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.
Office of Career Services
Abby Armstrong, Director
JD Specialist
Mary Sheffer, Associate Director
Recent Graduate Specialist
Monica Collins, Associate Director
Masters Specialist
Elijah Gleason Assistant Director, 1L Specialist
Masters Externship Coordinator
Shelley Parker Assistant to Director
Employer Outreach
Abbott House
First Floor
Contact: egleason@vermontlaw.edu

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

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

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

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

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

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

“BE KIND TO EVERYONE YOU MEET, FOR EVERYONE IS FIGHTING A GREAT BATTLE.”
-- JOHN WATSON (AKA IAN MCCLAREN)

Recommended Job Search Websites

Many of these sites allow you to set email alerts

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

These are only a few general websites. There are many more out there!
Don't forget to check individual organization websites' "Jobs" or "Careers" page. Sometimes it requires a bit of searching around but most have one. If you find a resource that’s particularly helpful, please send it along!
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

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

Externships

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

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

You may also contact Elijah Gleason for with questions.
Highstead is a nonprofit organization that works to conserve the forested landscape of New England through science, sound stewardship, collaboration, and innovative conservation.

Highstead plays a lead role in advancing the New England-wide Wildlands and Woodlands (W&W) Initiative, which seeks to conserve at least 70% of the regional landscape as forests. Locally, Highstead uses its 100-plus natural area to educate and inspire people about the natural world through educational programs, research, sound management, and an interpretive trail system. Highstead works with local partners to help protect the natural and rural character of Fairfield County and works with more than 100 W&W partners to double the pace of conservation across New England.

Position Overview: The Conservation Interns act as research assistants in Highstead’s Conservation Program for a twelve-week period from September 23, 2019 to December 13, 2019.

Highstead’s Conservation Program is engaged in building the capacity of partners to achieve large landscape conservation strategies in New England, eastern New York, and beyond. Highstead works with more than eighty organizations in the Northeast to advance the pace and practice of large landscape conservation and fosters collaboration across political and geographical boundaries and among different fields and sectors. Highstead collaborates with Harvard University’s Harvard Forest and other regional partners to advance the Wildlands & Woodlands Initiative (W&WI).

Interns will work with Highstead’s Senior Conservationists to implement research, outreach, and policy projects that advance priority conservation initiatives, including the Conservation Finance Network, New England Forest Policy Group, the Regional Conservation Partnership (RCP) Network, and the Hudson to Housatonic Regional Conservation Partnership. Interns will prepare and present a 15-minute presentation of their work at the end of their internship.

Responsibilities
2019 Conservation Program Initiatives:
• Interns will advance conservation in the region by bringing their energy and enthusiasm, writing, research, and mapping skills to our regional conservation, conservation finance, science, communications, and policy initiatives.
• We have several priorities this fall across these subject areas and interns will be matched to specific projects according to their interests, strengths and skills, and our highest needs.

Interns typically work on one or more specific projects by:
• Providing technical and administrative support to working groups of conservation professionals and volunteers;
• Assisting in the development of a communications strategy and products that may include writing and editing content for websites, blog posts, social media platforms, policy briefs, and e-newsletters;
• Supporting the organization, development, and administration of workshops and events for conservation practitioners;
• Cataloging public and private conservation funding trends by identifying new sources of information on philanthropic private and public grants and updating existing records; and/or
• Creating maps and analyzing data using geographic information systems.

Qualifications
• We seek recent graduates of bachelor’s or Master’s-level programs with a demonstrated interest and enthusiasm for the development and implementation of real-world strategies in the following areas: landscape ecology, conservation finance, regional conservation partnerships, large landscape conservation, and forest policy.
• Candidates must have strong writing, research, and organizational skills.
• They must be comfortable working in a group setting and taking individual initiative, as they will have considerable responsibility for advancing one or more projects, often with little supervision.
• Experience with geographic information systems (GIS) is a plus for some projects.
• Candidates must have access to a car for travel within, and in some cases outside of, Connecticut.

Compensation Intern compensation includes the following:
• Stipend of $6,500 for the 12-week session.
• Free furnished housing.

To Apply: Please send the following materials to Jody Cologgi by July 15, 2019. Reference “Conservation Intern Application” as the email subject. Candidates will be notified by Aug. 9, 2018.
• Cover letter describing your relevant conservation background and interests (including coursework, employment, or experience), your expectations for a successful experience, and your educational and career objectives. (300 words maximum)
• Resume
• Contact information for three references
• Short writing sample

Note: Please submit one PDF document containing all application materials.
Overview - Internship Description: World Wildlife Fund (WWF), the world's leading conservation organization, seeks a Global Environment Facility (GEF) team paid Intern for its WWF GEF Team at our Washington, DC office for late Summer 2019, early Fall 2019, to last approximately 5 months.

World Wildlife Fund, Inc. was accredited by the GEF as a GEF Agency in 2013. The WWF GEF Agency builds on a global network of WWF offices, and over the past 5 years has worked with governments, CSOs, and local communities to develop a portfolio of over 20 GEF projects. Learn more about WWF: https://www.worldwildlife.org/ and WWF GEF: http://wwfgef.org/gef/.

With a growing portfolio in both size and complexity, the WWF GEF Team is looking for an intern to provide project support to Program Officers, Senior Program Officers and the department Director. Approximately 40% of the job will entail administrative support, technical document review, etc. 60% of this position will provide direct project support to the team.

RESPONSIBILITIES: Internship Description:
Specific duties will include:
- Conduct research and analyze results for team members in order to support and inform the development of international project concepts.
  - Look through GEF Database for projects on specific topics, research best practices
- Attend WWF GEF Team and department meetings
- Help team members conduct gender analysis for projects
- Review and edit all WWF GEF Templates for consistent formatting, messaging and branding, with the objective of creating uniform templates for several different aspects of the WWF GEF work.
- Assist teammates with the design and creation of PowerPoint Presentations, network communications and internal documents.
- Other duties as assigned

Qualifications
Minimum Requirements:
- Undergraduate degree completed or Current graduate degree in progress in a related field such as natural resources management, international development, social or environmental sciences, and conservation policy
- Experience working on international development project is desired
- Ability to work productively both independently and as part of a team in a high paced, dynamic environment
- Attention to detail and organizational and time management skills a must
- Excellent written and oral communication skills, as well as strong interpersonal skills and experience working cross-culturally
- Able to commit at least 35 hours per week (full time)
- Fluency in English. Second language of Spanish or French preferred
- Proficient in Microsoft Office Suite, experience with multimedia design and training software is helpful

Compensation: Paid

How to apply: Please submit a resume & cover letter through our Careers page. https://careers-wwfus.icims.com/jobs/search, IN-19075

* Please note that WWF does not provide VISA sponsorship to interns

As an EOE/AA employer, WWF will not discriminate in its employment practices due to an applicant’s race, color, religion, sex, national origin, age, marital status, genetic information, sexual orientation, gender identity and expression, disability, or protected Veteran status.
on advancing strong and comprehensive international agreements that protect forests and global climate. This fast-paced, demanding fellowship requires dealing with many interlinked activities, often across different time zones, and grasping complex issues subject to rapid change.

You will undertake a number of online communications, research and administrative tasks in support of the Senior Manager for Tropical Forests and Agriculture, the Vice President for International Conservation and Corporate Strategies, and the International Wildlife Conservation Team as a whole. You will create and manage content across multiple websites and social media platforms in order to promote the work of the International Team and to build our constituency for the conservation movement. Additionally you will represent the program under a variety of circumstances, including managing correspondence, planning meetings/events, developing online engagement content, attending events and conferences to report back, and logistical support. You will frequently aid the D.C. office with administrative tasks such as front desk duty, watering plants, and taking and distributing meeting minutes. If desired, you will have the opportunity to support the domestic advocacy initiatives of other NWF programs, for example visiting Congressional offices to deliver key wildlife information. Excellent interpersonal and communications skills are essential. Furthermore, you may work with some of the International Team’s partner organizations, so French and/or Spanish proficiency is required.

In this role you will:
- Create, curate and manage content across multiple websites, blogs, and social media platforms;
- Write factsheets, due diligence reports, event proposals, and organizational updates;
- Maintain the VPs calendar, schedule meetings, take and distribute meeting minutes, aid in event creation and planning, and provide logistical support;
- Manage the VP’s inbox and contacts database;
- Research specific topics as needed for the team;
- Book travel and file expenses;
- Translate French/Spanish /English documents, presentations, and blogs as needed.

Requirements:
- Excellent verbal and written communication skills in English;
- Professional language proficiency in French and/or Spanish;
- BA/BS degree in natural resources management, conservation biology, environmental policy, international relations/political science, international development or other relevant field;
- Strong organizational skills and keen attention to detail;
- Strong research and editing skills;
- Proven ability to multitask among competing priorities;
- Strong social media skills in platforms such as Facebook, Twitter and Instagram;
- Proficiency in MS Word, Excel, and Outlook; experience using Adobe Creative Suite or similar software is a plus;
- Demonstrated commitment to environmental advocacy a plus;
- International travel experience a plus.

Your actions are expected to reflect the staff values of the National Wildlife Federation: collaboration, mindfulness, empowerment, inclusivity, and mission focus.

We strive to increase diversity, equity, inclusion and justice (DEIJ) in all elements of our work and with our partners to support the interdependent needs of wildlife and people in a rapidly changing world. We recruit, employ, train, compensate, and promote regardless of race, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender identity (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, genetic information, past, current or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state or local law. We are proud to be an equal opportunity employer. Applicants are invited to learn more about National Wildlife Federation’s commitment to diversity, equity and inclusion at https://www.National Wildlife Federation.org/About-Us/DEIJ.

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

If you meet more than 75% of the qualifications of this description, we support your application. If selected, a background check will be conducted.

How To Apply: Candidates should submit a cover letter and resume.
partnership sponsored by the U.S. Department of Energy’s Vehicle Technologies Program. Clean Cities strives to reduce petroleum consumption in the transportation sector in nearly 100 regions across the country. Since the creation of the CCUWDP in 2010, Clean Cities has hosted more than 300 interns in more than 60 Coalitions. Past internships have led to permanent positions.

Wisconsin Clean Cities, located in Milwaukee, has a paid intern position available for a qualified applicant. The Clean Cities internship will give students studying business, engineering, environmental sciences or similar disciplines the opportunity to grow public awareness and expand the markets of advanced vehicle technologies, alternative fuels, and practices that reduce the consumption of petroleum in Wisconsin. Former student interns have participated in research, outreach activities, public education, K-12 outreach, fleet events, and a vast array of transportation-related environmental projects.

This position is multi-faceted with many different tasks and focuses. Below is a list some of those tasks:

- Engage with our members on a weekly basis
- Develop and coordinate events
- Assist with reports and collecting data
- Assist in day-to-day administrative tasks
- Research articles and topics related to the transportation sector and specifically alternative fuels
- Support staff in the development of coalition growth

We are seeking a qualified candidate who is a junior, senior or advanced degree student, however all applicants are welcome. The position requires 40 hours per week during regular business office hours. The appropriate candidate will possess a self-starting entrepreneurial attitude, and be a team player. If you enjoy working in a fast paced work environment and are willing to learn please send your resume to info@wicleancities.org. Currently accepting applications.

**About Wisconsin Clean Cities:** Wisconsin Clean Cities is a 501c3 tax-exempt, stand alone, non-profit organization that is a designated U.S. Department of Energy’s Clean Cities coalition serving the state of Wisconsin. Our mission is to reduce dependence on petroleum-based fuels, promote the use of alternative fuels and technologies, and improve air quality. Wisconsin Clean Cities strives to advance our nation’s economic, environmental and energy security by supporting local actions to reduce petroleum consumption in the transportation sector. We partner with stakeholders in the public and private sectors to deploy: • Alternative and Renewable Fuels • Idle Reduction Technology • Fuel Economy Measures; and • Emerging Transportation Technologies. Wisconsin Clean Cities initiatives spur new demand for alternative fuel vehicle products that in turn, stimulates infrastructure development. These initiatives ultimately assist the national market by challenging the industry to develop product lines and new technologies to meet the constantly changing demands of consumer and fleet vehicle markets.

**Location:** 231 West Michigan Street, Milwaukee, Wisconsin 53203, United States

**COMPENSATION:** Paid | PAY RATE: $12.00 Per hour | DURATION Temporary / Seasonal

**WEBSITE:** http://www.wicleancities.org

**Employer Preferences**

**MINIMUM CUMULATIVE GPA:** 3.0

**ALLOWED SCHOOL YEARS:** Junior, Senior, Masters, Alumni, Graduating before January 2021


**WORK AUTHORIZATION REQUIREMENTS:** US work authorization is required

**CONTACTS** Lorrie Lisek info@wicleancities.org

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**Internship: Multifamily Team | RetrofitNY (NYSERDA) | New York City**

The New York State Energy Research and Development Authority, known as NYSERDA, is leading the nation in building New York’s clean, resilient and affordable energy system. The call for action to address climate change has never been more urgent. New York has adopted a nation-leading clean energy agenda and, as the primary clean energy agency in New York, NYSERDA leads the way in implementing the State’s clean energy policy agenda. NYSERDA works to foster the transformation of markets, pushing them to accurately value clean energy, energy efficiency, and resilience—while encouraging competition and innovation that delivers value to consumers.
Achieving New York’s emissions reduction goals will require a carbon-neutral statewide building stock by mid-century, which in turn requires a massive increase in net zero new construction and retrofits. To achieve a carbon neutral building stock, NYSERDA is developing a New York State Net Zero Buildings Roadmap— charting a path to a carbon neutral building stock. Through the RetrofitNY program, successive rounds of demonstration projects are developed to improve the performance and lower the cost of net zero retrofits. RetrofitNY is a cutting-edge program seeking to reinvent the way buildings are renovated in New York State and across the country, by developing a feasible pathway to retrofit buildings to a net zero energy level of performance at scale.

This internship will provide an exciting opportunity for a highly motivated and detail oriented individual to support the efforts of NYSERDA’s Multifamily team and RetrofitNY. This internship opportunity will directly support the efforts of the program by providing key analysis of industry data needed to operationalize next steps and market facing interventions.

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

**Primary Responsibilities**
- Collect data on the development and construction costs associated with typical affordable housing projects in NYS.
- Develop a budget analysis of multiple portfolios of buildings.
- Perform a portfolio analysis of the State University of New York (SUNY) portfolio of buildings to assist in future pipeline building.
- Assist in identifying programmatic opportunities by perform out of state building stock analysis.
- Conduct research on the construction industry to assist in targeting and relationship building.
- Perform other responsibilities as assigned.

**Minimum Qualifications**
- Current, full-time Masters student. Background or focus on financial analysis, real estate or the construction sector preferred.
- Proven analytical and problem-solving skills with proficiency in Microsoft Office Excel.
- Demonstrated ability to research primary and secondary sources.
- Skill in managing multiple activities, delivering on commitments, and operating with speed, accuracy, and strong judgment.
- Strong work ethic.
- Experience with data collection and analysis preferred.

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

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Sustainability Assistant – One Year Term | City of Fremont | Fremont, CA

https://www.fremont.gov/DocumentCenter/View/41452/Public-Service-Assistant-II---Sustainability-Assistant-2019

First Review of Applications: June 28, 2019

**FREMONT - A CITY ON THE MOVE!** Fremont is a well-managed and innovative city, and has recently generated national attention by placing 7th on the list of the Greenest Cities in America according to a 2018 Wallet Hub survey and ranking 3rd Best City in the Nation to raise a family, according to another 2018 survey by Wallet Hub. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 235,000 residents. As a full service City, Fremont employs over 937 regular employees and has a General Fund budget of $205 million.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

**FREMONT’S FOCUS ON SUSTAINABILITY:** The City of Fremont has strong sustainability commitments, including an award-winning General Plan adopted in December 2011 that includes sustainability as its opening chapter and central theme. The City’s first Climate Action Plan, adopted in 2012, enumerates specific actions for achieving a greenhouse gas (GHG) emissions reduction target of 25% by 2020 from a 2005 baseline year. Since adoption, the City has implemented a number of municipal and public-facing
projects, programs, and policies that have resulted in significant GHG emissions reductions and gained Fremont regional notoriety as a climate leader. Such efforts include a city-wide LED streetlight upgrade and microgrid demonstration project, launch of the Fremont Green Challenge residential climate action engagement web platform, adoption of mandatory solar and EV charging green building requirements, and roll out of East Bay Community Energy clean electricity program.

With 2020 fast approaching, Fremont is now working to update its Climate Action Plan to align with the 2045 carbon neutrality goal and “Post-Carbon Community Framework” established by Fremont City Council (Resolution 2019-03) in February of 2019. The Post-Carbon Community Framework—which includes the values of equity and access, efficiency and innovation, health and wellness, and resiliency and capacity-building—will guide the update of the City’s Climate Action Plan (“CAP 2.0”). Short-term actions to drive deep decarbonization and achieve an interim 55% GHG emissions reduction target by 2030 will be identified through a variety of community feedback mechanisms and strategy sessions, and those actions will be evaluated based on their greenhouse gas emissions reduction potential, cost-effectiveness, level of community support, social and economic co-benefits, technological and political viability, and other key factors. Actions will be identified and organized within the CAP 2.0 according to the following seven key strategies enumerated within the Post-Carbon Community Framework:

• Clean and Renewable Power
• Electrification and Fossil Fuel Phase-Out
• Carbon Sequestration
• Mobility and Connectivity
• Resource Conservation and Elimination of Waste
• Restorative Ecology and Green Infrastructure
• Climate Adaptation and Resilience

THE POSITION: Under the supervision of the Sustainability Manager within the Community Development Department, the Sustainability Assistant will support the CAP 2.0 update process. This work will involve significant interaction and engagement with internal departments and divisions, public sector and industry stakeholder groups, consultant teams, educational institutions, non-governmental organizations, and the community-at-large for idea generation and feedback on possible measures, technical and cost-benefit analyses, oral and written presentations and reports, and ultimate recommendation of final CAP 2.0 measures to City decision-makers. This position is a full-time, temporary position working up to 40 hours per week, paid on an hourly basis. The position is currently limited to a one year term with an end date of June 30, 2020. Extension beyond that date is subject to future funding availability.

WHAT YOU WILL DO ALL DAY: The Sustainability Assistant will work with the Sustainability Manager and other key city staff to:

• Conduct research on current and emerging climate trends, including climate science, policy-making, and relevant mitigation, adaptation, and resiliency measures.
• Draft documents such as consultant scopes of work, requests for proposals, service agreements, staff reports and presentations.
• Edit, evaluate, and provide feedback on proposals, technical analyses, and other materials produced internally and by CAP 2.0 consultants.
• Coordinate with Environmental Sustainability Commissioners and community volunteers to help plan public outreach and feedback sessions.
• Plan, facilitate, attend, table and/or present at community events, workshops, meetings, town halls, etc..
• Assist with ongoing implementation of City sustainability and climate programs, projects, policies, and communications efforts.

REQUIREMENTS: Any combination of education and/or experience that has provided the knowledge, skills, and abilities for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge and skills would be:

• Demonstrated academic and/or professional experience in the field of environmental sustainability and climate policy.
• Ability to communicate effectively and frequently, verbally in and in writing, with City staff, consultants, and community members.
• Ability to build supportive and respectful working relationships.
• Culturally sensitive and age-appropriate facilitation skills with community diverse groups.
• Knowledge of paid, earned, and social media.
• Ability to work cooperatively with volunteers, offering instruction and support as needed.
• Strong report writing, data entry, record keeping, and time management skills.
• Proficiency in Microsoft Office suite (Word, Excel, Outlook, PowerPoint) and Adobe Acrobat.
• Proven ability to work independently, as well as, an effective member of a team and a collaborative.
• Ability to work flexible hours, including some weekends and evenings.
• Ability to take and follow detailed directions.

COMPENSATION AND BENEFITS: The hourly rate for this position is $25 - $35 depending on qualifications. The City of Fremont is in compliance with the Affordable Care Act (ACA). This temporary assignment may become eligible for
a medical benefits contribution based on the average number of hours worked. City contributions vary based on hourly rates.

**HOW TO JOIN OUR TEAM:** To be considered for this position, submit a completed City application, cover letter, and resume through our online application system at [www.fremont.gov/tempjobs](http://www.fremont.gov/tempjobs). Applications submitted without a cover letter and resume will not be considered.

### Tentative Recruitment Schedule

- **First Review of Applications:** June 28, 2019
- **Oral Panel Interviews:** Week of July 1, 2019
- **Departmental Interviews:** Week of July 8, 2019

**SELECTION PROCESS:** The selection process for this position may include individual and/or panel interviews, reference check, fingerprint check, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

**REASONABLE ACCOMMODATION:** Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660.

*The City of Fremont is an Equal Opportunity Employer.*

*The information contained herein is subject to change and does not constitute either an expressed or implied contract.*

**Human Resources Department**  
3300 Capitol Ave., Bldg. B, Fremont, CA 94538 | (510) 494-4660

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**Environment America State Fellow | Work for Progress | Albuquerque, NM**

**Application Deadline: July 15, 2019** | Salary: At least $27,000

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

Our mission—the thing that drives everything we do—is to harness our country’s wealth, our technology and our imagination to make our world a greener, healthier and more sustainable place to live for all of us. Imagine yourself organizing a town hall meeting on solar power. Or building a community coalition to keep local waters clean. Imagine building the organizational power—the funds, the membership, the activist base and more—that it takes to keep all of this critical work going for the long haul.

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

**WHAT YOU’LL DO**

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

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

**LEARN MORE AND APPLY [HERE](#)**
Clean Energy Advocate with North Carolina Nonprofit | Environment America | Raleigh, NC

**Deadline:** Jul 01, 2019

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.

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- **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. *Do 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.*

**HOW TO APPLY:** LEARN MORE AND APPLY AT OUR WEBSITE.

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

**Application Deadline:** July 15, 2019 | Salary: At least $27,000

**Become an Environment America Fellow**

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

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

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

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

**WHAT YOU’LL DO**

- **Build powerful coalitions:** Reach out to small business owners, farmers, public health officials and others to demonstrate support for our policy goals
- **Earn traditional media and social media attention:** Organize news conferences and write opinion pieces. Build a following on Facebook and Twitter for your campaigns
• **Lobby elected officials:** Coordinate strategy with a champion in Congress. Make a convincing case to a legislator who is undecided on a particular vote. Work the “inside game” to complement our outside field operation, where most of our power is derived.

• **Research and write reports:** Catalogue and analyze sources of carbon pollution in the U.S. Detail the success of the Clean Water Act in our reports. Help influence public debate and earn media attention for our cause.

• **Identify and cultivate donors:** Reach out to foundations and major donors and ask them to fund our work to tackle global warming, promote clean energy, and protect our most spectacular natural areas.

• **Run a grassroots campaign office each summer during your fellowship:** Hire and manage a staff of 20 canvassers. Raise money, build our organization and membership, and help win one of our key campaigns.

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

**LEARN MORE AND APPLY** [HERE](#)

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](http://publicinterestnetwork.org) to learn more.

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

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**PIRG Policy Fellow | Work for Progress | Sacramento, CA**

**Application Deadline: July 15, 2019 | Salary: At least $27,000**

**Speak Up For The Public Interest:** When decisions are being made that affect our health, our safety, or our rights as consumers and citizens, U.S. PIRG speaks up on behalf of the public.

Whether it’s a decision about how to address the misuse of our life-saving antibiotics in agriculture, or how to stop the mishandling of our personal information by companies like Facebook and Equifax, or addressing our country’s

**What It Means To Be A Fellow:** You won’t just sit behind a desk. You’ll be out in the real world, working to protect consumers and enable citizens to lead healthier, safer, more secure lives. You’ll be recruiting new groups to join a coalition, speaking in a church basement or town hall to win a new endorsement, organizing a news event or rally, meeting with an editorial board, or doing whatever else it takes to get results. You’ll run a grassroots campaign office each summer during your fellowship where you’ll hire and manage a staff of 20 canvassers to raise money, build our organization and membership, and help win one of our key campaigns.

This is a two-year program, expressly designed to prepare future leaders with U.S. PIRG. We look for smarts, leadership experience, top-notch written and verbal skills, and an eagerness to learn. We value organizing experience, including building campus groups.

**Pay & Benefits:** The target annual compensation for this position is $27,000 in the first year. U.S. PIRG offers a competitive benefits package. We also offer an excellent training program and opportunities for advancement.

**Locations & Start Dates:** We’re hiring for positions in Baltimore, MD, Chicago, IL, Madison, WI, and other locations. If you’re flexible, you can apply for multiple locations. We accept applications on a rolling basis. Positions start in August 2019. Visit this [link](#) to see our immediate openings.

U.S. PIRG 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 [www.PublicInterestNetwork.org](http://www.PublicInterestNetwork.org) to learn more.

*U.S. PIRG 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.*

How To Apply: [https://publicinterestnetwork.org/](https://publicinterestnetwork.org/) | Apply using our online application [here](#).

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**Fellow for Great Parks | New Yorkers for Parks | New York, NY**

**Start Date: September 3, 2019 | Application Deadline: July 12, 2019 | Salary: $30,000**

New Yorkers for Parks (NY4P) is the independent citywide research and advocacy organization championing quality parks and open spaces for all New Yorkers in all neighborhoods. For over 100 years, NY4P has advocated for the city’s parks, beaches, and playgrounds.

**The Fellow for Great Parks:** NY4P’s Fellows for Great Parks program provides an intensive nine month fellowship for a recent college graduate in the Outreach & Programs department. As a fellow, you will experience deep immersion in an organization working towards park equity: the idea that parks and open spaces are fundamental elements of New York City’s infrastructure for a more equitable city. You will explore working with nonprofits, elected officials and their staff, community organizations, neighborhood
stakeholders and more to advance the goals of the Play Fair campaign and help you make a difference for New Yorkers. You will help create long-term advocacy tools and organizational engagement strategies, developing talents and skills in a real-world setting.

**Roles & Responsibilities of the Fellow**

- Develop advocacy tools and engagement strategies to share NY4P research and policy goals with communities to inform local advocacy for their parks and open spaces
- Engage directly with local community advocates at regular meetings to participate in and support local advocacy efforts with informed, timely research & data
- Track and attend parks and open space related public hearings, as well as proposed legislation that relates to parks
- Working with the Director of Outreach & Programs, develop draft testimony for hearings and other public comment opportunities
- Attend and provide general staff support at Daffodil Project fall distribution days, assist with pre-distribution day logistics, engage participants around NY4P’s ongoing Play Fair advocacy campaign, help identify new or nascent local advocacy partners, and to help establish new organizational partnerships
- Represent NY4P through outreach to Community Boards throughout the five boroughs to share NY4P’s forthcoming 2019 Community District Profiles, and engage Community Board members about the ongoing Play Fair initiative
- Assist with issue-specific outreach and policy items, including background research, as they arise
- Work with the NY4P team on program and administrative projects to advance the general mission of the organization

**Career-Building Skills, Support and Mentoring**

- Gain skills through hands-on experience to launch your career
- Collaborate with staff and park and open space advocates
- Accompany NY4P senior staff to select high-level external meetings
- Experience NY4P organizational work with NYC elected officials and their staff, peer organizations, established local parks and open space organizations, and nascent advocacy and stewardship groups
- Strengthen public presentation skills, gain experience with one-on-one engagement with stakeholders, and support a team engaged in negotiation and mediation
- Learn or deepen community organizing skills

**Applicant Qualifications**

- B.A./B.S. graduate no later than August 2019
- Demonstrated interest in urban planning/affairs, public policy/administration, community outreach, or government relations preferred, evidenced in coursework, extra-curricular activities, prior work experience and/or volunteer experience
- Skills in Microsoft Office Suite programs (Word, Excel, and PowerPoint) required
- Excellent writing skills
- Strong interpersonal skills
- Comfort traveling throughout New York City using public transportation
- Familiarity with New York City is a plus
- Graduate study commitment during fellowship period limited to 1 class per semester, if applicable

**Fellowship Details**

- Fellowship period of nine months: September 3, 2019 – June 30, 2020
- Full-time schedule of 5 days per week, 35 hours per week
  - Within 35 hour weekly work schedule, significant participation in evening or weekend NY4P sponsored or attended events will be required:
  - The Fellow will work weekend events during NY4P’s Daffodil Project season, from mid-September through mid-October
  - Some assigned meeting responsibilities will take place during evenings
- Workspace proximate to NY4P’s Financial District office
- Eligibility to work in the U.S. required

**Benefits**

Fellowship Compensation includes:

- $30,000 salary
- Employer paid health insurance benefits
- Paid sick leave benefits
- Opt-in for pre-tax transit benefits available
- Paid leave on the NY4P-observed holidays during fellowship term (9 days)
- 3 personal days to be used during the fellowship term

**Level of Language Proficiency:** Ability to speak and/or write in a language commonly spoken in New York City, such as Spanish, Chinese, Korean, Haitian Creole, Russian, Arabic, or Urdu is a plus
How To Apply: http://www.ny4p.org/

Applications will be accepted and considered on a rolling basis through July 12, 2019. Please send a single PDF that includes the following to Emily Walker, Director of Outreach & Programs (ewalker@ny4p.org) with the subject line “Fellow for Great Parks”:

- cover letter
- resume
- contact information for 2-3 references (preference for at least one work or volunteer-related reference)
- a writing sample

No phone calls, hard copies, or drop-ins will be accepted. New Yorkers for Parks is an Equal Opportunity Employer.

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**NOAA Sea Grant Graduate Fellowship Opportunities now open!**

The Sea Grant Knauss Fellowship provides a unique, educational and professional experience to graduate students who have an interest in ocean, coastal and Great Lakes resources and the national policy decisions affecting those resources.

The Fellowship, named after one of Sea Grant's founders and former NOAA Administrator John A. Knauss, matches highly qualified graduate students with "hosts" in the legislative and executive branch of government located in the Washington, D.C. area, for a one year paid fellowship.

Check out opportunities at [https://seagrant.noaa.gov/Prospective](https://seagrant.noaa.gov/Prospective)

**Food Justice Fellow | Kentucky Equal Justice Center | Lexington, KY**

Application Deadline: July 8, 2019 | Salary: $31,340 - $43,500 depending on education and experience.

**Kentucky Equal Justice Center** seeks an advocate with experience in food and nutrition policy as our new Food Justice Fellow. The Fellow will work as a multi-forum advocate on an anti-hunger policy agenda for low-income and working families through:

**Policy research and advocacy**: researching policy opportunities and best practices for public program; analyzing and commenting on state and federal plans and proposals; preparing briefing papers on promising options and current issues.

**Communications and coalition building**: participating in state and national networks focused on food and hunger; providing policy support to community partners; communicating with decision-makers and the public on new developments and proposals.

**Outreach, enrollment and consumer assistance**: participating in outreach to at risk populations; providing consumer coaching to enroll and resolve problems with public benefits; filing or assisting with selected cases with a focus on benefits access and eligibility.

The Food Justice Fellow will join a multi-function advocacy team that includes our Outreach Coordinator, Communications Coordinator, Director and Senior Counsel.

**The primary deliverable**: within three years, together with community partners, the Fellow will have launched a new cross-sector statewide coalition with a core mission of ending hunger in Kentucky. Along the way, we will place a high priority on defending and improving state and federal anti-hunger programs.

**Duties and Responsibilities**

The Food Justice Fellow will:

- Develop detailed knowledge of policy options and best practices for eligibility and access under both public programs and private sector nonprofit approaches to hunger;
- Monitor proposed changes in state and federal law, regulations, manuals and guidance, including changes to interlinked public benefits such as Medicaid
- Develop state, regional and national peer and expert networks for advice, counsel and development and evaluation of proposals and initiatives
- Prepare written materials including briefing papers on promising options, best practices and current issues; comments on state and federal proposals; and op-ed pieces on food and hunger issues affecting low income and working Kentuckians
- Participate in meetings, conference calls and activities of state and national public interest partners, including Kentucky Center for Economic Policy, with a focus on identifying policy priorities, analyzing proposals and providing policy support to Kentucky advocates
• Help plan and conduct meetings of the statewide legal services Welfare and Health Task Force
• Develop and implement a communications plan designed to provide useful and timely information through multiple media to support food justice advocacy
• Circulate analyses and comments through a variety of networks to share arguments and information that may help consumers and other advocates make their views known
• Meet with Kentucky executive branch officials and legislators on key food and hunger issues, representing interests of low income consumers
• Assist Kentucky Equal Justice Center Senior Counsel in conducting impact litigation on key issues as needed
• Become a Certified Application Counselor capable of handling a small consumer-assistance case load of individual matters related to SNAP, Medicaid and other benefit available through Kentucky’s multi-benefits website, Benefind
• Assist Kentucky Equal Justice Center Director in fundraising for sustainability

Qualifications
The ideal candidate will demonstrate:
• Post-graduate studies in law, public administration, communications or a related field, especially with focus on food nutrition and hunger
• A minimum of two years’ experience as an advocate, including outreach, organizing, messaging and campaign coordination on issue in policy-making forums
• Strong communication skills, both written and verbal, including demonstrated public policy communications
• Comfort speaking in front of groups
• Excellent interpersonal skills
• Comfort working in a multi-cultural setting, sensitivity to language and cultural issues
• Excellent organizational and problem-solving and skills
• Strong computer skills and excellent attention to detail
• Knowledge of internet communications tools
• Ability to be a self-starter in developing and carrying out activities, to take initiative and work independently, as well as in a team
• Knowledge of low income issues and a commitment to social justice

Candidates who are attorneys should demonstrate active membership in a state bar and willingness to seek admission to the Kentucky bar if not a member. Proficiency in a second language, especially Spanish, is a plus.

Location: Kentucky Equal Justice Center has offices in Lexington and Louisville. Preferred location for the position is Lexington.

Three-Year Position with Potential Renewal and Sustainability: The Food Justice Fellow is funded through a three-year initiative by the MAZON Foundation. Sustainability of the position after three years will depend on new sources of support and successful fundraising strategies.

Benefits: Generous fringe benefits include health and retirement, dental, life and disability coverage. KEJC is a 501(c)(3) nonprofit, but we provide health and retirement benefits through participation in state employee plans.

For more information: Richard Seckel, Director, Kentucky Equal Justice Center, 201 West Short Street, Suite 310, Lexington, KY, 40507. Email: richseckel@kyequaljustice . Phone: 859-233-3057. Fax: 859-233-0007.

How To Apply: Please email a cover letter, resume, short writing sample and a list of three references to Richard Seckel, Director, Kentucky Equal Justice Center. richseckel@kyequaljustice.org. Please use the subject line: “Food Justice Fellow.” References should include mailing and email address and phone number.

Diversity Statement: KEJC welcomes your application. Employees shall be selected entirely on a nondiscriminatory basis with respect to age, ancestry, disability, ethnicity, familial status, gender, gender identity, limited English proficiency, national origin, political affiliation, race, religion, sexual orientation, veteran status and all other categories provided nondiscriminatory treatment by law, statute, or ordinance.

About Us: Kentucky Equal Justice Center was formed in 1976 to work with all of Kentucky’s civil legal services programs on statewide issues and projects. Today, we are a flexible and responsive public interest advocacy organization with a wide variety of community partners. We convene statewide legal aid task forces in key areas of poverty law and provide immigration law services through Maxwell Street Legal Clinic in Lexington. www.kyequaljustice.org

Level of Language Proficiency: Written and spoken Spanish proficiency a plus.

http://www.kyequaljustice.org

Americorps Land Management Coordinator | Vermont Land Trust /Vermont Housing and Conservation Board

Serve as part of a dynamic team that helps owners of conserved land in Vermont deepen their connection to the land and be the best land stewards possible. The Vermont Land Trust (VLT) is one of the premier land conservation organizations in the
nation. As part of our team, you will coordinate with internal and external partners to expand opportunities to enhance our ongoing and historic conservation work, and to help landowners and communities solve challenges on the land. You will have a hand in restoring and creating resilient landscapes by connecting people with land through education, outreach, and building capacity within communities. You will gain experience within the focus areas of native species management, riparian and wetland restoration, and wildlife habitat improvement. If you are looking for a rich service opportunity, love land, and want to help others discover the solutions to today's land management challenges, apply today!

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

Vermont Land Trust’s mission is to conserve land for the future of Vermont. As a result of VLT’s recent strategic planning, we have begun to build programmatic capacity to help improve the quality of land management of conserved properties. The goal of this position is to help VLT move forward with deeper investments in conserved land management for their long-term sustainability, ecological restoration of these lands, and improving access and use of conserved public lands.

**Essential Functions:**
- Invasive species management including developing management plans, conducting invasive insect surveys and removal of invasive plants on public, non-profit, tribal or VLT lands.
- Field and remote mapping, and boundary delineation of VLT Fee Lands.
- Identify, cultivate and coordinate with prospective partner organizations for land management activities.
- Review and prioritize specific land management needs on VLT conserved land portfolio.
- Monitoring of conservation easement lands in line with VLT’s current protocols:
  - Land manager contact, remote sensing, site visit that often includes seeing the property’s conservation features, all structures, and agricultural or forestry activities.
  - Compile visit reports using current VLT technology.
  - Use photos and maps to augment the report, as appropriate.
- Participate in water quality improvement projects, including riparian buffer plantings.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps
- Participate in VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

**Secondary Functions:**
- Participate in VLT staff trainings
- Support VLT stewardship functions

**Desired Qualifications:**
- Bachelor’s degree in Environmental Science, Natural Resource Management, or related field
- Experience with field work, navigating difficult terrain, compass skills, map reading skills
- Experience with field mapping, GIS, GPS
- Ability to coordinate and carry out multiple projects simultaneously, and to maintain attention to detail
- Excellent interpersonal and communication skills. Ability to communicate with different personalities
- Ability to represent the Land Trust and interact effectively with a wide range of organizations and individuals, both inside and outside the organization, and to serve cooperatively with all VLT staff and Board members.
- Ability to serve independently and to engage in independent and group problem solving.
- Ability to effectively operate computers and assigned software, including Microsoft Office Suite, various mapping software (i.e. ArcMap and ArcGIS), and digital photography related software
- Strong planning, organizational, administrative, problem-solving, and decision-making skills

**Minimum Qualifications:**
- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program’s ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way;
- Have daily access to operating vehicle and perform significant travel as part of the position;
- Available to regularly serve 40 hours per week;
- Ability to regularly perform service in the field and to be outside in all weather conditions;
- Able to perform a range of physical and manual property management activities on uneven terrain and in inclement weather, including lifting and moving heavy objects and utilizing basic hand tools.

**Additional Information:** Service will be performed in a combination of traditional office setting and in a field setting. Office hours are typically M-F during daytime hours, but occasional evening meetings and weekend events may occur. Field setting will vary and include active agricultural settings, remote forest settings, uneven terrain and inclement weather.

**Position begins September 9th, 2019 and ends August 14th, 2020.**

This position is: **Full Time:** Requires 1,700 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of $20,400 (pre-tax), and an education award of $6,095 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

This position does not have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

**To Apply:** [https://vhcb.org/our-programs/vhcb-americorps/positions](https://vhcb.org/our-programs/vhcb-americorps/positions) **Application deadline: July 19, 2019** Additional information on AmeriCorps is available at [www.americorps.org](http://www.americorps.org). For questions about this position or to send additional materials:

Pieter van Loon  
54 Linden St.  
Brattleboro VT 05301  
(802) 246-1502, pieter@vlt.org

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran’s status, religion or creed.

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**AmeriCorps Community Energy Coordinator | Vermont Natural Resources Council – Vermont Energy & Climate Action Network /Vermont Housing and Conservation Board**

Help Vermont communities partner with the State of Vermont in meeting its 90 by 2050 total renewable energy goal by helping to support and expand the network of all-volunteer town energy committees. In this role, you will have unparalleled opportunities to serve Vermont communities – collaborating with many diverse partners – and help these municipalities identify and advance their energy-saving, renewable energy priorities. This position requires a passion for community service, as well as a sincere interest in supporting a diversity of communities in meeting their efficiency and renewable energy goals, with a core focus on serving low income and vulnerable Vermonters. **Apply today!**

This position is part of the Vermont Housing & Conservation Board AmeriCorps (VHCB AmeriCorps). The VHCB AmeriCorps program supports the innovative dual-goal approach to creating stable affordable housing opportunities for Vermont residents while preserving the natural and working landscape. VHCB AmeriCorps is a national service program that places members with non-profit housing or land and energy conservation organizations around the state.

**Mission and Goals of the Position:** The Vermont Natural Resources Council is an independent, nonprofit (501.c.3) environmental education, research and advocacy organization founded in 1963. VNRC’s mission is to advance programs and practices that support and strengthen the foundation upon which Vermont’s economy thrives — a healthy environment. VNRC has four program areas — Water, Forests and Biodiversity, Sustainable Communities and Energy and Climate. VNRC is also the coordinator of the Vermont Energy and Climate Action Network (VECAN), which is an umbrella network of partner organizations and approximately 125 all-volunteer community energy committees across Vermont. This position primarily serves VECAN’s mission, which is to start and strengthen town energy committees — many of which are appointed by their municipality. Energy committees are increasingly pivotal partners to their municipalities and to the State of Vermont in helping to meet Vermont’s 90 percent by 2050 total renewable energy goal. This position helps these community groups identify priorities, partners, programs and solutions that will help meet this goal by implementing energy-saving, renewable solutions in the heating, transportation and electric sector. This position largely focuses on building the capacity of energy committees and supporting their education, communication and project implementation efforts around weatherization, efficiency, conservation, renewable energy projects, transportation mobility options and more. This includes an important focus on helping start new energy committees in communities currently without them – often in the more rural, low-income regions of the state – as well collaborating with key partners (regional planning commissions, Efficiency Vermont, Vital Communities, the Vermont League of Cities and Towns and many others) to serve all communities in meeting their clean energy goals.

**Essential Functions:**

- Support Vermont’s existing town energy committees through technical assistance, networking and capacity building. The ACM will help inform, connect and strengthen Vermont’s network of approximately 125 all-volunteer town energy committees and foster their energy-saving solutions. The core components of this service will include 1) regularly communicating with members of energy committees on programs, projects and opportunities through an email newsletter and social media, 2) creating networking
and information sharing opportunities and 3) helping connect them to direct technical assistance on project implementation efforts.

- The ACM will help identify and catalyze new energy committees in communities across the state currently without one.
- Help to organize and promote the 7th annual Button Up Vermont/Weatherize initiative.
- Organize regional energy network gatherings and other information-sharing and networking opportunities, often in partnership with regional planning commissions.
- Help VECAN partners and UVM Extension organize and host VECAN’s 12th Annual Community Energy Conference.
- Regularly maintain and update VECAN’s online resources, including www.vecan.net, which is intended to be a clearinghouse of useful resources for energy committees.
- Helping to manage and maintain a current list of community energy committee leaders.
- Participate in an Independent Service Project under the guidance of VHCB AmeriCorps.
- Participate in VHCB AmeriCorps Trainings, Service Days, Events, and Program Initiatives.
- Engage in professional and personal development activities and networking opportunities.

Secondary Functions:
- Potentially tabling or presenting at energy fairs, conferences or to student groups about VECAN and community energy efforts.
- Helping write case studies of successful energy saving or energy innovation projects.

Desired Qualifications:
- Have strong written and verbal communication skills.
- Be organized, motivated and as self-directed as possible.
- Ability to manage several tasks simultaneously with attention to detail and follow through.
- Be a team player but also be able to serve with some independence.
- Have experience or strong interest in collaborating with diverse communities and partners.
- Web site management and other IT experience a big plus (including Word Press).
- Have a strong knowledge of or interest in energy efficiency, renewable energy and clean energy.
- A can-do attitude with an interest in or passion for helping Vermont communities lead in meeting Vermont’s 90 percent by 2050 renewable energy goal.

Minimum Qualifications:
- Be US citizen or have permanent resident status;
- Be at least 18 years of age upon entering the Pre-Service Orientation or 17 years of age with verified parental permission;
- Be a high school graduate, have a GED certificate, or be willing to work towards a GED as part of the service-term. A member cannot have dropped out of high school to join AmeriCorps.
- Has not been convicted of murder or sexual assault and is willing to undergo a National Service Criminal History Check;
- Be committed to the VHCB AmeriCorps program’s ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in all required trainings and events, and be prepared to drive up to 2-3 hours each way.
- Available to regularly serve 40 hours per week
- Willing and able to serve outside the regular 9-5, Monday-Friday schedule occasionally.

Additional Information: This position is to be performed primarily indoors in an office setting or in meeting spaces. It will also include occasional events, participating in meetings and public engagement opportunities outside of the office. This will include travel outside of the City of Montpelier, where the office/position is primarily based. The hours are occasionally irregular, with required night meetings or weekend events. Primarily, however, the position is M-F, with service occurring during more traditional office hours.

This position is Full Time: Requires 1,700 hours for an average of 40 hours per week for 48 weeks. Member will receive a living allowance of $20,400 (pre-tax), and an education award of $6,095 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and various training and networking opportunities.

This position does not have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

To Apply: https://vhcb.org/our-programs/vhcb-americorps/positions Application deadline: July 12, 2019 Additional information on AmeriCorps is available at www.americorps.org.

For questions about this position or to send additional materials:
Johanna Miller, Energy Program Director and VECAN Coordinator, Vermont Natural Resources Council
9 Bailey Ave., Montpelier, VT 05602
vnrc.org * vecan.net  Phone: 802.223.2328 ext. 112

The Vermont Housing & Conservation Board (VHCB) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHCB is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran’s status, religion or creed.
Land Stewardship Coordinator-AmeriCorps | TerraCorps | Multiple Locations, MA

TerraCorps is an innovative national service program that prepares and mobilizes emerging leaders to help communities conserve and secure land for the health and well-being of people and nature. We do this by supporting AmeriCorps members who serve with nonprofit organizations across the state to tackle issues around land access, urban agriculture, and conservation. This year we are looking for 48 members to join the TerraCorps team!

As a member you can serve with one of our nonprofit partners, in one of five coordinator positions: Community Engagement Coordinator, Youth Education Coordinator, Land Stewardship Coordinator, Regional Collaboration Coordinator, and Urban Agriculture Coordinator.

Land Stewardship Coordinators (LSC) Build the long-term capacity of their Service Sites by creating networks of volunteers to support hands-on stewardship of community lands. They organize, train, and collaborate with municipal boards, neighborhood and civic associations, community members, youth groups, and schools to care for, improve access to, and support the long-term resiliency and sustainable use of community lands. By providing training and organizing collaborative land-focused projects, they increase resources for community projects, demonstrate environmentally responsible land management, help individuals build skills, and nurture an inclusive sense of public ownership in the local landscape. LSCs spend roughly 60% of their time in the office and 40% in the field.

Members serve in full-time (38 hour/week), 11-month positions from August 26th, 2019- July 24th, 2020. These 1,700-hour AmeriCorps positions receive a living allowance and are eligible for an education award, and additional AmeriCorps benefits. Application specifics, position descriptions, and additional information about how to apply can be found at www.terracorps.org/become-a-member/

HOW TO APPLY: Interested applicants should visit our website: https://terracorps.org/become-a-member/ to learn more about our program and see what positions are open for the 2019-20 service year. To apply, please complete an application form and e-mail it to admin@terracorps.org along with a cover letter and resume.

The following 2 are unpaid 12 week internships but we have had a Master’s grad go on to do one of these internships in the past and they look like they’d be very interesting for those with interests in wildlife conservation and marine policy. And it’s in Ireland. With seals. . . .

Seal Rescue Ireland - Animal Care and Education Internship | Seal Rescue Ireland | Wexford, Ireland, Europe

Deadline – Sept. 1, 2019

Seal Rescue Ireland (SRI) is a charity organisation which operates a busy marine animal rescue and rehabilitation centre located in Courtown, Co. Wexford. As the only facility that fully rehabilitates seals within the Republic of Ireland, SRI responds to strandings nationwide. Most reports are for young grey seal (Halichoerus grypus) and common seal (Phoca vitulina) pups found sick, injured or orphaned across the Irish coastline. In addition, SRI pursues understanding and public engagement of ocean conservation and sustainability through education, community outreach and research programmes.

SRI is currently accepting applications for their dual focus Animal Care and Education Internship programme for next year. With rolling start dates year around, this high paced, full-time position is for a minimum of 12 weeks, but longer time commitments are encouraged. After completion of initial training, interns who excel may be invited to stay longer and offered higher levels of responsibility with the potential for compensation through living expenses.

Reports to: Animal Care Manager

Job Summary: This position provides the intern with a well-rounded experience of both hands-on marine mammal rescue and rehabilitation work, and promoting public understanding of marine conservation as a whole. The candidate’s time will be split in half between assisting in the daily care of the animals and hospital operations, and providing educational tours to the public, assisting with fundraising projects, and assisting with administrative duties. The variation of responsibilities provide interns with excellent understanding of what it takes to successfully operate the many different aspects of a wildlife charity. Additionally, each intern gets the opportunity to independently plan one fundraiser project, to learn leadership and organisational skills. Interns that excel may be offered additional levels of responsibility to pursue specialized skill sets.

Requirements: For consideration, applicants must have a background in areas of study such as Pre-Vet, Biology, Zoology, Marine Biology, Conservation Biology, Environmental Science or other animal related field. Applicants must be able to follow written and oral instruction, possess effective communication skills, and be passionate about marine animals and their environment. Applicants should be agile with a good sense of balance in order to maneuver around enclosures, and must be physically fit and able to lift 25 kg. Applicants must possess the ability to adapt in a fast paced, ever changing environment and have a positive, purposeful attitude. They must be willing to work long hours, nights, weekends and holidays. Previous animal care and handling experience as well as public speaking skills are preferred, however interns will receive training to develop these skills.
Duties Include:

- Daily animal diet preparations and routine cleaning of enclosures and work areas.
- Assist with rescue and release of stranded animals.
- Take shifts overseeing the stranding hotline and coordinate seal rescue and transport.
- Assist in the care of seals (feeding, restraining, medical treatment, daily care).
- Help ensure that the clinical areas are stocked, hygienic and prepared to receive animals.
- Maintain and update medical records.
- Provide assistance to management and rehabilitation staff as needed.
- Assist with fundraisers and educational events.
- Assist with clerical duties and office work as needed
- Participate in educational talks and tours.
- Complete and arrange personal fundraiser project in aid of the center.

This is an unpaid position. Intern housing is available for 90 Euro/week (including food) on a first come first served basis. Interns are responsible for their own travel expenses.

Registered Charity: **RCN 20108519**

**HOW TO APPLY**

**Application Deadlines:**

- 1st of September, 2019 for January to March, 2020 start dates
- 1st of December, 2019 for April to June, 2020 start dates
- 1st of March, 2020 for July to September, 2020 start dates
- 1st of June, 2020 for October to December, 2020 start dates

Please visit our website at [http://www.sealrescueireland.org/internships/](http://www.sealrescueireland.org/internships/) to download the application form. Then send completed with your resume and cover letter to: intern@sealrescueireland.org  Attention: Animal Care and Education Internship

**Seal Rescue Ireland - Education Intern | Seal Rescue Ireland | Wexford, Ireland, Europe**

Seal Rescue Ireland (SRI) is a charity organisation which operates a busy marine animal rescue and rehabilitation centre located in Courtown, Co. Wexford. As the only facility that fully rehabilitates seals within the Republic of Ireland, SRI responds to strandings nationwide. Most reports are for young grey seal (*Halichoerus grypus*) and common seal (*Phoca vitulina*) pups found sick, injured or orphaned across the Irish coastline. In addition, SRI pursues understanding and public engagement of ocean conservation and sustainability through education, community outreach and research programmes.

SRI is currently accepting applications for their Education Intern position with immediate start dates available. This high paced, full-time position is for a minimum of 12 weeks, but longer time commitments are encouraged. After completion of initial training, interns who excel may be invited to stay longer and offered higher levels of responsibility.

Reports to: Operations Manager

**Job Summary:** The Education Intern will assist with everything related to the various education programs which cater to children as young as 2 years old all the way up to presentations geared towards adults. The intern will need to be able to plan, develop and deliver educational programs, activities, games, and materials which are tailored to each group’s specific needs, interests and curriculum. They will plan/attend community outreach events, school visits, birthday parties, fundraisers and networking events to promote awareness of SRI’s mission of marine conservation. They will also be trained to give daily educational tours of the Centre as well as providing customer care in the gift shop. There may be some involvement in assisting in the husbandry care and maintenance of rehabilitation animals if interested.

**Requirements:** Applicants must have a background and dedicated interest in areas of study such as Zoology, Marine Biology, Environmental Science, Conservation, Education, Oceanography, Child Development or related field. Background knowledge of marine mammals is preferred but not required. Applicants must be organized, personable, self-motivated, resourceful and have experience facilitating events and lessons for large groups. They will be expected to manage staff and volunteers appropriately. Great networking and public speaking skills are a must. Interns will be expected to maintain a high level of professionalism and diplomacy whenever they are representing Seal Rescue Ireland. We are looking for a candidate that works well as a team and is comfortable around individuals of all ages, ability levels, and backgrounds. Finally, applicants must possess the ability to adapt to an ever-changing work environment, and be available to work nights, weekends and holidays.
I'm a big fan of the New York Times' “Smarter Living” series. Here are a few articles from that series that pertain to both the job search and your professional life.

**How a Common Interview Question Hurts Women**
Claire Cain Miller, NY Times – The Upshot

Once you land that job . . .

**How to Overcome Impostor Syndrome**
Jessica Bennett, NY Times

**How to Overcome Failure**
Rachel Simmons, NY Times

**A Woman's Guide to Salary Negotiation**
Kristin Wong, NY Times
Project Manager, Policy Development - Albany or New York City Office (#507)

The New York State Energy Research and Development Authority (NYSERDA) seeks a creative, self-motivated and knowledgeable individual to join its Energy and Environmental Analysis department. The ideal candidate should be passionate about NYSERDA’s mission, demonstrate strong research and analytic skills and have strong communication and interpersonal skills. As a member of NYSERDA’s Policy Development team, this individual will assist New York State energy policy decision-makers and support informed energy planning by providing quantitative and qualitative analysis of energy issues and policies, identifying and evaluating policy alternatives, and assessing the impact of energy, environmental and economic policies and programs on the State’s citizens, businesses and environment. This position will report to the Program Manager of the Policy Development team.

Primary Responsibilities

• Research energy, environmental and economic policy issues, conduct special studies and perform objective analyses to help inform NYS energy policy and planning. Related responsibilities could include:
  o Provide technical review of State legislation and regulatory policy
  o Conduct benefit-cost analysis of proposed policies and programs
  o Carry out benchmarking of federal policy development, as well as relevant activities in other states
  o Conduct literature reviews, analyzing and synthesizing materials from government, academic, and policy sources
• Support the development of reports on emergent energy policy issues (e.g., valuing distributed energy resources, supporting clean energy workforce, valuing carbon)
• Assess the merits and potential energy benefits of new strategies for delivering clean energy programs
• Develop policy briefings and presentations for NYSERDA Executives and the Governor’s Office
• Manage research projects, which involves leading a team of NYSERDA staff and external consultants
• Lead development of the New York State Clean Energy Industry Report, a statewide census of clean energy jobs and workforce assessment
• Support development of the State Energy Plan including research on energy topics, collaboration with other subject-matter experts within NYSERDA and at other State agencies and drafting of specific portions of the Plan
• Assist in development of NYSERDA’s Strategic Outlook (our corporate strategic plan), facilitating workshop sessions with NYSERDA’s executive team to establish a three-year vision and coordinate with program staff to develop implementation priorities
• Support NYSERDA’s administration of the Regional Greenhouse Gas Initiative (RGGI), including facilitating quarterly auctions and coordinating with other state agencies for ongoing program planning and reporting activities
• Provide policy insights and formative advice to shape effective NYSERDA programs
• Represent NYSERDA in collaborative initiatives with other NYS agencies and public and private entities
• Perform other responsibilities as assigned

Minimum Qualifications

• A Bachelor’s degree in engineering, economics, science, public administration, or a related analytic field
• A Master’s degree in one of the above or relevant professional experience are highly valued
• A genuine passion for issues related to energy, environment and economic development
• Strong written and verbal communication skills
• Demonstrated problem-solving ability, curiosity, resourcefulness, and adaptability
• Skill in managing multiple diverse projects or activities simultaneously, delivering on commitments and operating with speed, accuracy and strong judgment
• Proficiency with MS Office Suite

Applicants should be able to demonstrate having some or all the following skills enhanced by a willingness to learn about new issues and analytical tools:

• Technical expertise in analysis of energy issues, efficiency programs and environmental policies
• Ability to navigate sensitive projects with diplomacy and discretion
• Experience working in a team environment both as a team leader and active team member
• Project management skills (e.g., developing budgets, workplans, oversee consultant work products, etc.)
• Professional relationships with external researchers and stakeholders as a means of gathering information and soliciting feedback to support and advance analysis

To Apply: Please submit one file that includes both your cover letter and resume to recruiter@nyserda.ny.gov and include the Title and Job Code 507 in the Subject Line.
Program Coordinator Water Science/Policy | Mobile Baykeeper | Mobile, AL

About Mobile Baykeeper: Mobile Baykeeper is the voice of the Mobile Bay Watershed and our coastal communities. We exist to advocate for the watershed and Coastal Alabama, protecting clean water, clean air, and healthy communities.

We solve pollution problems through thorough, accurate research; through strong relationships with business, industry, government, and agency leaders that ensure responsible growth; and through citizen education and engagement. These core focus areas drive our mission to provide citizens a means to protect the beauty, health, and heritage of the Mobile Bay Watershed and our coastal communities.

The Role of the Program Coordinator: The Program Coordinator will assist the Program Director in carrying out Mobile Baykeeper’s mission. We are seeking an individual who will coordinate sampling efforts, assist in policy/planning review in the region, write reports, and track deliverables. Ideal candidates will have a strong understanding of water and wastewater sampling, microbiology, environmental regulations, construction stormwater, and environmental policy. The coordinator will be a passionate protector of our environment and a strong advocate for the Mobile Bay Watershed.

This is a full time position. Main work hours will be scheduled during normal business hours (Monday-Friday 8:30 am -5 pm). Evening and weekend work is often required.

Duties and Responsibilities

Resolve Environmental Issues (Sampling, Investigations, and Inspections)
- Coordinate field activities, including patrols, investigations, monitoring, and other field work as needed
  - Plan and perform field work
  - Organize, prepare, calibrate, maintain, and use field and lab equipment
  - Plan and conduct construction stormwater inspections
  - Research and track permit violations
  - Design sampling plan for unpermitted discharges and suspected sewage spills; and
  - Track, document, and investigate pollution problems
  - Assist Program Director in preparing reports
  - Maintain Mobile Baykeeper water quality data
- Input, respond to, and track citizens’ environmental concerns
- Coordinate with municipalities, state agencies, and other relevant partners to resolve pollution issues
- Regularly assist Program Director with updates and revisions to Mobile Baykeeper Standard Operating Procedures

SWIM
- Coordinate Swim Where It’s Monitored (SWIM) program
  - Coordinate AmeriCorps Patrol Team to monitor multiple sites for bacteria
  - Update data in Mobile Baykeeper Spreadsheet and Swim Guide website
  - Work with Program Director and Communications Coordinator to report SWIM data to the public
  - Ensure highest quality Standard Operating Procedures are implemented and closely followed

Responsible Growth
- Assist with writing comment letters and tracking changes that result from our efforts
- Research changes to environmental laws and policies, draft briefs detailing effects
- Research new or revised permits as well as new development activities
  - Track new permit requests & review all air and water issues

Educate and Engage
- Assist Education and Outreach Coordinator & Program Director with education programs including but not limited to SWAMP (Strategic Watershed Awareness and Monitoring Program), Muddy Water Watch, Lunch and Learns, tabling events, and speaking engagements
- Research and conduct trash assessments and lead other anti-litter activities
- Assist with planning and logistics for clean-ups

Other Duties
- Assist Program Director with the following:
The Baykeeper Patrol AmeriCorps team training and activities
Campaigns and special research projects
- Attend meetings as requested and communicate information back to involved staff
- Help research and develop partnerships within the community
- Assist with basic office duties including answering phones and contact with the public
- Maintain files on environmental issues and campaigns

Qualifications
- Bachelor’s Degree in environmental science, marine science, hydrology, environmental engineering, environmental policy, environmental studies, or a closely related field
- 1+ year of relevant experience
- Proven ability to rigorously follow SOPs and QA/QC procedures
- Knowledge of watersheds, hydrology, geology, and soils
- Proficient in best practices and standards for ambient water sampling/testing
- Knowledge of wastewater, stormwater, and industrial processes/permitting
- Willingness to learn from and engage with a wide variety of stakeholders
- Familiarity with local, state, and national environmental laws/regulations
- Highly proficient with Microsoft Office
- Proficient with GIS and mapping
- Ability to interact effectively and respectfully with people from different cultures and experiences and those who live in nearby communities.
- Highly organized and detail-oriented
- Effective communication skills necessary to develop and maintain lasting partnerships with government, agency, and community representatives, among others
- Demonstrates initiative, is conscientious, and provides follow-through on areas of responsibility
- Positive, self-motivated, and quick-learning performer highly valued -- a sense of humor is a must
- Possession of a registered and insured personal vehicle and a valid driver’s license

Preferred Qualifications
- Master’s Degree or equivalent work experience
- Proficiency operating and maintaining vessels
- Understanding of the Clean Water Act, Clean Air Act, Coal Combustion Residuals Rule, National Environmental Policy Act, Coastal Zone Management Act, among others
- Familiarity with IDEXX Enterolert/Coilert methodologies
- Proficiency with current state and national environmental policies and regulations
- Alabama Water Watch trained
- Knowledge of wastewater processes
- QCI certification
- Proven grant writing and project management experience including ensuring that awarded grants are tracked to completion of deliverables, reporting, billing and invoicing
- 40 Hr. OSHA HAZWOPER certification
- FAA Part 107 certified

Physical Requirements
- Able to work on a computer, including sitting at a desk for extended periods; to read a computer screen; and manual dexterity to operate a keyboard
- Able to walk and/or wade to sample sites within dense forests, wetlands, marshes and streams
- Comfortable occasionally working in rugged, wet, environments in inclement weather
- Able to climb stairs and occasionally lift objects weighing up to 50 pounds

Compensation: Salary and benefits are competitive with other Alabama not-for-profit environmental organizations; salary is commensurate with experience plus paid time off (PTO) and 100% individual health insurance benefits. The position requires travel within the Mobile/Baldwin County area. Available to work some nights and weekends.

Application Information: This position is open until filled. Submit your cover letter and resume electronically to https://forms.gle/aHQdfP6WvuCS Cp3h7

Mobile Baykeeper is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, age, disability, veteran status, sexual orientation, or any other protected status.
Program Associate - Solar Energy | Clean Energy Group, Inc. | Montpelier, VT

Application Deadline: July 5, 2019 | Salary: $48,000 - $52,000

The Clean Energy States Alliance (CESA) seeks a Program Associate to work on the organization’s solar energy initiatives, with an emphasis on programs aimed at low- and moderate-income (LMI) communities. CESA is a national, nonprofit coalition of public agencies and organizations working together to advance clean energy. CESA members—mostly state agencies—include many of the most innovative, successful, and influential public funders of clean energy initiatives in the country. For more information, see www.cesa.org.

This is a full-time position, with responsibilities commencing immediately upon selection of the most qualified candidate. The position is currently funded for a period of one year.

Position Description: The Program Associate will carry out research, writing, data collection, and administrative tasks related to CESA’s solar programs. Responsibilities will include:

- Provide information and analysis to support state clean energy programs, particularly in the area of solar energy
- Help manage and prepare progress reports on grants that CESA has received from the US Department of Energy to promote strategies for states to implement solar for LMI communities
- Monitor solar energy market trends and policy developments in order to identify relevant information for state policymakers, agency staff members, and other stakeholders
- Work with state policymakers, energy agency staff members, and representatives of LMI communities to promote and implement desirable solar policies and programs
- Research and draft white papers, short reports, and memos on various clean energy policies and on strategies for states to use public funds effectively to advance clean energy
- Carry out other research, writing, and administrative tasks as necessary.

Desired Qualifications and Experience

- Knowledge of clean energy issues and the types of policies used to advance clean energy at the state level
- Understanding of the solar energy industry and the market for photovoltaic installations
- Understanding of the energy issues facing LMI households and communities
- Strong research skills
- Ability to organize and keep track of detailed information
- Excellent communication and writing skills
- Flexibility, focus, and resilience in the face of competing demands for attention and a rapidly evolving agenda.

Education and Experience:

- Three years’ relevant work experience
- Undergraduate college degree
- Either:
  - Master’s degree in a directly related field
  - Solid work experience in the solar energy industry or on clean energy policy

Travel: Occasional domestic travel is required. Business travel typically lasts from two to three days with some weekend travel necessary.

To Apply: Submit a cover letter, resume, two references, and a writing sample via email to meghan@cleanegroup.org. For the email’s subject line, enter “Solar Program Associate.” Review of applications will begin immediately and will continue until the position is filled.

CESA provides competitive salaries and benefits, including health insurance. CESA is an equal opportunity employer. CESA does not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, ancestry, non-job-related disability, or status as a veteran.

Benefits: CESA provides competitive salaries and benefits, including health insurance, dental, vision, retirement plan and Life & ADD.

Community Associate | Kounkuey Design Initiative | Coachella Valley, CA

Application Deadline: July 8, 2019

KDI is currently seeking a Community Associate for the Eastern Coachella Valley who is passionate about community-driven design and development, to support the organization’s continued work in the region. The position is based in the Coachella Valley. We are looking for someone who knows the communities of the Eastern Coachella Valley intimately and is eager to help residents create positive change in their communities. A candidate with a commitment to and experience in advancing social, economic, and environmental justice is highly desired. This is a fantastic opportunity for a highly motivated and creative self-starter to work in a collaborative, interdisciplinary, growing organization on a range of project types.
DUTIES AND RESPONSIBILITIES:

COMMUNITY OUTREACH – 35%

- Work with and support Project manager and fellow Community team members in implementing outreach plans for our projects in the Eastern Coachella Valley.
- Outreach consists of phone calls to residents, door-knocking, partner meetings, passing out flyers, ‘meeting people where they are’, and more.
- Occasional heavy lifting may be required, however never more than ~30lbs.
- Due to long distances between the areas where we work, you will need to provide your own transportation, however mileage is reimbursed

COMMUNITY ENGAGEMENT – 35%

- Work with and support KDI community partners in the Eastern Coachella Valley to improve capacity and build self-sufficiency.
- Support programming by facilitating and deploying “in the field” community engagement.
- Assist the KDI design and planning teams to implement, facilitate, and document community workshops for our public space design and construction processes.
- Attend meetings to support the formation and development of community-led programs.
- Provide data recording and input management for all community engagement and workshops including taking detailed minutes, tracking of community decision-making, photo documentation, etc.
- Attend project-related and coalition building meetings in the Coachella Valley and Los Angeles, as needed.

MONITORING + EVALUATION – 15%

- Lead as field coordinator for project monitoring and evaluation in Oasis, North Shore, and Thermal.
- Serve as primary liaison between field work and LA office to ensure management and coordination of survey, interviews, and other project monitoring tools.
- Lead a team of community members in conducting resident surveys.

OFFICE OPERATIONS + COMMUNICATION – 15%

- Travel to LA once a week with the ECV office to attend weekly office-wide meetings.
- Participate in meetings and phone calls to discuss business development opportunities and project work planning with KDI staff as needed.
- Be open to working flexible hours, including weekends and after 6pm, as needed.

QUALIFICATIONS:

- Background in community organizing or community programming a plus.
- Fluency in English and Spanish (written and verbal).
- Comfortable with public speaking, leading workshops, resident relationship building and talking with people of all backgrounds.
- 1-3 years of experience in a formal work setting.
- Experience living or working in the Eastern Coachella Valley.
- Excellent time-management and organizational skills.
- Experience conducting community surveys and data management and meeting facilitation, a plus.

ABOUT KDI: Kounkuey Design Initiative (KDI) is a non-profit design and community development firm that partners with people living in extreme poverty to design and implement solutions that permanently transform their communities and improve their quality of life. We believe participatory design and long-term investment are key to sustainable development.

Working collaboratively with communities from conception through implementation, KDI enhances their ideas with technical knowledge and creativity, and connects them to extant resources. Through this process KDI builds networks of Productive Public Spaces (PPS) - high impact, low-cost environments - that individually and collectively, mitigate environmental hazards, provide needed amenities, build social networks, and generate micro-enterprise, at the neighborhood and regional scale.

KDI is currently working on over 20 projects with communities in Kenya and the United States. We strategically select and design our small-scale projects to create both physical and human networks that, when taken together, can start to address larger, regional challenges, like water pollution, unemployment, and social exclusion.

KDI has been recognized for our innovative approach to poverty alleviation by notable institutions such as The Rockefeller Foundation, UN-Habitat, The California Endowment, Ashoka Changemakers, American Express, Annenberg

Level of Language Proficiency : Fluency in English and Spanish (written and verbal)

How To Apply Send an electronic copy of your cover letter and resume to mail@kounkuey.org  https://kounkuey.org/
Advanced Energy Economy, Inc ("AEE") is currently seeking a college graduate with strong quantitative/analytical skills, excellent communications skills, and interest or experience in policy advocacy for an entry-level Associate position, with a strong preference for the candidate to be located in our Washington D.C. office. The Associate will work with other AEE team members to implement multi-year strategies and campaigns designed to achieve policy successes at the state and federal level that will expand markets for the advanced energy technology industry. This work will involve supporting a variety of priority initiatives and campaigns across the organization, including but not limited to policy initiatives and campaigns designed to enact pro-advanced energy legislation and regulations in states and to remove barriers to the expansion of advanced energy technology in wholesale power markets. The Associate will also help AEE track policy developments around the country, quantitatively analyze and communicate the market value of various policy opportunities to AEE members and other stakeholders.

The ideal candidate will be a motivated self-starter with an interest in policy, energy markets, and advanced energy technology, and will have a balanced skill set that includes both comfort with quantitative analysis and strong communications skills. Candidates should be creative and flexible, with the ability to move between projects as needed to support AEE’s work in a wide variety of areas. Candidates will need to have the ability to travel to meet with AEE members, coalition allies, and targeted public officials.

AEE is a non-profit business association working to make the global energy system more secure, clean, and affordable. Just as the Internet economy transformed society in unexpected ways, the advanced energy economy has the potential to create dramatic new opportunities for economic growth in the United States and around the world. In working to create a better business climate for advanced energy, you will have an unprecedented opportunity to work on the cutting edge of energy policy. We are looking for the best and brightest to join our team.

**Responsibilities**

- Support professional services team members at AEE in executing priority projects as needed, particularly in the areas of wholesale market design and regulation as well as Texas advanced energy regulation and legislation.
- Support professional services team at AEE in other policy areas, from electrifying transportation to reforming the utility business model, as needed.
- Conduct quantitative and qualitative research and analysis to support AEE’s legislative and regulatory efforts along with written, visual, and verbal summaries of the work.
- Help professional service and market intelligence teams at AEE track and analyze legislative and regulatory policy developments around the country.
- Develop and maintain excellent working relationships with AEE staff, members, partners as well as key legislative and administrative staff.
- Work with communications staff to identify and seize opportunities to showcase stories and evidence of advanced energy technology and business success.
- Assist in analyzing and communicating the market value for advanced energy businesses of various core policy efforts and policy campaigns.
- Help AEE track financial community views regarding the advanced energy industry and build relationships with financial analysts, banks and credit rating agencies, and other key finance community players, as well as key AEE member company personnel engaged in project development and financing.

**Required Qualifications**

- Bachelor’s degree required, preferably in finance/business, but will consider economics or public policy.
- Experience with the advanced energy industry is a plus.
- Self-starter with an entrepreneurial spirit; candidates must be very comfortable working in an environment with remote colleagues, creating new projects, building their own calendar, and delivering on high expectations.
- Excellent analytical skills with demonstrated ability to use Microsoft Excel to perform quantitative tasks. Modeling experience is a plus.
- Strong interpersonal skills required; candidates must be able to successfully develop and maintain productive relationships with members, industry stakeholders, policymakers, and other key contacts.
- Excellent communication skills, both oral and written, required—inclusive of public speaking.
- Intellectual curiosity, inquisitive nature, and excellent listening and problem-solving skills.
- Experience in advancing a policy agenda and/or working with business leaders is a plus.
- Willingness to travel as needed

**Special Application Instructions:** Please submit a cover letter expressing why this position and organization interest you, as well as a current resume to careers@aeec.net. [https://www.aee.net/about/careers#policy-associate---d.c.](https://www.aee.net/about/careers#policy-associate---d.c.)

**Job type:** Office with flexibility for remote work, and travel as needed

**Location:** Washington, D.C. (strong preference, but will also consider other locations)
Advanced Energy Economy is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, national origin, citizenship status, age, disability, sex, veteran status or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances. We are committed to diversity in the workplace and promote a drug-free environment.

PROJECT COORDINATOR II, US CLIMATE INITIATIVE | WORLD RESOURCES INSTITUTE (WRI) | WASHINGTON, DC

Job Summary: We seek an assertive, detail-oriented, and highly organized Project Coordinator II to provide financial, administrative, operational and development support for WRI-U.S. and the city data access project. We require excellent attention to detail, knowledge of nonprofit operations, good understanding of team dynamics, strong time and priority management abilities and an optimistic outlook. This is an excellent position for someone seeking to gain experience in financial and project management in an elite environmental research and analysis organization lauded for its subject matter expertise and operational transparency.

Job Responsibilities

**Financial Management (40%)**
- Coordinate on project budget management and reports under supervision.
- Create team and project budgets for close monitoring through the life of the project.
- Develop budgets for new grant proposals.
- Monitor project performance against contract requirements.
- Process invoices and pay applications for projects in compliance with established governance.
- Assist project team in project closeout process including turnover documentation and financial reconciliation.
- Process documentation for project commitments (i.e., agreements, contracts, work authorizations, and purchase orders).

**Grant Management (40%)**
- Assist in the collection & submission of formal proposals for project- and Initiative-level grants and supports Program-wide or cross-Program grants greater than $1M as appropriate.
- Support proposal development, including donor research, proposal budgeting, and coordinating application packages for review and/or final submission.
- Prepare detailed financial reports for submission to external funders as needed.
- Assist the WRI-US Director in ensuring compliance with the terms and conditions of grants and contracts.
- Ensure the timely and accurate submission of progress and financial reports, and compliance with any funder requirements.
- Maintain timely and accurate information on donors and contacts, including regular updates of donor and grant management database software.

**Administration (20%)**
- Coordinate and schedule meetings among project teams and provides travel, scheduling, and other administrative support to US Directors as needed.
- Provide support for external events, workshops, and conferences through A/V and catering preparation, participant and speaker coordination, and preparing event materials.
- Coordinate recruitment and manage on-boarding of new staff members.

**Job Qualifications**
- Bachelor’s degree
- One+ years of relevant, full-time work experience
- Must be adaptable to rapidly changing priorities and have the ability to manage multiple projects with varying deadlines
- Ability to work independently with minimal supervision
- Strong process orientation with sensitivity to quality, timelines, and organizational systems
- Attention to detail
- Strong computer skills including high level of comfort with Microsoft Office (Excel, Word, PowerPoint, Outlook), web-based communications (Skype, GoToMeeting), with CRM database (esp. Salesforce and Pardot) and budgeting (Microsoft Cognos) preferred
- US work authorization is required for all WRI US opportunities. WRI cannot offer visa sponsorship for this opportunity.

To Apply: visit https://jobs.jobvite.com/wri/job/orK79fwb and click on the “APPLY” button at the bottom of the page.

**Program Overview:** WRI Climate Program works to advance practical solutions to reduce and remove greenhouse gas emissions, deploy clean energy solutions, improve resilience to climate impacts, and achieve a strong, clean economy that benefits all Americans. We do so through rigorous peer-reviewed expert analysis, consultation, convening, coalition building, and clear communications. We work at all levels of government and with leading businesses across the United States. Our experience, reputation and connections in the policy arena, the private sector and beyond place us in a unique position to help shape federal and state climate policy and generate new ideas and practices for low-carbon development over the coming years.
This position will also support a city data access project in partnership with the Global Covenant of Mayors for Climate & Energy. The goal of this effort is to empower cities with the data necessary to begin to understand their greenhouse gas emissions and start climate action planning. It is designed to compile and package existing national and regional data sets in an open data platform, making them available and relevant for cities to use for climate action planning and GHG inventory development. The project covers countries across the globe.

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

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

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

Founded in 1982, WRI operates around the world. We have offices in Africa, Brazil, China, Europe, India, Indonesia, Mexico and the United States as well as a growing presence in other countries and regions.

WRI is committed to advancing gender and social equity for human well-being in our mission and applies this principle to our organizational and programmatic practices. The World Resources Institute (http://www.wri.org) is an environmental and development research and policy organization that creates solutions to protect the Earth and improve people’s lives. As an Equal Opportunity Employer, it is WRI’s policy to recruit, hire, and provide opportunities for advancement in all job classifications without regard to race, color, religion, sex, national origin, age, citizenship, marital status, sexual orientation, gender identity, parental status, protected veteran status, or disability. WRI’s global agenda requires a staff that is diverse – with respect to race, gender, cultural, and international background. Diverse perspectives and experience enhance the way WRI selects and approaches issues, as well as the creativity and applicability of WRI’s policy research and analysis. WRI, therefore, encourages applications from U.S. minorities, persons from other countries (especially developing nations), and from women of all backgrounds.

Research Analyst | Environmental Defense Fund | San Francisco, CA

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.

The Office of the Chief Scientist is the nexus of science at EDF, ensuring that all EDF positions are based on the best available natural and social science. To be most effective in this role, the Office of the Chief Scientist provides programmatic support for all scientists at EDF and fosters relationships with scientists outside the organization.

OVERALL FUNCTION: The Research Analyst will be a key team member in the Office of the Chief Scientist, conducting basic secondary research and analysis on a wide variety of environmental topics that cut across EDF’s program areas. The Research Analyst will report to a Senior Scientist in the Office of the Chief Scientist.

KEY RESPONSIBILITIES

- Perform literature reviews and find, analyze and synthesize scientific information on a wide variety of topics to inform the design and development of EDF projects;
- Fact-check and help develop reports, fact sheets, blog posts, website content and other materials for general and specific audiences on a variety of topics;
- Work with a team of staff scientists to summarize and visualize research and project results for staff, partners, donors and peer-reviewed scientific journals;
- Apply excellent organizational, communication and planning skills in preparing correspondence and reports, responding to requests for information and helping to coordinate activities among staff members;
- Manage key pieces of ongoing projects with partners from multiple sectors and backgrounds;
- Organize and manage databases, libraries and repositories for project files;
- Build relationships and consult regularly with public agencies, funders, researchers, academics, NGOs, industry representatives, public officials and other partners;
• Represent EDF at external events with a high degree of professionalism;
• Assist in preparing notes from important internal and external meetings; and
• Assist with organizing meetings, including scheduling and other logistics as needed.

QUALIFICATIONS
• Bachelor’s degree in an environmentally relevant science field, with 1-3 years of relevant work experience in an environmental science, policy analysis, environmental advocacy or related field;
• Strong quantitative skills and experience in performing rigorous analyses;
• Demonstrated skill in synthesizing primary research;
• Ability to summarize and translate scientific information appropriately for a variety of audiences, from senior scientists to the lay public;
• Intellectual agility and comfort with working on a wide variety of environmental topics;
• Excellent written and oral communication skills;
• Experience with database and GIS software and scientific search tools such as Web of Science and EBSCO;
• Strong computer proficiency, including Excel, Word, and Internet research; experience with statistical programs (e.g., SPSS/STATA, R) a plus;
• Ability to work independently and support a multi-disciplinary team, using independent judgment to plan, prioritize and organize a diverse workload in a fast-paced environment;
• Ability to work with colleagues and partners of varied backgrounds and experience;
• Willingness to travel; and
• Commitment to Environmental Defense Fund’s mission of protecting public health and the environment.

TO APPLY: Visit https://www.edf.org/jobs/research-analyst-6 and click on the “APPLY” button

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.

Research Associate | The Public Interest Network | Santa Barbara, CA

Application Deadline: July 15, 2019 | Salary: At least $26,500

The Public Interest Network is hiring Research Associates to help launch a multi-year research project in support of our advocacy and campaign work and to help shape the future directions of the environmental and public interest movements.

What Is The Public Interest Network?: The Public Interest Network is a network of more than a dozen nonprofit groups working to save the planet, advocate for the public interest, and protect consumers. We grew out of the PIRG movement (Public Interest Research Group), which started in 1972. Over the years, we have added hundreds of staff, multiple state offices, and launched new organizations like U.S. PIRG, Environment America, Green Corps, the National Environmental Law Center, and the Bold Alliance.

Research Team Mission: Research Associates will advance The Public Interest Network’s mission, which is to get people thinking about how the world is changing rapidly, and how society could be radically different; to concentrate on new problems arising from our changing world; and to advocate and campaign for policy solutions to those problems.

Research Associates Job Description: We are looking for 2-4 Research Associates to complete research projects into a variety of topics, culminating in reports, datasets, white papers, and other content that would be suitable for presentation at academic conferences or publication in outlets such as The Atlantic or Vox.

Representative responsibilities of a Research Associate would include:
• Producing surveys of the academic literature on assigned research topics on a deadline. Associates will need to be able to summarize the key arguments in the literature and make the case for and against different perspectives.
• Primary source research in fields as varied as philosophy, religion, art, music, and pop culture.
• Gathering data from a variety of sources to be used in reports and white papers.
• Regularly surveying publications and articles on topics related to the new paradigm shift. Maintaining an archive of this content.
• Updating and locating new material for Public Interest Network staff training and development on the new societal paradigm shift.

Qualifications: Research Associates should have a strong undergraduate background that includes research-based academic report writing. No professional experience is required, though 1-2 years of professional work in writing or research-based positions is a plus.

Candidates should have excellent writing skills, a problem-solving orientation, the ability to thrive under deadlines, and the ability to think critically and present persuasive arguments. We’re looking for individuals with a track record of academic success and proven leadership ability. Familiarity with quantitative analysis is a plus; as is experience in debate, public speaking, journalism, political campaigning, fundraising, and/or grassroots political organizing.

Compensation: Target annual compensation for this position is $26,500. The Public Interest Network offers a competitive benefits package.
Location: Denver, CO and Santa Barbara, CA

Start Date: We are accepting applications for immediate-start positions and for positions starting in August 2019.

To Apply | Fill out our online application here. https://publicinterestnetwork.org/

The Public Interest Network 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.

Coastal Advocate | One Hundred Miles | Brunswick, GA

Deadline: Jul 03, 2020

One Hundred Miles is dedicated to protecting and preserving Georgia’s 100-mile coast through advocacy, education, and citizen engagement. We are an advocacy organization, building public support for this mission through collaboration, celebration, and education.

One Hundred Miles is seeking a Coastal Advocate (CA) to engage elected officials and members of coastal communities in order to advance awareness and development of solutions for addressing coastal growth trends and sea level rise (SLR). The CA will be a critical team member who works to advance the organization’s presence as a trusted and dependable partner in the communities along Georgia’s 100-mile coast.

The CA will be responsible for building community support for investments in solutions that integrate growth management and SLR adaptation into local policies and practices. The CA should have grassroots and community organizing experience and a passion for community planning and environmental conservation. Additional skills that are beneficial but not required include expertise in policy-making and lobbying. The ideal candidate will be responsible for and must be comfortable with relationship building and navigating political and governmental processes. The CA will formally and informally interact with local government officials, business and industry leaders, conservation activists, local and state agency staff, and others.

The Coastal Advocate is a full-time position, budgeted for a two-year term.

Primary Responsibilities include:
- Educating and empowering citizens and local government on the south end of Georgia’s coast (McIntosh, Glynn, and Camden Counties) to advocate for solutions to unsustainable growth and SLR
- Engaging businesses, corporations and other organizations to advocate for responsible growth management policies and local government acknowledgment of and accommodation for SLR
- Connecting activists, local elected leaders, public agencies staff, and others to entities with common interests/experiences and shared resources
- Developing and implementing campaigns to engage citizens in efforts to oppose proposals that threaten natural resources and community safety
- Organizing events that demonstrate the public’s interest in conservation-minded land use planning and SLR adaptation
- Working closely with media outlets and through social networks to raise awareness about projects we would like to see advanced or opposed
- The ability to establish working relationships with local elected officials and, when necessary, state and federal officials
- Other duties as assigned by the CEO and VP of Coastal Conservation

Required Skills and Qualifications
We are looking for a talented and driven individual to accelerate our efforts, and the successful candidate must have:
- Bachelor’s degree
- Demonstrated excellent verbal and written communication skills
- Experience with grassroots organizing and/or campaign building, or strong desire to engage in community organizing
- Experience advocating for environmental conservation
- Ability to work constructively and creatively in a team atmosphere – both inside and outside of the organization
- Ability to think through issues and create an appropriate strategy to move the mission or an issue forward in a community
- Competency working independently to carry out programs, implement campaigns, and guide others
- Superior attention to detail
- Excellent leadership skills
- Proficient computer skills (Microsoft suite, presentation software)

This position is located in our Brunswick, GA office and will require the employee to travel to communities on the Georgia coast as needed. We offer a competitive salary based on experience and a comprehensive benefits package.

HOW TO APPLY: Interested candidates should email a resume and thoughtful cover letter describing your specific qualifications and interest in the position to hr100miles@gmail.com.

Submissions without a cover letter will not be considered. No telephone inquiries. Applicants who best match the position needs will be contacted. One Hundred Miles is an equal opportunity employer. Website: http://www.onehundredmiles.org
The Land Trust for Santa Barbara County seeks a full-time Acquisition Specialist with experience in real estate and related conservation transactions whose core responsibility will be to assist in executing a comprehensive strategic plan that prioritizes the conservation of private land, primarily through acquisition of fee title and conservation easements. Excellent communication skills will be essential to writing, presenting and implementing conservation projects and planning documents, and to preparing other legal, real estate, financial and descriptive materials.

Santa Barbara County is one of the world’s great biogeographical regions. Since 1985, the Land Trust has worked actively with the community, local landowners, federal and state agencies, and other partners to conserve the county’s natural resources, including more than 27,000 acres of the county’s wildlife habitat, natural open space, and working ranch- and farmlands.

**Reports To:** Conservation Director  |  **Work experience:** 2-3 years  |  **Est. Start Date:** August 15, 2019

**Annual pay range:** $50,000-$65,000, commensurate with experience

**Benefits:** Paid vacation and holidays; “Employer defined benefit” health and dental insurance plan for full-time employees; Simple IRA program that includes employer-matching contributions

**Location:** Santa Barbara, CA

**Overview**
The Acquisition Specialist works as part of a team of three responsible for conservation and stewardship at the Land Trust. Reporting to director of conservation, the acquisition specialist will play an integral role in planning and implementing a landowner outreach strategy and acquisition efforts. As part of the team, the acquisition specialist will attend land committee and staff meetings. This position does not supervise paid staff, and is paid on an hourly basis (non-exempt). While standard office hours are 9 a.m. to 5 p.m.; occasional weekend and evening hours are required.

**Duties and Responsibilities**

**Project Identification and Development**—Assist the Conservation Director in identifying, developing and carrying out all phases and types of land acquisition projects (fee simple, conservation easements, and agency assists) including project evaluation, description and documentation, and coordination with community and governmental partners.

**Transaction Management**—Draft, review and/or edit legal, title, insurance and other real estate documents; manage relationships, contracts and deliverables with appraisers and consultants; track project timelines, financial obligations, billing and reimbursements of fees/expenses, and endowment contributions; and manage document revisions, final publication, and signatures through close of transactions via escrow or other means.

**Outreach**—Assist the Conservation Director in evaluating, prioritizing, arranging and conducting outreach to private landowners, including landowner education and responses to inquiries regarding potential gifts or sales; manage partnerships and leverage support for projects through outreach to and involvement with landowners, their neighbors, agencies, legislators, the general public, and the Land Trust’s Trustees and members; write newsletter articles, prepare landowner information packets and brochures, and update information for the website.

**Funding**—Assist developing and carrying out funding strategies for land projects, including identifying, researching, writing, and presenting grant applications, and tracking timelines and financial progress toward satisfaction of deliverables and documentation of project completion.

**Minimum Requirements**
- Bachelor’s degree in conservation, law, real estate, planning, natural resource conservation or related field
- 2 years of work experience in land acquisition and protection or a related field
- A passion for land conservation and the Land Trust’s mission
- Demonstrated ability for independently managing multiple, simultaneous projects as well as working with a team
- Ability to maintain confidentiality and show sensitivity to landowner information and relationships
- Strong interpersonal skills and a sense of humor
- Proficiency with computer software, including MS Office, Adobe products, Internet applications and e-mail.

**Desired Qualifications**
- Understanding of Santa Barbara’s conservation landscape, politics and community values
- Understanding of conservation finance and tax law
- Experience with fundraising from public, private and foundation entities
- Proficiency with ArcGIS, Google Earth and/or other mapping software
- The Land Trust is an Equal Opportunity Employer.

To learn more about the Land Trust, please visit [www.sblandtrust.org](http://www.sblandtrust.org)

**Recruitment Process and Timeline**
How To Apply

Salary: $45,000 – $55,000 commensurate with experience

Position Summary:
The Environmental Equity Program Manager position is responsible for contributing to the development and implementation of Greenlining’s mobility equity strategies that work to eliminate structural inequities in California’s transportation systems by ensuring that the mobility needs of low-income communities of color are met in a manner that increases access to high quality mobility options, reduces air pollution, and enhances economic opportunity. The Program Manager will co-lead Greenlining’s electric mobility equity work advocating to increase racial equity in California’s transportation electrification efforts at the California Air Resources Board, the California Energy Commission, the California Public Utilities Commission, and other relevant state, regional, and local efforts. Additionally, the Program Manager will conduct the necessary research to support Greenlining advocacy; evaluate policies, plans, or projects; and provide strategic advice to stakeholders on maximizing equity outcomes in transportation electrification. The Environmental Equity Program Manager reports to the Environmental Equity Director and will directly support the growth and development of Leadership Academy participants through the Environmental Equity program.

About The Greenlining Institute:
Founded in 1993, The Greenlining Institute envisions a nation where communities of color thrive and race is never a barrier to economic opportunity. Because people of color will be the majority of our population by 2044, America will prosper only if communities of color prosper. Greenlining advances economic opportunity and empowerment for people of color through advocacy, community and coalition building, research, and leadership development. Greenlining works to increase the health and wealth of people of color by targeting 5 major sectors of the economy: Financial Services, the Green Economy, Energy, Health, and Technology. We also train young leaders to advocate for equity and justice in their careers through our nationally recognized Leadership Academy programs.

DUTIES AND RESPONSIBILITIES

• Collaborate with Environmental Equity team on its strategies related to electric mobility equity.
• Advocates for electric mobility equity through regulatory advocacy, government staff engagement (local, regional, state), lobbying, coalition building, and other activities as needed

Application filing deadline: Friday, June 28, 2019, 5:00 p.m. PDT
Interested applicants should submit application materials via email with “Acquisition Specialist” in the subject line to: info@sblandtrust.org. Required application materials include: (1) a cover letter, (2) resume, and (3) a writing sample with a brief description of your role in the document.

Supplemental Questionnaire: Monday, July 8 – Thursday, July 11, 2019 Applicants who pass initial review will be contacted on July 8 and asked to complete a supplemental questionnaire, which must be returned to the Land Trust via email by Thursday, July 11 by 8:00 a.m. PDT.

Interviews: Monday, July 15 – Wednesday July 24th, 2019 (times TBD) Applicants who pass the questionnaire review will be invited to interview at our offices in Santa Barbara, California, or via telephone or videoconference.

Second Interviews: Monday, July 22 – Wednesday July 24th, 2019 (times TBD) If necessary, final candidates will be invited for a follow-up interview at our offices in Santa Barbara, California, or via telephone or videoconference.

Website: http://www.sblandtrust.org

Legislative Analyst | National Parks Conservation Association | Washington, DC

To assist the Cultural Resources Director, the Government Affairs department, NPCA’s regional operations, and all other departments within the organization, with the development and implementation of legislative, administrative and grassroots strategies designed to protect and enhance the National Park Service programs, parks, personnel and partners that manage the nation’s historic and cultural resources. The representative will work on national park funding issues.

Essential Functions:
• Minimum of a BA or BS in history, historic preservation or social sciences highly preferred, or equivalent experience.
• Demonstrated excellent analytical and writing ability.
• Excellent oral communications skills.
• Expertise in Microsoft Office Suite and database software.
• Minimum two-years’ experience with historic preservation and cultural resources issues or grassroots organizing or state/federal legislation.
• Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
• Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

Salary: $45,000 – $55,000 commensurate with experience

How To Apply
Please visit our website at https://www.npca.org/about/careers for a full job description. To learn about our comprehensive benefits package, click: https://www.npca.org/resources/3143-resources-for-job-applicants.

Qualified applicants please submit your resume and cover letter directly online to www.npca.org under "Careers". No phone calls please. NPCA is an EOE. http://www.npca.org/jobs

Environmental Equity Program Manager | The Greenlining Institute | Oakland, CA

Application Deadline: July 5, 2019 | Salary: $70,000 - $80,000 Based on experience

DUTIES AND RESPONSIBILITIES

• Collaborate with Environmental Equity team on its strategies related to electric mobility equity.
• Advocates for electric mobility equity through regulatory advocacy, government staff engagement (local, regional, state), lobbying, coalition building, and other activities as needed

Website: http://www.npca.org/resources/3143-resources-for-job-applicants.
- Develops and maintains relationships with key partners, networks, coalitions, organizations, agency staff, and legislative staff
- Produces top-quality written materials, including internal memos, written comments, blogs, reports and other relevant materials
- Participates in advisory committees for research projects, government agencies, and other relevant entities
- Spokesperson for electric mobility equity for media, conferences, panels, webinars, and other speaking engagements as needed
- Collaborates with Environmental Equity Director and communications staff in media and communications efforts.
- Conducts research related to mobility equity, transportation electrification, and autonomous vehicles
- Supports the development of proposals for the Environmental Equity program to secure continued, expanded and/or additional funding as well initiate new funding.
- Supports and/or mentors Leadership Academy participants (interns, Summer Associates, Fellows) and assist the Academy with the selection process for Fellowship and Summer Associate applicant
- Supports planning, development, and day of activities for Greenlining’s Annual Economic Summit

**In addition to the responsibilities above, all directors and program managers at Greenlining are expected to meet the Leadership Competencies described in the attached document.**

QUALIFICATIONS, SKILLS AND ABILITIES

**Required Qualifications**
- A bachelor’s degree, plus 2 years of relevant issue experience.
- Committed to championing causes that serve low-income communities and communities of color.
- Experience with transportation equity and transportation electrification issues.
- Familiarity with racial justice and/or public policy.
- Excellent collaboration skills with ability to work effectively and professionally with external partners and industry leaders.
- Proven exemplary time-management, organizational, coordinating, research, and prioritization skills – working with multiple pressing due dates for time sensitive projects.
- Demonstrated ability to communicate clearly and effectively both verbally and in writing.
- Excellent research and writing skills.

**Ideal Qualifications**
- Bilingual skills in English and any other commonly spoken language in California e.g. Spanish, Cantonese, Vietnamese, Tagalog, etc.
- Knowledge and experience with issue campaigns in California, including strategy, advocacy, and organizing, or an equivalent combination of education and experience.
- Track record of achieving results through influence and collaboration by building coalitions and working with a broad array of constituency groups such as business, labor, and communities of color.
- Familiarity with clean energy and climate issues.
- Experience with the California policymaking processes a plus.

**Benefits:** Excellent benefits including paid vacation, health, vision and dental insurance, 401(k) retirement plan, and paid sabbatical leave after 5 years of full-time employment.

**How To Apply:** Please email your resume and cover letter to alvaros@greenlining.org. Please write the title of this position (“Environmental Equity Program Manager”) in the subject line of your email.
Manages Hill e-mail blasts.
Schedules Hill meetings as directed by PAL lobbyists.
Monitors legislation and federal rules of interest to PAL.
Keeps apprised of issue areas PAL staff work on.
Act as general point of contact for the department for Hill staff, the public, clients and other Earthjustice staff.
Coordinates and organizes fly-ins and events, including budget management, travel, catering, meeting scheduling and serves as main contact for attendees.
Plans and staffs events like Hill briefings, receptions and meetings as requested by PAL lobbyists.
Researches, writes, proofreads and edits a variety of materials including but not limited to fact sheets, action alerts, memos, and blogs.
Creates and maintains vote/target list/vote count spreadsheets and databases as requested by PAL staff.
Conducts research on Members of Congress and issues of interest to PAL.
Coordinates and organizes events as requested.
Monitors media coverage of interest to PAL.
Assists in booking travel for clients and partners.
Assists Communications Strategist, Policy and Legislation as requested.

Administrative Support/Internal Coordination (15%):
Stays apprised of technology of help to the department (such as bill tracking software).
Coordinates closely with legislative assistant colleague and assists same when needed.
Serves as liaison between PAL and Earthjustice Web Master, e-mail alert team and other Earthjustice departments as directed by supervisor.
Assists Social Media team with PAL twitter account scheduling, drafting social media materials, and live-tweeting as requested.
Assists Office Assistant and Office Manager regarding PAL administrative functions and needs as requested.

Supervision (10-15%):
Recruits, supervises, and manages projects of PAL interns as required.

QUALIFICATIONS
Bachelor’s degree required;
Experience with the legislative process and/or environmental experience a plus;
Strong computer skills, including Microsoft Office 2016 (Word, Excel, Power Point, Access), Google Drive, and CongressPlus;
Strong organization skills, including ability to work collaboratively in teams managing multiple projects with complex deliverables in a fast-paced environment;
Outstanding oral and written communications skills, including excellent command of spelling, punctuation and grammar;
Good judgment, professionalism, composure under pressure, and a sense of humor;
Proven ability to take initiative;
Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations;
Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences;

Benefits: We offer a competitive salary and excellent benefits that are comprehensive and competitive. We also offer an extremely congenial work environment and a casual dress code.

How To Apply: Interested candidates should submit the following online via the Jobvite system:
https://app.jobvite.com/j?cj=ojcfafwE&s=Idealist
• Cover letter
• Resume
• 1-2-page writing sample

Applications will be reviewed on a rolling basis.

Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

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

For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment-qualified applicants with arrest and conviction records.

For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.
Junior Professional | International Union for Conservation of Nature (IUCN) | Gland, Switzerland, Europe

Unit: Global Protected Areas Programme

Organization: International Union for Conservation of Nature (IUCN) | Location: Headquarters, Gland, Switzerland

Reporting to: Community Manager, IUCN Green List of Protected and Conserved Areas

Work percentage: 100% | Type of contract: Fixed-term (12 months with possibility of renewal)

Closing date: 27 June 2019 The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST)

BACKGROUND: The IUCN Green List of Protected and Conserved Areas (Green List) is a recent initiative of IUCN’s Global Protected Areas Programme (GPAP) and IUCN’s World Commission on Protected Areas (WCPA) that advances several joint priorities. The Green List contributes to improving the quality of protected and conserved areas globally by scaling-up the implementation of a new global Standard driving protected and conserved area governance and conservation performance according to IUCN best practice guidelines. The Standard helps protected and conserved areas achieve and receive recognition for demonstrable fair governance and successful conservation outcomes at site to land/seascape scales. The Junior Professional Officer (JPO) will be part of a small Green List team in GPAP.

The JPO position will have two main responsibilities:
1. Green List Implementation: support global Green List operations, with a particular focus on one or two active regions; and, support Green List event management.
2. Green List Communications: support increasing communications and awareness of the Green List globally by contributing to website design/content, news articles, blogs, social media, and innovative mapping and data platforms.

JOB DESCRIPTION

GREEN LIST IMPLEMENTATION

• Provide support to IUCN staff in regional and country offices, and Green List Implementing Partners, on the implementation processes of the Green List
• Compile orientation, training and guidance material for staff in protected and conserved areas to understand the Green List Standard requirements and its links to IUCN Protected Area Best Practice guidelines and other IUCN Knowledge Products
• Support and occasionally join field trips to protected areas and training workshops (including in remote locations)
• Conduct administrative functions necessary for the functioning of the Green List Secretariat, and for Green List event management (e.g. setting up conference calls, taking minutes, maintaining distribution lists, creating surveys, processing contracts, booking venues, managing invitee lists, assisting with travel logistics)

GREEN LIST COMMUNICATIONS

• Support the organisation of protected/conserved area compliance evidence and promote Green List community communications via the cloud-based information management platform (using Salesforce)
• Support and lead on some tasks related to website design and content delivery, news articles, blogs, and social media posts
• Support and lead on some tasks related to innovative communications of technical aspects of the Green List including the use of GIS/maps, shorthand, visual and audio media
• Support increasing Green List communications across the Union, particularly with WCPA and IUCN Member organisations

These are the main duties of this position. Staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which may not be part of their regular job description. Where any task becomes a regular part of an employee’s responsibilities, the job description will be changed in consultation with the employee and the Human Resources Management Group.

COMPENSATION AND BENEFITS: Gross salary CHF 60’000.- per year subject to internal withholding tax (not applicable to Swiss nationals) and social security. The salary is a fixed amount, not negotiable

Annual leave: 25 working days per year.

Benefits: • CHF 320 per month (CHF 3,840 per year) cash contribution towards health insurance cover. Staff members are responsible for their own health insurance coverage;
• IUCN Pension scheme (6% employee and 7% employer contribution);
• Accident and Disability insurance (Zurich);
• Travel and emergency evacuation insurance on mission (TSM);
• You will be enrolled in the Swiss social security system which includes first pillar state pension, unemployment insurance and loss of earnings insurance.
REQUIREMENTS

• Passion for sustainable development, nature conservation and innovative ideas;
• Master’s degree or higher in a relevant discipline (e.g. conservation biology; environmental sciences/studies; natural resource management; environmental or science communications; sustainable development or resilience studies);
• At least 2 years relevant professional work experience in nature conservation or sustainable development fields in public, private or civil society sectors;
• Communications experience with websites, news stories, blogs, professional social media;
• Excellent interpersonal skills and strong ability to work efficiently, and proactively as part of a small team, with respect for and sensitivity to multi-cultural and multi-stakeholder approaches;
• Excellent fluency in English required, plus fluency in one other IUCN official language (French or Spanish) or Arabic is an asset;

ADDITIONAL QUALIFICATIONS (two or three of these will be additional assets)

• Experience with protected or conserved area management effectiveness and/or governance;
• Experience with public (e.g. government or inter-governmental) and civil society (e.g. non-governmental or indigenous or community organisations) sectors;
• Experience with sustainability standards (e.g. ISEAL Member standards or ISEAL Codes of Good Practice);
• Experience with developing or implementing a communications strategy;
• Experience with CRM platforms such as Salesforce or CiviCRM or equivalent.

HOW TO APPLY: For more information and to apply, please visit: https://hrms.iucn.org/iresy/index.cfm?event=vac.show&vacId=4080&lang=en

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the “Apply” button.

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: http://www.iucn.org/involved/jobs/

Community Based Planner & Policy Advocacy Coordinator | West Harlem Environmental Action, Inc., d/b/a WE ACT for Environmental Justice, New York City | New York, NY

Application Deadline: July 31, 2019 | Salary: $55,000 - $60,000 salary commensurate with experience

West Harlem Environmental Action Inc. (WE ACT) is a Northern Manhattan community-based, membership organization whose mission is to build healthy communities by ensuring that people of color and/or low income participate meaningfully in the creation of sound and fair environmental health and protection policies and practices. We use community organizing, community-based participatory research and evidence-based policy advocacy campaigns to create systemic policy change at the federal, state and local levels of government. WE ACT is locally and nationally known for its work on children’s environmental health, community-driven climate resiliency, healthy homes campaigns government accountability, and community-based environmental health research partnerships.

WE ACT seeks a full-time Community Based Planner & Policy Advocacy Coordinator to work closely with WE ACT’s Deputy Director and Director of Policy Initiatives. The ideal candidate will have prior experience leading projects for communities. You will be responsible for coordinating the efforts of other non-profit organization in service of a broader goal of strengthening community capacity to effectively respond to development proposals from private developers. This position will work closely with a community organizer to enroll Northern Manhattan residents in a series of workshops Northern Manhattan in trainings and to bolster their knowledge and skills in historic preservation, cultural heritage and art preservation, and community sustainability and climate resiliency. The ideal candidate will be able to review proposals for rezoning and provide written feedback that gives voice to key community concerns while offering cogent planning expertise to eliminate or mitigate the actions causing concern to the community. The successful candidate will collaborate with AICP-certified planners who work for the City and who have extensive experience managing projects such as master plans, zoning ordinances, recreation plans etc, and providing services to various local government Commissions and Boards. We are seeking candidates that have familiarity with NYC land use regulations and zoning text as well as experience working with communities, other groups, regularly writes staff reports, and is capable of providing practical planning services and solutions to communities throughout Northern Manhattan.

This position will include night meetings for example with the Community Boards that serve Northern Manhattan & East Harlem
• Lead and participate in policy-setting forums and government relations activities;
• Provide strategic advice on public policy issues to the Executive Director, Deputy Director and other WE ACT staff;
Monitor and provide strategic advice, briefings, and recommendations on legislative change and policy issues at the federal, state and municipal levels;

Organize and lead community-based planning initiatives, develop planning materials, and strategically engaging in the public planning process to promote equity in land use and development.

Identify and work with key partners to advance the organization’s public policy agenda;

Skills
- Two-three years project management experience
- Knowledge of Environmental, Climate and Energy Policy, Land Use
- Excellent public speaking and writing skills required.
- Ability to engage diverse stakeholders
- Ability to work in a team of community organizers, policy advocates, and researcher
- Experience in: environmental policy and law; environmental justice concerns and perspectives; city, state and federal politics; and New York political leadership

Educational Requirements:
Master's degree preferred in Urban Planning, Environmental Policy, Environmental Science, Sustainability. Spanish speaking and writing a plus.
Residents of Northern Manhattan encouraged to apply

Benefits: full benefits, medical, dental and vision, plus pre-tax Metro card purchasing available

Level of Language Proficiency: Seeking an individual who can Read, Write, speak Spanish. Able to translate text for our Spanish Speaking members

How To Apply: Send to evelyn@weact.org, Telephone calls will not be accepted.
- Include cover letter, resume, three references, and daytime contact information.
- Bilingual candidates, people of color, and Northern Manhattan residents are encouraged to apply.

http://www.weact.org

Manager of Restorative, Court Diversion and Pretrial Services | City of Burlington | Burlington, VT


General Purpose
This primary focus of this position is the effective, efficient and high-quality delivery of participant services related to the management of Court Diversion programs.

** The hiring for this position is Contingent upon City Council approval **

Essential Job Functions

Program Development and Management:
- Oversee all aspects of the delivery of Court Diversion, Youth Substance Abuse Safety Program (YSASP), Driving with License Suspended (DLS), Tamarack and pre-trial services/monitoring in accordance with statues (3 V.S.A §§ 163 and 164; 7 V.S.A §656 and 18 V.S.A §4230b; Act 147 (2011, Adjourned Session); and 13 V.S.A §7554c.
- Monitor the overall effectiveness and impact of services in the context of participant outcomes
- Ensure quarterly program reports are completed accurately and submitted in a timely manner
- Convene a minimum of one meeting per fiscal year to review and discuss YSASP, to which the State Attorney (SA) and representatives of each law enforcement agency are invited.
- Collaborate with the State on the design and implementation of services
- Work to incorporate both a participant-centered (both responsible and impacted parties) approach in the delivery of restorative and court diversion services
- Collect and analyze participant information to identify areas for improvement within all supervised programs
- Ensure that programs are regularly reviewed and evaluated to meet prescribed goals and objectives
- Attend monthly Vermont Association of Court Diversion Programs (VACDP) meetings
- Manage a caseload of diversion clients as needed

Community Partnerships/Relations:
- Develop and maintain collaborative partnerships with key stakeholders to include, but not limited to, law enforcement, the State's Attorney's Office, Defense Bar, the Courts, Chittenden County correctional facilities and designated and preferred treatment providers.
- Develop written agreements with designated and preferred treatment providers regarding referral of individuals and ongoing communication and follow-up processes.
• Serve as a community spokesperson for court diversion programs, working to sustain a positive attitude and image in the local community and state-wide.
• Manage and maintain production of program-specific marketing and public relations materials in print and via Burlington Community Justice Center (BCJC) website and social media channels.
• Manage and sustain the BCJC’s relationships with current program-specific grant sources

**Financial Responsibilities:**
• Work with the CEDO Finance & Administrative Assistant to ensure court diversion program financial reports are submitted in an accurate and timely manner
• Review programs’ monthly financial statements to ensure compliance with budget and cash flow projections
• Act as liaison to funding sources as necessary and review/approve required reports
• Regularly review and approve requests for payments related to necessary services or products in association with court diversion programming
• Serve as liaison to Attorney General’s office grant manager to problem-sole program delivery issues as necessary to ensure the BCJC receives funding in a timely manner

**Staffing:**
• In partnership with the BCJC Assistant Director, manage hiring, training and supervision of program staff
• Evaluate supervised staff annually and support staff’s professional development goals
• Maintain/develop job descriptions for program staff and volunteers
• Identify and provide appropriate training opportunities for all Restorative Justice and Diversion staff, particularly opportunities for joint training with other community agencies
• Convene regular team meetings to develop, execute and reflect on goals and progress

**Volunteer Management:**
• Recruit, train and supervise diverse cadre of volunteers, representing the community we serve, to serve in panels
• Track volunteer hours, training and retention stats
• Supervision of interns and/or AmeriCorps Service Member as needed

**Non-Essential Job Functions:**
• Performs other duties as required.
• Attends monthly CEDO, CJC and other relevant meetings

**Qualifications/Basic Job Requirements**
• Bachelor’s degree in Human Services or related field plus five years of relevant experience. Additional experience may be substituted for a degree requirement on a two for one year basis.
• Demonstrated knowledge and familiarity with criminal legal system and related issues required.
• Training, education, course work in the areas of substance abuse, mental health, domestic and sexual violence, trauma, poverty, crime and other challenges.
• Specific knowledge of and experience with client-service delivery, personnel management and operational planning
• Proficiency in Microsoft Office, including Word, Access and Outlook
• Excellent verbal and written communication skills
• Demonstrated knowledge of restorative practices.
• Demonstrated familiarity with Chittenden County’s local government and criminal-legal system agencies.
• Demonstrated strong organizational, coordination, and group leadership skills.
• Strong cultural competency and experience in working with diverse populations.
• Strong analytical and problem-solving skills
• Demonstrates clear perception of one’s own personality, including strengths, weaknesses, thoughts, beliefs, motivation and emotions
• Ability to deal effectively with a wide range of individuals and groups, including staff, youth, parents, service providers, elected and appointed public officials and donors
• Demonstrated ability in public speaking, meeting facilitation and training skills.
• Ability to work individually and as a member of a team.
• Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
• Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
• Regular attendance is necessary and is essential to meeting the expectations of the job functions.
• Ability to understand and comply with City standards, safety rules and personnel policies.

**TO APPLY:** Applications for this position are only accepted on-line at: [https://www.governmentjobs.com/careers/burlingtonvt](https://www.governmentjobs.com/careers/burlingtonvt)
For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.
Tamarack and Pretrial Services Coordinator | City of Burlington, Burlington, VT

Closing: 7/1/2020 11:59 PM Eastern | Salary: $43,374.00 - $48,313.00 Annually | Job Number: 1328.31-001

General Purpose: This position is responsible for offering risk assessments and needs screenings at all pretrial points in the criminal legal system. Tamarack/PTS Coordinators provide case management supports and services to those who are referred by the Prosecutor and the Court to provide pretrial intervention and case management supports and services. Coordinators work to rapidly connect people who are cited or arrested, and for whom the underlying cause of the criminal behavior is believed to be related to substance use and/or mental health issues, to treatment providers and other community-based services.

** We are recruiting to fill two (2) Full-time, Limited Service positions **

Essential Job Functions
- Provide risk assessments and needs screenings to all who are eligible as required following Pretrial Services policies and procedures
- Provide report of risk screenings and needs assessments results to the Prosecutor, the Defense and to the Court
- Attend weekly arraignments
- Work with participants referred by the Court, Prosecutor, Defense Attorney or those who self-refer
- Prioritize making referrals to substance use and mental health providers, and connect participants to other supportive services as soon as possible
- Coordinate participants' care as ordered by the Court, for at least 90 days
- Communicate with the Prosecutor, the Defense and the Court as defined by Pretrial Services policies and procedures
- Work with fellow Burlington Community Justice Center staff to facilitate a restorative justice process and contact impacted party(ies) when appropriate
- Report participant compliance to the Prosecutor every 30 days, at a minimum
- Communicate with treatment and service providers to deliver rapid and seamless, supportive case management to participants
- Collect, enter and share data as required by Pretrial Services
- Share caseload of Youth Substance Abuse Safety Program (YSASP), Driving with License Suspended (DLS) and Court Diversion cases as needed

Non-Essential Job Functions:
- Attend monthly CEDO and CJC staff meetings
- Perform other duties as required.

Qualifications/Basic Job Requirements
- Associate's degree in education, criminal justice or human services or related field and three years related work experience. Additional experience may be substituted for a degree requirement on a two for one year basis.
- Training, education, course work in the areas of substance abuse, mental health, domestic and sexual violence, trauma, poverty, crime and other challenges.
- Knowledge of community resources and the ability to make appropriate referrals
- Strong attention to detail, time management, record-keeping and computer skills
- Well-developed sense of professional and personal boundaries
- Some evening availability required.
- Reliable transportation required
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
Court Diversion Services Coordinator | City of Burlington | Burlington, VT


General Purpose: This position is responsible for assisting participants across the Civil Driving with License Suspended (DLS), Court Diversion, and Youth Substance Abuse Safety Programs, to repair harm that they might have caused to themselves, others and the community at large. This position also provides support to affected parties across pre-trial and post-adjudication programs.

**The hiring for this position is Contingent upon City Council approval**

Essential Job Functions

• Work collaboratively with team members and agency partners to maintain and support a caseload of program participants, making appropriate referrals as necessary
• Accurately maintain participant payment and program records and progress reporting systems in compliance with agency standards
• Conduct pre-trial screenings as prescribed by the appropriate program
• Attend court and facilitate meetings as assigned
• Attend all participants' restorative panel meetings
• Develop positive working relationships with all program volunteers
• Work to ensure effective, confidential and consistent communication with affected and responsible parties

Non-Essential Job Functions:

• Attends monthly CEDO and CJC staff meetings
• Performs other duties as required.

Qualifications/Basic Job Requirements

• Associate's degree in education, criminal justice or human services or related field and three years related work experience. Additional experience may be substituted for a degree requirement on a two for one year basis.
• Training, education, course work in the areas of substance abuse, mental health, domestic and sexual violence, trauma, poverty, crime and other challenges.
• Knowledge of community resources and the ability to make appropriate referrals
• Strong attention to detail, time management, record-keeping and computer skills
• Some evening availability required.
• Reliable transportation required
• Regular attendance is necessary and is essential to meeting the expectations of the job functions.
• Ability to understand and comply with City standards, safety rules and personnel policies.
• Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
• Well-developed sense of professional and personal boundaries

TO APPLY: Applications for this position are only accepted on-line at: https://www.governmentjobs.com/careers/burlingtonvt

For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE

AmeriCorps, PeaceCorps and National Service alumni are encouraged to apply.
Assistant Court Diversion and Pretrial Services Coordinator | City of Burlington | Burlington, VT


General Purpose: This position is responsible for assisting and supporting the participants and administration of the court diversion and pretrial services of the Burlington Community Justice Center.

**The hiring for this position is Contingent upon City Council approval**

Essential Job Functions
- Work closely with the Court Diversion Services Coordinator and Manager to track case-loads, assist in intakes, input data and complete paperwork as needed
- Assist Court Diversion program staff in reminder calls, scheduling, referrals and general coordination of services
- Support research and relationship development with community service providers such as mental health and substance abuse providers
- Track cash, money order and/or credit card payments and deposit service fees from participants
- In coordination with Office and Program Assistant, maintain front desk coverage to include greeting visitors and program participants and answering and directing phone calls to appropriate program and staff member
- Assist in creation and submission of monthly and quarterly program and financial reports

Qualifications/Basic Job Requirements
- High School diploma or equivalent as well as two years of administrative or case management experience.
- Ability to work with a diverse population with a strong commitment to equity and inclusion.
- Ability to act as an "Ambassador" for the City, carrying out work and interacting with co-workers and the public in respectful, professional manner.
- Familiarity with restorative justice and community-based resources, social services and the criminal legal system preferred.
- Ability to be discrete and maintain confidentiality.
- Communicates skillfully on the phone, in person and in writing.
- Ability to work in a team environment, while also working independently as necessary.
- Proficiency with Microsoft office programs including Word, Excel, and Access.
- Ability to maintain positive work relationships in a busy office environment.
- Ability to multi-task.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

TO APPLY: Applications for this position are only accepted on-line at: https://www.governmentjobs.com/careers/burlingtonvt

For accessibility information or alternative formats, please contact Human Resources Department at (802) 540-2505.

WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE

AmeriCorps, PeaceCorps and National Service alumni are encouraged to apply.

Additional Information: The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status, crime victim status or genetic information.

The City is also committed to providing proper access to services, facilities, and employment opportunities.

Legislative Editor | State of Vermont | Montpelier, VT

**Application Deadline:** June 25, 2019

**How To Apply:** Please submit to applications@leg.state.vt.us by June 25 in MS Word or PDF format both a resume and a cover letter that includes a brief statement highlighting the unique skills, knowledge, and approach you would bring to this exciting role. Include “Legislative Editor” and your last name in the subject line of your e-mail.

**Description:** The Office of Legislative Council is a nonpartisan office serving the members, committees, and other offices of the Vermont General Assembly. This full-time, year-round position of Legislative Editor is physically located in the State House in Montpelier, and a viable candidate must have the willingness and ability to work on-site. The Legislative Council offers a competitive salary with an excellent package of benefits, including medical, retirement, and dental, as well as paid holidays and accrued vacation and sick leave. Drafting Operations is a close-knit team handling confidential and frequently extremely time-sensitive materials. We value and reward collaboration, initiative, and good humor in working together to meet the needs of the members of the General Assembly.

**Requirements**
Strong mastery of English grammar. Ability to perceive and correct factual errors, both major and minor. Punctual, precise, proactive, patient. Able to maintain confidentiality. Organized. Proficient with MS Office Suite (in particular MS Word), able to navigate spreadsheets and databases, familiar with e-mail protocol.

**Characteristics:** Can you derive immense satisfaction from working behind the scenes to improve the work product of others? Do you love a consistently formatted document? Do typos, incorrect grammar, departures from stylistic conventions, inconsistent usages, or messily presented reports make your fingers itch for a red pen? Do you have the ability to mark mistakes without judging? Can you inscribe brief, insightful, and precise but tactful questions intended to help clarify meaning? If so, you may be the perfect candidate for this job!

**Compensation**
Salary range for the year-round, full-time position of Legislative Editor: $37,000–$43,000.

*Equal Opportunity Statement* Legislative Council is an equal opportunity employer, and applicants will receive The Office of Legislative Council consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, disability, veteran status, or other protected category.

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OCEAN POLICY & ADVOCACY | Turtle Island Restoration Network | Olema, CA

We’re expanding! Now’s your chance to join Turtle Island Restoration Network (TIRN), an award-winning marine wildlife protection and advocacy organization with offices in California and Texas. We seek a full-time Policy & Advocacy team member to join our fast-paced, innovative environmental organization and be a key part of our ocean and watershed conservation efforts.

Through our Ocean initiatives and Salmon Protection and Watershed Network (SPAWN), we are leading the grassroots fight against extinction locally, nationally and internationally. We take on the big problems of the world’s oceans and watersheds — industrial fishing, climate change, pollution, and habitat loss — with a can-do attitude and highly motivated, passionate individuals.

Learn more about our work at [www.seaturtles.org](http://www.seaturtles.org).

**THE POSITION:** The Policy & Advocacy position designs and implements local, national and international advocacy strategies of the organization to promote protection of endangered marine species and healthy oceans and watersheds. The position works closely with program, legal, communication and development staff to implement effective grassroots strategies leading to better protections for coasts and oceans around the world.

**Responsibilities**
- Work with Executive Director, Managing Director and staff on long-range ocean and watershed planning
- Responsible for advocacy and policy planning, strategy, and research on behalf of the organization. Requires familiarity with government programs and policies on local, state and national/or levels
- Track various issues and policy decisions at the local, state and national levels
- Develops the organization’s advocacy strategy, facilitates processes to determine priority issues, monitors relevant legislation and policy developments, provides advice and strategy assistance to organization staff, drafts written statements and comments on specific policy issues
- Be the primary advocate and spokesperson for campaigns with the decision-makers, public, and media
- Develop unique and diverse coalition of partners including NGOs, scientists and other stakeholders
- Work with communications staff to develop media and outreach materials.
- Develop and advocate for specific policies to protect ocean wildlife with policy makers – working with legislators to promote policies and the public to advocate for policy
- Work with development and communications to craft messages for concept papers, letters of inquiry and funding proposals to foundations and donors
Qualifications, Skills, and Abilities

- Bachelors’ degree in public policy, environmental science, law or related area required. Master’s degree preferred
- A minimum of three years’ experience in effective grassroots organizing and developing and implementing grassroots campaign strategies
- Highly motivated, with the ability to manage multiple projects and work according to specific deadlines
- Excellent written communication, research, and organizational skills
- Interpersonal communication skills; excellent oral communication and ability to participate in public speaking events
- Ability to work flexible hours, including some evenings and weekends, as necessary
- A commitment to ocean and wildlife protection

Benefits: This is a full-time, exempt position at Turtle Island Restoration Network in California. We offer a competitive benefits package including two weeks of vacation, health insurance, and 15 paid holidays. Salary is commensurate with experience and comparable to other similar-sized nonprofit organizations. This position reports to the Managing Director.

HOW TO APPLY: Please submit your cover letter and resume in PDF format to Scott Artis (sartis@seaturtles.org). Use the subject line: “Policy & Advocacy”

TIRN is an equal-opportunity employer. Thanks for your interest and we look forward to meeting you!

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Oceans-International Paralegal | Center for Biological Diversity | Oakland, CA

General Position Overview: The Center for Biological Diversity seeks a full-time Legal Assistant/Paralegal to support our Oceans and International programs. The Center’s Oceans program works to protect marine wildlife and ecosystems from threats including offshore drilling, plastic pollution, climate change, and destructive fisheries. The Center’s International program works to protect species outside U.S. borders that are threatened by trade, habitat destruction, and trophy hunting through both domestic litigation and international diplomacy.

The Legal Assistant/Paralegal will provide legal and administrative support as well as substantive research and analysis for a dynamic team to further litigation, policy advocacy, grassroots organizing and media outreach. The working environment is fast-paced, exciting and supportive. The position is full-time and can be located in either our Oakland or Seattle offices.

Main duties:

- Preparation of legal documents, including cite-checking, proofreading, completing tables for briefs, formatting, preparing excerpts of records and related tasks.
- Filing and serving documents, including ensuring compliance with court rules in a variety of state and federal jurisdictions; e-filing; calendar management for administrative actions and court filings; and related tasks.
- Conducting factual research to support advocacy, case development, and report preparation.
- Developing and maintaining a document management system.
- Reviewing and summarizing government documents and databases and drafting comment letters and other requests.
- Assisting with the planning and handling of internal and external meetings, travel and conference arrangements.
- Assisting with event coordination such as public presentations, rallies, and hearings.

Essential qualities, qualifications and skills:

- A university degree. Paralegal certificate preferred, but significant experience as a paralegal or legal assistant is acceptable in lieu of a paralegal certificate;
- A minimum of two years’ experience in the legal field.
- Proficiency in legal secretarial tasks, including attention to detail and strong organizational skills.
- Track record meeting deadlines and strong time management skills.
- Excellent research and writing skills.
- Proficiency working with Microsoft Word, Microsoft Excel, and Adobe Pro.
- Strong communication skills to facilitate working with attorneys in offices throughout the country;
- An ability to manage multiple projects and to work well with others as part of an effective team.
- Fluency in Spanish a plus.

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

We are an equal opportunity employer.

Benefits: The Center offers an excellent benefits package, including:

- Employer-paid medical, dental, vision, life and disability insurance
- 403(b) retirement savings plan with employer match.
- Relaxed work atmosphere
Level of Language Proficiency: Fluency in Spanish a plus!

How To Apply: Application Process: Please submit a cover letter, resume, references and a writing sample as a single PDF by May 24th, 2019 via our website at https://biologicaldiversity.org/about/jobs. No telephone calls, please. Only candidates selected for interviews will be contacted.

https://biologicaldiversity.org/about/jobs

Midwest Program Coordinator | American Farmland Trust | Sycamore, IL

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

The Midwest Program Assistant position offers an exciting opportunity to help carry out the strategic agenda of a growing, forward-looking conservation organization. S/he will have the opportunity to work across teams within AFTs Midwest Office, as well as with external partners including farmers, landowners, and agricultural professionals. This a permanent position that will work to support and build upon AFT programs in the Midwest, providing additional programmatic assistance as AFTs Midwest portfolio evolves. The Midwest Program Assistant will initially work with two long term AFT projects, The Illinois Sustainable Ag Partnership and The Vermilion Headwaters Watershed Partnership as described below, to provide coordination across diverse groups of partners and programs. This is a remote work position and will report directly to the Midwest Deputy Director.

SUPPORTED PROGRAMS
Illinois Sustainable Ag Partnership: Illinois agriculture faces increased pressure to improve soil health and implement agricultural management practices that maximize agricultural productivity potential while reducing environmental impacts. Several successful outreaches, demonstration and research programs focused on meeting this need have developed in Illinois. To meet the goals of Illinois Nutrient Loss Reduction Strategy (NLRS) alone, nearly all farmable acres in Illinois will have to modify management practices to some extent. While there is a growing body of innovative farmers that are driven by taking risks and testing new ideas who are testing new soil health management practices with great success most farmers (and the general population) are more risk-averse, waiting for new ideas to be thoroughly tested before trying them out. There is a great need for tools and assistance to help these middle adopters adopt new practices.

The members of the Illinois Sustainable Ag Partnership have come together to build on the momentum that has been built around soil health, cover crops, water quality, nutrient management, and conservation issues. As a coordinated and consistent group, they focus on messaging, outreach, training and education for farmers and their trusted advisors as well as creating a network of on-farm demonstration sites to bring together and disseminate new information and lessons learned in plain, practical language specifically designed to reach the middle adopters.

The Vermilion Headwaters Watershed Partnership: In 2013, University of Illinois scientists identified the Vermilion-Illinois River Basin as one of the top five Illinois watersheds contributing the most to nitrogen runoff. The Vermilion River Headwaters is a 254,322-acre rural watershed encompassing portions of Livingston, Ford, Iroquois, and McLean counties. Approximately 93 percent of the watersheds land base is in agriculture. AFT leads a coalition of farmers, government and non-profit agencies, and ag professionals working to reduce nitrogen loss from the watershed.

Duties & Responsibilities
• Coordinating programs for a diversity of stakeholders across multiple formats, such as webinars, networking events, educational workshops and field days;
• Organizing internal meetings and communications to ensure timely completion of program activities;
• Managing event logistics and registrations;
• Providing communications staff with content for social media campaigns, regular email updates, and other digital communications;
• Supporting the development of narratives describing farmers who have successfully transitioned to conservation cropping systems and others engaged in AFT programs;
• Coordinating quarterly Steering Committee and bi-annual Partner Committee meetings
• Working with partners and watershed steering committee members to track outreach and education events, progress toward mutual goals, and ensuring consistent messaging;
• At the direction of the Midwest Deputy Director and VH watershed coordinator, working directly with farmers and farmland owners to implement watershed programming;
• Overseeing contracts and memorandums of understanding between partner organizations;
• Responding to email and phone inquiries from farmers, landowners, and the public;
• Representing AFT at public meetings, field days and educational events
• Complete other duties as assigned.
The Conservation Project Manager, Rural Lands | The Land Trust for Tennessee | Nashville, TN

DEADLINE: July 15th, 2019

About the position and The Land Trust for Tennessee: The Land Trust for Tennessee (“LTTN”) is an accredited non-profit land conservation organization with offices in Nashville and Chattanooga. Now in our 20th year, LTTN has protected over 126,000 acres through almost 400 conservation projects across Tennessee. Tennessee’s landscapes are diverse with farms; vast forests; rivers of local and international significance; fragile and robust wildlife habitats; and some of the fastest growing cities and towns in the country. LTTN seeks a collaborative professional to join our committed team and our highly-regarded board in this full-time position. The position is based in Nashville with a focus on rural land throughout the state and offers an impactful, demanding work opportunity at one of the nation’s premiere conservation organizations.

Position Overview: The Conservation Project Manager, Rural Lands, will work directly with the Vice President of Conservation and Director of Transactions to implement a comprehensive program in rural Tennessee to protect open space, farmland, forestland, and scenic vistas using the full range of protection tools, including conservation easements, direct acquisition, conservation brokerage and facilitation, and cooperative projects with state and local government, and other conservation partners as appropriate. The position requires a resourceful, driven, personable individual that can clearly articulate the need for land and water conservation in focal areas throughout rural Tennessee.

Essential Functions

- Cultivates, engages, and maintains relationships with private landowners to permanently conserve land, with a focus on rural and agricultural lands
- Visits properties and speaks with landowners, answering any and all questions someone may have about LTTN and conservation easements
- Completes conservation easement transactions and other land transactions, managing a project from start to finish
- Writes thorough reports to capture the current conditions of a given property
- Works closely with other project managers and entire conservation team to implement the strategic conservation plan in priority areas throughout rural Tennessee
- Develops and implements effective education and outreach programs that engage landowners, community groups, and potential funders about the work of LTTN
- Works to cultivate and maintain partnerships with other land conservation organizations, applicable local governments, funders, community groups, and other stakeholders in the region to develop projects of mutual interest
- Assists the President and Vice President with securing funding opportunities to support LTTN’s work in rural areas, including operational and project funding
- Works closely with the Director of Stewardship and Stewardship Manager to ensure conservation projects have long-term sustainability and enforceability
- Occasionally assists the Director of Communications with spreading news of LTTN success and impact in rural areas

Compensation: American Farmland Trust pays salaries that are competitive with nonprofits of our budget size and offers meaningful vacation, medical, retirement, and other benefits. Salary range is from $40,000 to $45,000. Salary is negotiable based upon experience.

HOW TO APPLY: Please submit a cover letter with resume to be considered. APPLY HERE PI111122072
Preferred Qualifications

• A bachelor’s degree or higher, preferably in environmental or land planning, agricultural sciences, natural resource sciences, history, environmental studies, or public policy
• Professional experience in environmental or land planning, real estate, natural resource conservation, or public policy; local experience preferred
• Excellent interpersonal and communication skills, including negotiation and listening skills; writing skills; ability to communicate and work with private landowners, developers, political appointees, government officials, partner organizations, and potential funders
  • Ability to represent LTTN and interact effectively with a wide range of organizations and individuals; ability to work cooperatively with all LTTN staff and Board members
• Understanding of and commitment to the land conservation goals of LTTN
• Ability to work independently and to engage in independent and group problem solving
• Ability to regularly perform field work and to work outside in all weather conditions; the position can at times require an extensive amount of walking
• Flexibility to work some nights and weekends as required for events or landowner schedules
• Ability to travel extensively around Tennessee; valid driver’s license and vehicle required

Personal Characteristics

1. You believe in the importance of land conservation.
2. You enjoy working with all kinds of people.
3. You like to both plan and execute projects.
4. You multi-task and prioritize assignments well.
5. You work well with a team in a fast-paced environment.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Salary is commensurate with experience. Background check required prior to hire. Comprehensive benefits package, including medical and life insurance with dental, vision, and disability options. The Land Trust for Tennessee is an equal opportunity employer and a tobacco-free environment.

HOW TO APPLY: Please send résumé and salary requirements by July 15, 2019, or until job is filled to: Kayla McBride, Operations Manager, via email at kmcbride@landtrusttn.org, or by mail to The Land Trust for Tennessee, Attn: Kayla McBride, PO Box 41027, Nashville, TN 37204. No phone calls, please.

Legislative Analyst | National Parks Conservation | Washington, DC

To assist the Cultural Resources Director, the Government Affairs department, NPCA’s regional operations, and all other departments within the organization, with the development and implementation of legislative, administrative and grassroots strategies designed to protect and enhance the National Park Service programs, parks, personnel and partners that manage the nation’s historic and cultural resources. The representative will work on national park funding issues.

Essential Functions:

• Minimum of a BA or BS in history, historic preservation or social sciences highly preferred, or equivalent experience.
• Demonstrated excellent analytical and writing ability.
• Excellent oral communications skills.
• Expertise in Microsoft Office Suite and database software.
• Minimum two-years’ experience with historic preservation and cultural resources issues or grassroots organizing or state/federal legislation.
• Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
• Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

Salary: $45,000 – $55,000 commensurate with experience

HOW TO APPLY: Please visit our website at www.npca.org for a full job description. To learn about our comprehensive benefits package, click: https://www.npca.org/resources/3143-resources-for-job-applicants.

Qualified applicants please submit your resume and cover letter directly online to www.npca.org under "Careers". No phone calls please. NPCA is an EOE.

To apply now, click on this link: http://www.npca.org/jobs
NEPA Planner | US Forest Service | Multiple Locations, WI

Salary Details: $51,440 per year

Deadline: Jun 24, 2019

RESPONSIBILITIES

- The purpose of this position is to assist in preparing planning documentation for programming, and execution of all District activities in accordance with the National Environmental Policy Act (NEPA).
- Participate in developing unit program of work for all aspects of unit planning program.
- Advise, coordinate, or review the annual operating plans and budgets.
- Conduct routine environmental studies and evaluations, linking a variety of resources, such as social economics, land, air, water, timber, recreation, wildlife, fisheries, and/or special management areas.
- Responsible for developing environmental analysis reports concerning resources activity.
- Perform field reconnaissance to collect and analyze required data.
- May lead interdisciplinary teams carrying out routine environmental studies and evaluations to determine impacts or various forest activities on the environment.
- Provide support to team leader and other team members by tracking the progress of NEPA projects and meeting timelines.
- Participate in public relations events involving speaking engagements and field trips.
- Advise unit staff officers of different levels of NEPA documentation based on information provided by interdisciplinary teams.

View Full Job Description: https://www.usajobs.gov:443/GetJob/ViewDetails/536929100

HOW TO APPLY https://www.usajobs.gov:443/GetJob/ViewDetails/536929100?PostingChannelID=RESTAPI

Environmental Analyst –(WQ) TMDL, PEP, WQS | New England Interstate Water Pollution Control Commission | Lowell, MA


The New England Interstate Water Pollution Control Commission (NEIWPCC) is seeking a dedicated and dynamic candidate to serve as a project manager in support of the Commission’s mission on regional and national Water Quality Standards (WQS), nutrient and numeric water quality standards, Total Maximum Daily Load (TMDL), Mercury, Clean Water Act 303(d) national listing and TMDL training workshops. Candidate will serve as project manager for the Peconic Estuary Program (PEP) and the Long Island Nitrogen Action Plan (LINAP) including the supervision of staff. Will organize workgroup meetings of appropriate state and federal staff for the WQS, nutrient and numeric water quality standards, TMDL, and Mercury workgroups developing agendas and responding to requests for information from workgroup members, as well as updating the Executive Committee and Commission. Will develop and administer work plans, budgets, and contract/grant amendments, as well as develop requests for proposals, section of contractors, and management of contracts.

The successful candidate will have a master’s degree in environmental studies, public policy, natural science, public health, earth science, biology, chemistry, or related field and must have experience working with a broad range of stakeholders in implementing environmental programs. Knowledge and experience with aspects of water quality and watershed management as well as knowledge and understanding of federal environmental laws and regulations required. Candidate must possess excellent interpersonal and organizational skills. Strong computer skills required along with the ability to perform basic statistical analysis.

TO APPLY, send cover letter, resume, and short writing sample BY JULY 10, 2019. Please reference # 19-Lowell-003 in the email subject line. No phone calls please.
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!