills are needed. You should be experienced with anticipating needs and taking initiative, and capable of following through on assignments with minimal direction. You must be also be able to work both independently and in teams, and to interact professionally with senior scientists, policymakers and UCS colleagues in sensitive matters.

Position requires one to two years of comparable experience as an administrative, executive, or research assistant. Experience with conducting web research, maintaining databases, and event planning is preferred.

At UCS, comparable training and/or experience can be substituted for degrees when appropriate.

May spend extended periods of time at a computer terminal and keyboard. This position requires little or no travel.

UCS is an equal opportunity employer continually seeking to diversify its staff. In particular, we’re dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the sciences and in environmental advocacy. We’re also committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We’ve adopted this commitment because we believe the inclusion of culturally diverse perspectives will improve our work and produce better societal and environmental outcomes for all, including historically disenfranchised communities. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.

Compensation, Hours and Location: This is a full-time, 6 month temporary position, with the possibility of extension, based in UCS’s Oakland, CA office. For those who meet all position requirements, the annualized salary is around $42,000. UCS offers excellent benefits and a rewarding work environment. Information about the organization is available at http://www.ucsusa.org. A listing of all open jobs is available at https://www.ucsusa.org/about/jobs-ucs.

To Apply: Please upload a cover letter and resume. Please include salary requirements in the cover letter. Upload materials in Word or PDF format only. No phone calls, please. APPLY FOR THIS JOB

Deadline: June 2, 2019 or until filled.
Gridworks is a dynamic mission driven organization. Our mission is to convene, educate and empower stakeholders to decarbonize electricity grids. Since 2010, Gridworks (formerly known as "More Than Smart") has enabled this mission through four strategies: by identifying high-value challenges to decarbonizing electricity grids; convening stakeholders and providing them neutral ground, technical support and facilitation to identify break-through solutions to identified challenges; publishing and helping implement identified solutions; and adapting successful solutions to new markets.

We are searching for intelligent, thoughtful individuals who have a knack for project management, researching, analyzing, and communicating complex information. This makes adaptability, critical thinking, genuine curiosity, and constant learning as important to success in this position as a candidate’s skills and expertise. The job will include the following responsibilities:

- Assist in facilitating and engaging diverse groups of stakeholders to build partnerships, reach consensus decisions, and creatively solve complex problems.
- Voraciously and efficiently research new topics to build subject matter expertise.
- Produce succinct, accurate, and well-documented analyses that synthesize complex qualitative information—understanding the difference between summarizing and synthesizing information.
- Write well. Clear, concise, engaging content is a must for a range of products you might produce: reports, roadmaps, fact sheets, websites, presentations, talking points, and outreach materials.
- Understand the audience of any work product and identify what is important to communicate to them.
- Interview or engage with subject matter experts to obtain original insights and information on topics of study. Develop both detailed and high-level summaries of interviews, meetings, and workshops.
- Seek out and value substantive editing and input from teammates and colleagues to produce high-quality, polished work products.
- Work well in a fast-paced, participative, deadline-oriented environment.
- Demonstrate excellent proficiency in Microsoft Office applications (Word, Excel, and PowerPoint).
- Ability to travel across the United States.

**Summary of Qualifications**

**Minimum**

- Bachelor’s degree in engineering social sciences, environmental sciences, communications, economics, policy, business, or related fields.
- 1-2 years minimum of full-time professional experience.

**Preferred**

- Master’s degree
- Knowledge of clean energy technology and policy (solar, wind, battery storage, energy efficiency, demand response)
- Public-private partnerships
- Grid modernization and energy delivery systems
- Strategic planning and communications
- Training and exercises
- Facilitation and stakeholder engagement
- Graphic design or concepts
- Performance metrics and process improvement
- Quantitative data analysis and reporting

**Hiring Details**

- **Reports to:** Executive Director in Oakland, CA
- **Working Environment:** Open-office space in WeWork in downtown Oakland
- **Hire Type:** Part-time contract role.

To apply, please submit a complete resume and a cover letter that includes salary requirements and an explanation of how your skills and background fit with the position. Please include two writing samples, if available, that demonstrate your ability to synthesize technical information and present it clearly to the target audience. Please send all information to info@gridworks.org
REBA's Vision and Mission: The Renewable Energy Buyers Alliance (REBA) is an alliance of large clean energy buyers, developers, and service providers who, together with NGO partners, are unlocking the marketplace for all non-residential energy buyers to lead a rapid transition to a cleaner, prosperous, zero-carbon energy future. REBA’s vision is a resilient zero-carbon energy system where every organization has a viable, expedient, and cost-effective pathway to renewable energy.

REBA’s Theory of Change: Large energy consumers have the buying power and collective voice to change markets, and they have a unique, critical role in driving a zero-carbon energy future. REBA offers these large energy buyers one organization to support them in planning and meeting their energy needs with clean, affordable renewable energy. Within this overarching theory of change, REBA:

- Provides transactional education and support to energy buyers
- Connects a U.S. and global network of renewable energy buyers
- Provides thought leadership
- Evolves markets through policy and advocacy
- Drives market and technology innovations

REBA’s members include over 300 companies, including over 180 large clean energy buyers, who, together, announced about 6.5GW of renewable energy deals in 2018, 100% of which included at least one REBA participant.

Our Brief History: The Renewable Energy Buyers Alliance was founded in 2014 by four prominent non-profit organizations—Business for Social Responsibility (BSR), Rocky Mountain Institute (RMI), World Resources Institute (WRI), and World Wildlife Fund (WWF)—in collaboration with a group of leading corporate renewable energy buyers. In July 2018, the four NGOs have decided to spin out their respective US-based REBA initiatives to form the Renewable Energy Buyers Alliance of today. For a short overview, visit: https://vimeo.com/298421561/58db1907be | https://vimeo.com/297348509/a48f4d998a

Our Values:
- Service: to colleagues, members, and REBA’s mission
- Respect: in our treatment of people and the planet
- Excellence: in our programs and our work
- Integrity: in how we conduct ourselves

Our Career Development Philosophy: We believe that supporting our team members in their career goals and professional growth leads to a highly engaged organization that contributes to REBA’s success. We are committed to offering guidance, mentorship, and access to education and growth opportunities that allow team members to enhance current skills, develop new capabilities and participate in learning experiences that help them advance their career at REBA and in related fields.

Our Commitment to Diversity: Diversity of our workforce is one of our core beliefs at REBA and we strive to achieve a level of diversity within our organization that reflects the communities that we serve. Achieving this diversity—whether of race, gender, sexual orientation, or ability—is critical to our long-term success.

Job Description – Location: Boulder, CO or Washington, DC
REBA Program Coordinators have exceptional communication, organizational and project coordination skills. The role is responsible for planning and managing projects and events, handling communications and supporting relationships with key stakeholders, monitoring budgets, and providing input and support for projects, initiatives and programs under the direction of internal leaders. We look for aptitude in project management, written and verbal communications, and teamwork. We expect self-motivation, curiosity, creativity, the ability to drive oneself and others toward meaningful results, and a passion for making the world better. Program Coordinators are independent contributors and also work closely with a team on projects under the direction of more senior staff.

Overview
Core Responsibilities
Responsibilities include the following:
- Plan, manage and support events, including in-person and digital trainings, bootcamps, webinars, workshops and convenings
- Manage project plans in collaboration with senior staff to ensure on-time, on-budget completion
- Provide detailed communications to members, stakeholders and NGO partners, and develop documents, materials, resources, and tools for internal and external use
- Contribute to the growth and development of REBA by developing and sharing best practices
- Provide administrative support to senior leadership, including managing calendars, travel, logistics, and conference coordination
• Track, follow, and understand developments in renewable energy markets and procurement practices, and communicate them internally and to diverse stakeholders
• Additional responsibilities as required

Qualifications
Experience Qualifications: 2 + years of related work experience in a highly collaborative, fast-paced environment. Knowledge of renewable or sustainable energy field is highly preferred.

Education Qualifications: BA/BS degree or equivalent in education or experience. Preferred degree areas include engineering, mathematics, physics, business administration, finance, computer science, policy, physical or social sciences or related disciplines.

Other Qualifications
The candidate will demonstrate skill in these areas:
• High degree of organizational and project management skills
• Able to work effectively with senior staff
• Able to solve problems independently
• Relationship management and understanding the needs of diverse stakeholders
• Takes initiative to improve processes and develop innovative solutions
• Strong written and verbal communicator, with expertise in PowerPoint and MS Office
• Knowledge of budgeting and finance helpful
• Highly collaborative, strong team player, solicits feedback
• Demonstrates behaviors consistent with REBA’s values
• Passion for making the world better
• Be eligible to work in the U.S.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Additional Information
Our Benefits: We offer very competitive compensation, plus a comprehensive benefits package that aims to develop a world class team by holistically supporting the individual. REBA believes that supporting all employees to have a full life, inside and outside of work, results in a team that feels personally engaged in REBA’s success.

Benefits include:
• Quality Medical, Dental, Vision Insurance, with substantial employer subsidy
• 401(k), with employer match
• Life, AD&D, Short-Term and Long-Term Disability
• Generous Parental Leave for both mothers and fathers to bond when new children enter a family
• Commuter and Wellness Benefits
• Casual Work Environment
• Highly Flexible PTO
• Earned sabbatical policy

TO APPLY: Visit https://jobs.smartrecruiters.com/REBA1/74399685471858-program-coordinator
The Fair Food Standards Council (FFSC) is hiring a Human Rights Investigator to join a team dedicated to a sustainable agricultural industry and the human rights of farmworkers. Human Rights Investigators are primarily responsible for conducting FFSC’s grower audits, including interviewing, note-taking, and analysis; as well as FFSC’s 24/7 complaint hotline, including intaking, investigating, and resolving sensitive complaints.

About FFSC

The mission of the FFSC is to monitor the development of a sustainable agricultural industry that advances the human rights of farmworkers, the long-term interests of growers, and the ethical supply chain concerns of retail food companies through implementation of the Fair Food Program (FFP), a unique worker-led, market-driven social responsibility program that emerged from the Coalition of Immokalee Workers’ successful Campaign for Fair Food. The FFP has been recognized by human rights experts as “the best workplace-monitoring program” in the US and “one of the great human rights success stories of our day.” To learn more, please see the FFSC’s annual report.

FFSC is based in Sarasota, FL, with work-related travel throughout the Southeast and Mid-Atlantic.

Responsibilities

- Coordinate and conduct comprehensive audits of participating growers’ operations;
- Intake, investigate, and resolve confidential complaints received through a 24-hour hotline;
- Conduct sensitive interviews with farmworkers, supervisors, and management;
- Prepare detailed, accurate notes from interviews and complaint investigations;
- Conduct financial analysis of participating growers’ payroll systems;
- Work closely with FFSC analysts, attorneys, and other investigators to improve auditing methods and tools;
- Organize and analyze data from audits, complaints, and investigations using the FFSC database;
- Perform additional duties and projects as assigned.

Qualifications

- Fluency in Spanish or Haitian Creole;
- Strong communication and interviewing skills;
- Strong attention to organization, detail, and accuracy;
- Strong critical thinking and problem-solving skills;
- Ability to perform well in a fast-paced setting requiring flexibility, frequent travel, and irregular hours;
- Ability to meet tight deadlines and handle competing priorities;
- Ability to work well as part of a team, as well as independently;
- Discretion and maturity in dealing with confidential information;
- Comfort working in rural areas, including onsite at farms (outdoors) for extended periods of time;
- Demonstrated commitment to human rights; and
- Desire to work closely with people of different nationalities, gender, and education levels.

Benefits

- Employer-paid medical insurance;
- Employer-paid dental insurance;
- Employer-paid life insurance;
- Generous paid vacation and paid sick days policies;
- Employer-matched 401(k) plan;
- Flexible, trust-based home office arrangements; and
- Provision of work laptop and phone.

Level of Language Proficiency: Fluency in Spanish or Haitian Creole - in addition to English - and strong communication and interviewing skills in Spanish and/or Haitian Creole.

To Apply:

Applicants should send a resume/CV and a cover letter indicating interest in the position to Judge Laura Safer Espinoza at careers@fairfoodstandards.org. The subject line of the email should read Investigator Position. Please indicate in the body of the email where you found the position. Applications will be considered on a rolling basis.

The FFSC is an equal opportunity employer committed to developing a workforce that reflects and can relate easily to the diverse populations involved in the Fair Food Program.
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!