Welcome to Career Notes

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

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

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

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

A note on where we find these jobs

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

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

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

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

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

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

Join the “Vermont Law School Career Services” group on Facebook. This is a closed group only for VLS students and alums. It has new postings daily, and is searchable. Most focus on post-graduation jobs many being Masters specific. In addition there are usually a broad range of positions for a variety of experience levels (including summer internships, fellowships, and similar opportunities). 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
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!
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 assistance with questions.

FELLOWSHIPS & INTERNS/EXTERNSHIPS

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.

DESCRIPTION: ~ American Solar Partners (ASP) is a New York based solar power company that designs, finances, and installs residential and commercial solar power projects. ~

Our goal is to help people save money on their electricity costs, increase the use of renewable energy to combat climate change, and create good, green union jobs.

We use only high-quality, American-made modules with full warranties, and all of our projects are done with union contractors, who have received top training in solar installations. We have installed solar systems for members of IBEW, TWU, PEF, 1199, UFT, NYSUT, CSEA, and other unions, as well as their friends and families.

While we emphasize union members in our marketing, we serve all types of customers throughout the Northeast. ASP only offers the opportunity to own solar power systems; we do not offer leases as they offer less savings than ownership. Unlike many companies, American Solar Partners is willing and able to install on flat roofs. Our commitment to affordable and clean power is national in the U.S., but we have a special focus on New York, New Jersey, Massachusetts, Connecticut, and Maryland and Wash, DC.

American made. Union built.

Position Overview: A solar power company in the NYC area is offering a Fellowship for a recent college graduate interested in the Renewable Energy Industry, particularly its policy and financial aspects.

The fellowship will provide a hands-on experience with project development and financing. It will also focus on policy research and analysis to support the work of a union coalition supporting a "Green New Deal" approach to combating climate change.

Fellowships will last 6 months and will be part time or full time depending on the applicant’s situation. It will carry a stipend plus reimbursement of commuting expenses. At the end of their fellowship, there may be an offer of a permanent position. Fellows will be supervised by senior ASP staff and mentored by the founder of the company. Ideal candidates should have good verbal and quantitative skills, the ability to work independently, and a commitment to addressing climate change.

The focus of the company, American Solar Partners, LLC, is the residential and commercial solar power market in the Northeast, including the development of new models of community solar and methods of combining solar and storage. In addition to policy work, fellows will be exposed to the practical aspects of solar power and learn the basics of solar power technology, storage, and project development.

Compensation: Salary: $35,000.00 to $36,000.00 /year

To Apply: We expect to offer up to two fellowships starting in the summer of 2019. Please email resume, writing sample, and two references required for application.

From <https://www.sustainablebusiness.com/job/307-8/>

Solutions Fellow | C2ES | Arlington, VA

C2ES seeks a highly qualified person to focus on clean energy activity in the U.S., including state and regional climate policy, key industrial sectors and technologies essential for addressing climate change. This position reports to the Senior Vice President for Policy and Business Strategy.

Major Responsibilities:

- Research, analyze, write and communicate information on state, federal and regional and business developments in energy policy and technology deployment;
- Help organize conference sessions, workshops, briefings for stakeholders on the overarching topic of climate and clean energy leadership and related policy issues;
- Engage business representatives including our BELC and other stakeholders on clean energy and industrial strategy;
- Conduct background research and draft white papers as needed;
- Represent C2ES at climate change/clean energy meetings, conferences, and hearings.

Qualifications:

- Two or more years of work experience related to climate change or clean energy technology or policy;
- Master’s degree in environmental/energy policy, economics, environmental law, energy resources, or related field, interdisciplinary understanding of the climate change issue (law, economics, engineering, policy);
- Proficient in organizing events a plus;
- Detail oriented;
- Top-notch writing, editing, research, and quantitative analysis skills required;
- Willingness to learn and pitch in at all levels; and
- Willingness to do some travel (less than 10% of total time)
Starting Date: As soon as possible

Application Deadline: Rolling until position is filled

Salary: Competitive salary, depending on background and experience. Excellent benefits.

Status: Full-time, regular, exempt

About the Center for Climate and Energy Solutions: C2ES is an independent, nonpartisan, nonprofit organization working to forge practical solutions to climate change. Our mission is to advance strong policy and action to reduce greenhouse gas emissions, promote clean energy, and strengthen resilience to climate impacts. A key objective is a national market-based program to reduce emissions cost-effectively. We believe a sound climate strategy is essential to ensure a strong, sustainable economy.

C2ES is the successor to the Pew Center on Global Climate Change, and is widely recognized as an influential and pragmatic voice on climate issues. We are:

• A Trusted Source – Ranking regularly among the top environmental think tanks in the world, C2ES provides timely, impartial information and analysis on our pressing climate and energy challenges.
• A Bridge-Builder – We bring city, state, and national policymakers together with businesses and other stakeholders to achieve common understanding and consensus solutions.
• A Policy Innovator – We develop market-based solutions and other practical policy approaches that deliver real and lasting climate progress.
• A Catalyst for Business Action – We work with Fortune 500 companies to strengthen business action and business support for effective climate policy.

*Please submit cover letter, resume, and writing sample: [https://c2es.hirecentric.com/jobs/161885.html](https://c2es.hirecentric.com/jobs/161885.html)

Intern – Research Assistant | Energy Trust of Oregon | Portland, OR

Energy Trust of Oregon is an independent nonprofit organization dedicated to energy efficiency and renewable energy development. We serve Oregon customers of Portland General Electric, Pacific Power, NW Natural, Cascade Natural Gas, Avista and SW Washington customers of NW Natural. In 2018, Energy Trust was recognized as one of the 100 Best Nonprofits to Work for in Oregon.

Energy Trust is committed to the principles of diversity, equity and inclusion. We strive to create a culturally attentive organization by reaching out to diverse candidates who will contribute a range of perspectives, experiences, skills and ideas to how we work, our programs and our services to best serve, reach and reflect the rich diversity of the customers we serve.

GENERAL POSITION SUMMARY: The Intern – Research Assistant will support the Executive Director, alongside partners in Minnesota and Vermont, in developing a proposal for a project aimed at understanding the barriers to and success stories about adoption of clean energy (energy efficiency, renewable energy, building and vehicle electrification, and distributed energy resources) in states that currently have low rates of program and market activity. This effort will focus on profiling target states to better understand their needs, opportunities, current policies and regulations, clean energy efforts, potential partners, and key stakeholders. It will culminate in the delivery of a proposal to the Executive Director outlining next steps and recommendations for a “listening and learning” tour within these states in an effort to understand where they have been successful and where barriers may still exist in supporting the adoption of clean energy, with a focus on engaging under-served and rural communities to better inform the work we do in our own states.

ESSENTIAL FUNCTIONS / MAJOR RESPONSIBILITIES

• Based on an analysis of various factors including energy usage, energy intensity, carbon intensity, and ACEEE’s national rankings, identify the 10 lowest performing states regarding their promotion of energy efficiency and renewable energy solutions.
• Research key policies, individuals, organizations, utilities, regulators, and consumer and advocacy groups active within these states.
• Research potential partner organizations, with a focus on community organizations and groups representing underserved populations, in the target states.
• Identify a subset of these 10 states that represent a variety of success stories and a diversity of interests.
• Develop an itinerary for a “listening and learning” tour across this subset of states.
• Draft a discussion guide and interview questions for participants to use during the tour.
• Research potential funders to support this project, including the listening and learning tour. This should include recommendations for philanthropic organizations who are the best prospects for funding, along with a description of their funding priorities and proposal process and timeline.
• Prepare a draft proposal that would be used to seek funding from outside groups to support the project.
• Support the Executive Director and Executive team with additional research or special project work on program initiatives, as necessary and depending on the applicant’s interest and skill set.
• Perform all duties of the job in a safe manner.

SUPERVISORY RESPONSIBILITY

• This position has no supervisory responsibility.
POSITION REQUIREMENTS

• High school diploma, or equivalent, required. Candidate preferably in the final two years of an undergraduate degree, enrolled in a graduate degree, or a recent college graduate.
• Outreach or community organizing experience – especially in conservative, rural or racially-diverse communities – is preferred.
• Strong skills in research analysis utilizing internet, phone interview and literature platforms.
• Experience with systems and critical thinking.
• Excellent written and verbal communication skills.
• Proficiency in Microsoft Office Suite software applications, including Outlook, Excel, Word, PowerPoint and SharePoint.
• Must be able to interact with a diverse workforce and be comfortable working in culturally diverse settings and groups.

The above information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

ADDITIONAL INFORMATION

• This is a temporary, part time, position and is expected to continue for 3 months duration (not to exceed 1000 hours).
• This position is not eligible for company benefits.

APPLICATION INSTRUCTIONS: Qualified individuals please submit cover letter, resume and application (found on Energy Trust’s website www.energytrust.org/About/careers) to careers@energytrust.org.

Attn: Intern – Research Assistant

Energy Trust is an Equal Opportunity Employer that highly values diversity and inclusion in the workplace. www.energytrust.org/about/careers/

Download Application (PDF)  Download Application (DOC)

From <https://www.energytrust.org/careers/intern-research-assistant/>

AmeriCorps Service Member | FoodCorps | Various

Application Deadline: July 12, 2019 | Salary: $18,250 - $22,000 Stipend, paid bi-weekly

FoodCorps is a nationwide team of AmeriCorps leaders that connects kids to real food and helps them grow up healthy. We do that by placing motivated leaders in limited-resource communities for a year of public service. Serving under the direction of local partner organizations, our service members focus on three areas of service:

• Hands-on learning: students grow, cook, and taste new foods, which builds their skills and changes food preferences
• Healthy school meals: the cafeteria experience steers students towards the healthiest options and gets them excited to try new healthy foods
• Schoolwide culture of health: as a whole, the school community and environment – from hallways to classrooms to cafeteria to grounds – celebrates healthy food. We measure our success in terms of changes in children, schools, and systems.

What We’re Looking For

• Passion for building a healthier future for school children
• Commitment to working hard in service of local communities in order to make a difference
• Demonstrated leadership ability
• Motivation to serve full-time in a limited resource community
• Perseverance in the face of challenges and creativity in finding solutions
• Respect for diversity of opinion, experience, and background
• Experience working in or studying food systems, agriculture, public health, education, community organizing, or public service
• Experience working or volunteering in education, youth development, or other teaching setting
• Knowledge of the culture, history, and/or language of the communities we serve
• Desire to gain hands-on experience for your career
• Demonstrated ability or dedication to performing the activities listed below

To be considered for a FoodCorps service member position, you must:

• Be 18 years or older by the start of your service term
• Be a legal, permanent resident of the United States
• Hold a high school diploma, GED or equivalent

Individual service positions differ by location. There may be additional requirements depending on the site to which you apply.

What You’ll Do: Service members work with schools, service site organizations and local communities to build healthy school food environments. They do this in a variety of ways:
• Service members focus on teaching children in grades K-8 about food and nutrition in the classroom by delivering engaging, hands-on lessons, integrating activities into subjects such as math, science and history, working with teachers and school administrators to increase food and nutrition education in curricula, and more.

• Service members grow healthy food with students, teachers, and community members in school gardens, dynamic educational settings where kids can get their hands dirty and experience what they’re learning first-hand. While some service members expand/maintain already-existing school gardens, greenhouses and hoop houses, others work to establish new gardens. Service members develop garden sustainability plans and recruit community volunteers to ensure that the projects they start last into the future.

• Service members impact what’s for lunch by sourcing and promoting food from local farms for cafeteria taste tests, working with school food directors and staff to integrate healthier foods into breakfast, lunch and snack programs, and more.

• Service members help build school-wide cultures of health by building strong, collaborative relationships with teachers, families, and school administrators, recruiting and training volunteers, organizing committees and running meetings, talking to press and public officials.

• Service members spend time learning and participating in trainings, helping FoodCorps and schools assess the impact they are having, and raising money to help support the local projects when allowable.

Where You’ll Serve
FoodCorps offers service positions in 18 states and Washington DC, including communities throughout AZ, AR, CA, CT, DC Metro Area, GA, HI, IA, ME, MA, MI, MS, MT, NJ, NM, NYC, NC, and OR.

Currently, we are only seeking applicants for the following locations:

• Arizona (Flagstaff)
• Connecticut (Multiple sites)
• Iowa (Waterloo)
• Maine (Multiple sites)
• Massachusetts (Springfield)
• Montana (Hardin)

To see our local Service Sites, visit: https://foodcorps.org/apply/where-youll-serve/.

Benefits
What You’ll Gain
• Up to $22,000 living stipend for Service Members in CA, DC, HI, MA and NY, paid bi-weekly
• Up to $18,250 living stipend for Service Members in other states, paid bi-weekly
• $6,095 AmeriCorps Segal Education Award, upon successful completion of your term of service
• Health insurance*
• Partial childcare reimbursement, if you qualify
• Student loan forbearance, if you qualify
• Training, mentorship, and professional development opportunities

*Participation in the FoodCorps health insurance option is required if you cannot provide proof of existing coverage.

How To Apply: Apply online at: https://foodcorps.secure-platform.com/a. Applications are reviewed on a rolling basis, until the position is filled.

From <https://www.idealist.org/en/nonprofit-job/6570cfqfd25249069787fe183c56e02e-foodcorps-americorps-service-member-serve-your-community-foodcorps-springfield?email_id=5e08fe31c8b8430b846bc87b1b95b31d&utm_source=idealist-org&utm_medium=email&utm_campaign=email-alerts>

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**Conservation Intern(s) | Highstead | Redding, CT**

*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, 2019.

- 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.
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.

International Programs Online Engagement Fellow | National Wildlife Federation Headquarters | Washington, DC

Founded in 1936, the National Wildlife Federation (NWF) has grown into America’s largest conservation organization with 51 state/territorial affiliates and more than six million members and supporters nationwide. The mission of the National Wildlife Federation is to unite all Americans to ensure wildlife thrives in our rapidly changing world, and the Federation is committed to inspiring all people around our shared love of nature and wildlife by creating a welcoming and inclusive community representative of all Americans.

We are seeking an International Programs Online Engagement Fellow to join our team in our Washington, D.C. office. NWF Fellows must be available to work a 40-hour weekly schedule. **This 11-month position offers $15.00/hour plus core benefits.** The International Wildlife Conservation Team at the National Wildlife Federation promotes wildlife conservation and reduction of greenhouse gas emissions by addressing large-scale commodity agriculture as a driver of tropical deforestation and habitat loss. In this context, we work to advance "zero deforestation and conversion" agriculture production in the tropics, focusing on the commodities that have the greatest impacts on forests and wildlife, such as beef, leather, soy, palm oil, wood and biomaterial feedstocks. Our work also focuses 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](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.

[https://recruiting.ultipro.com/NAT1047NWF/JobBoard/1ca8346a-33cc-401d-90d9-d7f752fddf7d/Opportunity/OpportunityDetail?opportunityid=ba16038b-2cfe-4e39-bde5-30ddf1f38e59&sourceld=993f40fc-778b-4ea4-965d-1b16a1d5a1c8](https://recruiting.ultipro.com/NAT1047NWF/JobBoard/1ca8346a-33cc-401d-90d9-d7f752fddf7d/Opportunity/OpportunityDetail?opportunityid=ba16038b-2cfe-4e39-bde5-30ddf1f38e59&sourceld=993f40fc-778b-4ea4-965d-1b16a1d5a1c8)

**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.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

New York State Energy Research and Development Authority
NYSERDA offers objective information and analysis, innovative programs, technical expertise, and support to help New Yorkers increase energy efficiency, save money, use renewable energy, and reduce reliance on fossil fuels. A public benefit corporation, NYSERDA has been advancing energy solutions and working to protect the environment since 1975.

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

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

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

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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• 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.  

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.

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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](https://www.envoream.com/)

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](https://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.

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](https://publicinterestnetwork.org/) 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](https://publicinterestnetwork.org/).
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
  o Within 35 hour weekly work schedule, significant participation in evening or weekend NY4P sponsored or attended events will be required:
    o The Fellow will work weekend events during NY4P’s Daffodil Project season, from mid-September through mid-October
  o 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.

NOAA Sea Grant Graduate Fellowship Opportunities now open!

Check out opportunities at 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, BeneFit;
- 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 landscapes. 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.


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 19, 2019 Additional information on AmeriCorps is available at 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.

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.

**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  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 Masters 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.

**Duties Include:**
- Lead groups of children and adults in educational activities
- Give educational tours of the facility to visitors and school groups
- Coordinate and develop educational programs
- Create educational plans and materials
- Attend community outreach events to represent SRI
- Plan and assist with fundraisers
- Provide customer service to visitors in the gift shop
- Assist in the care and maintenance of the Center’s rehabilitation animals (if interested)
- Provide assistance to the rehabilitation staff as needed
- Performs other duties relating to the Centre’s goals and mission statement as required.

*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.*

Check us out on Facebook at: [https://www.facebook.com/sealrescueireland/](https://www.facebook.com/sealrescueireland/)

Registered Charity: RCN 20108519

**HOW TO APPLY:** 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, cover letter, and two reference letters to: intern@sealrescueireland.org, Attention: Education Internship

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**Marine Mammal & Avian Observer | Maine Coastal Program | W. Boothbay Harbor, ME**

Paid Internship | $15/hr + travel stipend | **Deadline: July 19, 2019**

The Maine Coastal Program’s Mapping Initiative is seeking a Marine Mammal and Avian Observer. The position is full-time July 1 through December 31.

The Maine Coastal Mapping Initiative, created by the Maine Coastal Program in 2012, is acquiring critical data about the seafloor and our oceanic environment, including bathymetry (seafloor depth), sediment information, benthic fauna type and abundance, and water column information. As part of this work, we record observations of protected marine mammal species, sea turtles, fish, and seabirds during seafloor mapping surveys off the coast of Maine to monitor any impacts or potential interactions to endangered species during use of multibeam sonar/sounding equipment. These spatial data are also used to create observation maps that can be used to identify species hotspots or movement patterns.

The observer is responsible for going out on our bathymetric survey boat on all days that the boat is collecting data, recording marine mammal sightings in a geospatial recording app, summarizing all these data on a state provided computer using Microsoft Excel and Access, and mapping sightings in ArcGIS. During non-boat days the position will be stationed at the Maine Department of Marine Resources office in West Boothbay Harbor.

Survey days will be out of either Boothbay Harbor, Maine or South Portland, Maine. The survey day run from approximately 6am-4pm each day.

Preference will be given to applicants with experience in marine mammal observing, Northeast waterbird identification, Microsoft Access, Excel, ArcGIS and R.

The position will be paid $15/hour, and include a stipend for any travel expenses.

**HOW TO APPLY:** Please provide your resume, including listing any relevant coursework, and a cover letter to Claire.Enterline@maine.gov.

Conservation District Manager | Bennington County Conservation District | Bennington, VT

DEADLINE: July 31, 2019 | Part-time $16/hour plus health insurance stipend

The Bennington County Conservation District (BCCD) seeks to fill a half time District Manager position in southwestern Vermont. The District Manager will work on a diverse range of projects related to environmental stewardship and the promotion of rural livelihoods on working lands, farms, forests, and rivers in Bennington County.

Qualified applicants will be highly motivated self-starters; able to work independently and collaborate with partners; work in indoor and outdoor environments; and have excellent communication, organization, administrative, and project management skills. The position starts as a half time position with a starting wage of $16.00 per hour, with opportunity to grow for the right candidate. A health insurance stipend may be added instead to the base hourly wage.

HOW TO APPLY: Email resume and cover letter to Shelly Stiles at bccd@sover.net

From <https://www.conservationjobboard.com/job-listing-conservation-district-manager-bennington-vermont/244591053>

Natural Resource Specialist | Bureau of Land Management | Nationwide, USA

Our nation's public lands are important to all of us. No matter whether you are from the big city of Washington, DC or the small town of Washington, UT, we all have a stake in ensuring that our public lands are maintained for the benefit of all our communities and our future generations.

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

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

Required Experience:
What do you need to qualify?
• US Citizenship
• Bachelor degree in biological sciences, natural resources or related discipline OR combination of education and experience
• Strong communication, presentation and problem solving skills

Benefits: You will enjoy one of the most comprehensive benefits plans in the industry, to include:
• Health Insurance
• Dental and Vision Insurance
• Life Insurance
• Long Term Care Insurance
• Flexible Spending Accounts
• Retirement Savings

HOW TO APPLY: Apply here: http://atsod.com/j/s.cfm/Q1L

Position Details

**Department** | School of Public Policy (CLA)
---|---
**Position Title** | Coordinator-Outreach Program
**Job Title** | Academic Wage-Salaried: Community Engagement Coordinator
**Appointment Type** | Academic Wage/Short Term
**Job Location** | California
**Position Appointment Percent** | 100
**Appointment Basis** | 12
**Pay Method** | Salary
**Recommended Full-Time Salary Range** | Salary is commensurate with education and experience.

**Position Summary**

The School of Public Policy invites applications for a full-time (1.0 FTE), 12-month, academic wage-salaried position. This position is anticipated to last 12 months.

This position will work to recruit families for research projects in Fremont, California. In addition, the CEC will be trained on human subjects research (CITI training), be on IRB protocol(s) and be the initial contact with potential research participant families; explaining the consent form, answering questions, and conduct initial interviews and recording responses. In addition, this person would help participants install mobile apps on their phones (both parent and child) and install in their home a real time electricity device (connecting device to their PG&E account and to home WIFI and conduct tests to insure device is downloading electricity data).

The CEC would be on weekly calls between OSU faculty and staff and Stanford faculty and staff and attend periodic in person meetings on Stanford campus. The CEC will help the team to carry out user test surveys, mobile app use and other devices. The CEC will be the primary community contact for the project: recruiting research participants, either personally or working with other students and interns to set up apps and hardware to be used in the research, conduct pre and post interviews/surveys – either independently or with Dr. June Flora or team post-doctoral fellows and trouble shoot with participants if equipment fails etc. The CEC will maintain contact logs and a calendar of events/participant touches, annotating problems – and time and work needed to resolve, and answer participants’ questions as they arise. The CEC will also uninstall equipment and conduct debriefs on the research process.

Other research projects will include recruitment of youth and their families (potential Boy and Girl Scout troops) to energy and STEM related interventions – conducted by students and staff. Similar to research described above the CEC would recruit, manage the consent projects, manage data collection from families and develop and maintain a reminder system to keep families and youth engaged in the 3-5 session programs. In addition, the CEC will be able to lead tween youth in energy reduction intervention sessions.

The CEC would be expected to develop and maintain community relationships that will help insure project success such as relationships with middle and high schools, the City of Fremont, and Boy and Girl Scout service units and councils. The CEC will be the liaison between the community of Fremont and faculty and staff at Stanford and Oregon State University. This will include regular attendance at community sustainability and youth events as a presenter.

Additional tasks may include – newsletter creation, distribution, and extending newsletter audience.
### Position Duties

- **30%** Recruit young people and families in Fremont, California for energy and STEM-related research projects.
- **20%** Conduct required procedures with family members for informed consent and assent to participate in research projects. Facilitate data collection via surveys, focus groups, debriefs, interviews, etc. in collaboration with project staff. Lead tween youth in energy reduction intervention sessions.
- **25%** Develop and maintain system to log contacts with community members, including sending reminders to encourage participation, annotate problems, and answer participant and community member questions. Maintain listserv of community members interested in the project.
- **10%** Create and disseminate monthly project newsletter to interested community members and extend newsletter audience. Maintain and edit project website.
- **5%** Assist (with training from project staff) research participants with installation of relevant technology.
- **5%** Serve as community liaison between project team and Fremont young people, city staff and relevant community organizations.
- **5%** Attend weekly conference call with project staff and occasional meetings on Stanford campus in person.

### Minimum/Required Qualifications

- BA/BS in social science, communication, sustainability, environmental studies and/or related field.
- Experience with public relations or community engagement.

### Preferred (Special) Qualifications

- Experience implementing community-based educational programming with young people around environmental issues.
- A demonstrable commitment to promoting and enhancing diversity

### Working Conditions / Work Schedule

- Work will largely take place out of office in Fremont, California. Likely to include weekend and evening work.

### Position Information

- **Posting Number**: P00659AW
- **Number of Vacancies**: 1
- **Anticipated Appointment Begin Date**: 07/01/2019
- **Anticipated Appointment End Date**: 06/30/2020
- **Posting Date**: 06/14/2019
- **Full Consideration Date**: 07/10/2019
- **Closing Date**: 07/10/2019
- **Indicate how you intend to recruit for this search**: Competitive / External - open to ALL qualified applicants
- **Special Instructions to Applicants**: When applying you will be required to attach the following electronic documents:
  1) A resume/CV; and
  2) A cover letter indicating how your qualifications and experience have prepared you for this position.

You will also be required to submit the names of at least three professional references, their e-mail addresses, and phone numbers. Reference references shall be contacted if considered for employment.
addresses and telephone numbers as part of the application process.

For additional information please contact: Hilary Boudet at hilary.Boudet@oregonstate.edu

OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.

This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement.

This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement.

Posting Detail Information

Supplemental Questions: Required fields are indicated with an asterisk (*).

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

Please see Special Instructions for more details.

When applying you will be required to attach the following electronic documents: 1) A resume/CV; and 2) A cover letter indicating how your qualifications and experience have prepared you for this position. You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process. For additional information please contact: Hilary Boudet at hilary.Boudet@oregonstate.edu OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. This position is designated as a critical or security-sensitive position; therefore, the incumbent must successfully complete a criminal history check and be determined to be position qualified as per OSU Standard 576-055-0000 et seq. Incumbents are required to self-report convictions and those in youth programs may have additional criminal history checks every 24 months. Offers of employment are contingent upon meeting all minimum qualifications including the criminal history check requirement. This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement.

From <https://jobs.oregonstate.edu/postings/78503>

Project Manager | Center for Sustainable Energy® | San Diego, CA

Center for Sustainable Energy (CSE) is an independent, mission-driven nonprofit organization with offices in San Diego, Oakland, Los Angeles and Boston. We accelerate the adoption of clean and efficient energy solutions via program administration, technical assistance, policy innovation, and other forms of market facilitation. We are uniquely positioned and engaged with a variety of stakeholders and market actors, including policy-makers, state and federal agencies, regional and local governments, utilities, business and civic leaders, and individuals in both the general market and equity sectors. Our technical areas of focus include distributed energy resources (renewable energy, energy efficiency, energy storage, fuel cells, combined heat and power) and clean transportation.
The **Project Manager** will be responsible for coordinating resources and managing budgets, timelines, and deliverables, and for evaluation projects that are part of a variety of clean transportation projects—mostly within the State of California, including the Clean Vehicle Rebate Project administered by CSE on behalf of the California Air Resources Board. Under general supervision from the Senior Specialist, Evaluation, and working closely with the Senior Principal Advisor, Transportation, the Project Manager will be:

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

**Essential Functions and responsibilities:**

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

**QUALIFICATIONS**

**Essential knowledge, Skills and Abilities:**

**Required**

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

**Preferred**

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

**Education:**

- Bachelors degree in a related discipline or equivalent work experience required
- Masters degree preferred
- Training in project management preferred

**Experience:**

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

**APPLY FOR THIS JOB THROUGH OUR ADP JOB PORTAL**

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

From [https://energycenter.org/careers/project-manager](https://energycenter.org/careers/project-manager)
Municipal Toxics Reduction Program Assistant | San Francisco Department of Environment

**THE CLOSING DATE FOR THIS ANNOUNCEMENT HAS BEEN EXTENDED TO 7/1/19.**

Would you like to make a real impact on climate change, environmental pollution, and public health? Are you a people person with a scientific background? Do you have a passion for working with diverse groups of people in order to make change? If so, we invite you to take advantage of this opportunity to use your skills and passion to build a healthier future for San Francisco – and beyond!

**Who We Are:** The San Francisco Department of the Environment (SF Environment) provides solutions that advance climate protection and enhance quality of life for all San Franciscans. SF Environment is recognized worldwide for its environmental policies and programs, which center on achieving zero waste, reducing toxic chemical hazards, advancing environmental justice, promoting sustainable transportation modes, expanding clean energy infrastructure, greening our built environment, and protecting our urban forest. We’re a passionate, mission-driven team that values credibility, collaboration, impact, innovation and equity. SF Environment is also a great place to work, offering an attractive benefits package that includes healthcare and retirement.

The Toxics Reduction and Healthy Ecosystems Program develops programs and policies to reduce the use of toxic chemicals in the commercial, residential and municipal sectors. The municipal toxics reduction team works with San Francisco City departments to implement the City’s Green Purchasing Program and Integrated Pest Management Program, through policy, training, outreach and technical support. We lead by example, and many of the projects we undertake in the municipal sector are replicated in our commercial and residential work, as well as by jurisdictions beyond San Francisco.

**Who You Are:** The Class 5638 Environmental Assistant works under the direct supervision of a Class 5642 Senior Environmental Specialist. The 5638 Environmental Assistant is responsible for implementing environmental ordinances, assisting in data analysis and report writing, implementing environmental programs required by federal, state and local laws and regulations, and assisting program managers in projects and programs.

**What You’ll Likely Do:** According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

- Conduct product research, identifying chemicals of concern and safer solutions.
- Draft presentations, correspondence, reports and memos related to the Municipal Toxics Reduction and Healthy Ecosystems Program.
- Assist in the planning, organizing, logistics and evaluation of stakeholder meetings related to San Francisco’s Green Purchasing Program and Integrated Pest Management Program.
- Assist in the planning, creation and distribution of outreach and educational materials.
- Coordinate outreach efforts, in partnership with the Outreach team.
- Organize and participate in meetings with City staff, local government agencies, elected officials, businesses, community groups and other stakeholders.
• Respond to written and verbal inquiries from the public and from other City departments.
• Assist with public outreach/education and marketing efforts, including staffing special events and making public presentations.
• Update and contribute online content for various webpages.
• Perform administrative support and other duties and tasks as requested.

Appointment Type: This position is a Permanent-Exempt Appointment, with an anticipated duration of 36 months. The position is excluded by the Charter from the competitive civil service examination process and shall serve at the discretion of the appointing officer.

MINIMUM QUALIFICATIONS

Training
Possession of a baccalaureate degree in public administration, business administration, environmental science, or a closely related field (e.g., toxics reduction, pollution prevention, or environmentally preferable purchasing) from an accredited college or university; AND

Experience
One (1) year of professional experience in planning, coordinating, implementing and evaluating environmental programs, within the specialty area of toxics reduction, pollution prevention, or environmentally preferable purchasing; AND

Other Requirements: Possession of a valid driver’s license.

DESIRABLE QUALIFICATIONS

• Demonstrated experience in public communication
• Superior interpersonal skills
• Demonstrated ability to work as part of cross-disciplinary teams
• Demonstrated ability to organize people and complex projects
• College courses in chemistry and/or toxicology
• Course work or work experience involving the creation of environmental purchasing requirements
• Course work or work experience in the field of integrated pest management
• Experience or course work in urban forestry
• Excellent writing skills
• Work experience in procurement
• Demonstrated ability to work independently
• Experience creating and/or interpreting construction specifications
• Familiarity with Microsoft Word, Microsoft Excel, Microsoft PowerBI, and Google apps

Additional Application Information: The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring. Applicants must meet the minimum qualification requirement by the final filing date, unless otherwise noted.

Candidates are requested to submit a resume and cover letter and attach it to their application. Upload this document as a PDF or Word file, with the naming convention of “YourName-5638Toxics”.

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit https://jobapscloud.com/sf/ to register an account (if you have not already done so) and begin the application process.

1. Select the desired job announcement
2. Select “Apply” and read and acknowledge the information
3. Select either “I am a New User” if you have not previously registered, or “I have Registered Previously”
4. Follow instructions on the screen
5. Attach a single document that includes a resume and brief cover letter (under 500 words) stating why this position interests you and how your skills and qualifications relate to the position. Upload this document as a single PDF or Word file (NOTE: only one document can be submitted and it must be attached when the system prompts you for your resume), with the naming convention of “YourName-5638Toxics”

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).
Applicants will receive a confirmation email that their online application was received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications. Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

Please email Preston Treichel, Senior Human Resources Consultant, at Preston.Treichel@sfgov.org should you have questions about the application process. For questions regarding the status of your application or the selection process, please refer to the ‘Timeline’ section under the Selection Procedures heading.

**SELECTION PROCEDURES**

**Timeline**

Online application filing deadline will conclude at **8am on Monday, July 1, 2019**. Due to the volume of inquiries we receive, we are unable to give application status updates. While we are not able to reach out to every applicant, the hiring manager will contact you directly after the filing deadline if your skills and experiences are a strong match for the position.

The selection process will include an evaluation of applications and an assessment of candidates' relative job-related knowledge, skills and abilities. Only those applicants most closely meeting the needs of the Department will be invited to participate in the interview selection process. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview.

**CONVICTION HISTORY**

As a **finalist** for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a **finalist**. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

*Having a conviction history does not automatically preclude you from a job with the City.*

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

**DISASTER SERVICE WORKERS:** All City & County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

**CONCLUSION**

1. Your application must include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used to determine whether you meet the minimum qualifications.

2. **Verification:** Applicants may be required to submit verification of qualifying education and experience at any point during the recruitment and selection process. If education verification is required, information on how to verify education requirements, including verifying foreign education credits or degree equivalency, can be found at [http://sfhdr.org/index.aspx?page=456](http://sfhdr.org/index.aspx?page=456). Falsifying one’s education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.


4. Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to present additional material at the time of appointment and/or at a later date.

5. For general information concerning City and County of San Francisco employment policies and procedures, please refer to this web URL:[http://www.sfdhr.org/index.aspx?page=20](http://www.sfdhr.org/index.aspx?page=20).


7. Terms of Announcement: Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at [www.jobaps.com/sf](http://www.jobaps.com/sf).
For more information about benefits, please click here.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.

View and print the Supplemental Questionnaire.

This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here.

DEPARTMENT OF HUMAN RESOURCES

From <https://jobapscloud.com/SF/sup/bulpreview.asp?R1=PEX&R2=5638&R3=097135>

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.

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**Assistant/Associate Regional Planner - Sustainability | So. California Association of Government's (SCAG) Sustainability Department | Los Angeles, CA**

Salary: $64,729.60 - $98,113.59 Annually | Job Number: 00185 | Closing date and time: Continuous

*This posting will remain open until filled. The first review of applications will take place July 1, 2019.*

**First interviews for the position are tentatively scheduled for the week of July 15, 2019.**

**THE POSITION:** Southern California Association of Government's (SCAG) Sustainability Department is currently seeking a highly motivated and excellent communicator to fill the position of Assistant/Associate Regional Planner. Under general direction from the Sustainability Manager and senior staff, this position will support the land use, planning, capacity building, and local technical assistance functions. Assignments will include outreach and support for development, ongoing consensus building, and implementation of Connect SoCal; Regional Climate Adaptation Framework and Regional Resilience Strategy development and implementation; and joint work program/regional initiative development with partner agencies. This position requires a strong understanding of transportation planning principles and its integration with land use and housing planning. The candidate will be required to demonstrate an understanding of California’s climate related policies, goals and targets, and be familiar with various tools to help address them at the regional level.

SCAG’s Sustainability Department has a critical role supporting implementation of Connect SoCal, the Agency's upcoming Regional Transportation Plan and Sustainable Communities Strategy by demonstrating that the Southern California region can achieve mobility, air quality and climate goals through local land use and policy changes along with targeted transportation investments. The Department supports regional stakeholders and builds capacity to leverage resources to achieve greenhouse gas (GHG) emission reduction goals.

**OUR LOCATION:** SCAG headquarters is located in the hub of busy downtown Los Angeles, at Figueroa and 7th streets. In early 2018, SCAG relocated to the 900 Wilshire Building, a new, multi-use hotel and office complex that features state of the art architecture and technology. The downtown area has expanded with LA Live, new restaurants, music, sports, shopping, libraries, museums and theaters. SCAG is in a culturally diverse area near Koreatown, Little Tokyo, Chinatown, Olvera Street and Grand Central Market. Southern California boasts near-perfect weather and close proximity to mountains, beaches and deserts, which encourages physical fitness and year-round activities.

For ease of commuting, the LA office is located across the street from the Metro Red Line 7th St. station and is easily accessible by commuter trains and buses serving surrounding areas. Metro’s light rail and subway connect downtown LA to Hollywood, Universal City, Santa Monica, Pasadena, Azusa, Long Beach and many vibrant and up-and-coming neighborhoods.

**WHO WE ARE:** Founded in 1965, the Southern California Association of Governments (SCAG) is a Joint Powers Authority under California state law, established as an association of local governments and agencies that voluntarily convene as a forum to address regional issues. Under federal law, The SCAG region encompasses six counties (Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura) and 191 cities in an area covering more than 38,000 square miles. The agency develops long-range regional transportation plans including sustainable communities' strategy and growth forecast components, regional transportation improvement programs, regional housing needs allocations and a portion of the South Coast Air Quality management plans. Currently, the Regional Council consists of 86 members.

**WHAT WE BELIEVE**

**MISSION:** To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.
VISION: Southern California’s Catalyst for a Brighter Future.

SCAG CORE VALUES
- Be Open: Be accessible, candid, collaborative and transparent in the work we do.
- Lead by Example: Commit to integrity and equity in working to meet the diverse needs of all people and communities in our region.
- Make an Impact: In all endeavors, effect positive and sustained outcomes that make our region thrive.
- Be Courageous: Have confidence that taking deliberate, bold and purposeful risks can yield new and valuable benefits.

Essential Duties and Responsibilities
- Outreach and support for development, ongoing consensus building, and implementation of Connect SoCal integrated land use/transportation strategies to support greenhouse gas (GHG) reductions.
- Development and support for outreach and implementation of regional Climate Adaptation Framework and Regional Resilience Strategy.
- Assist in the Sustainable Communities Program management, project development and administration.
- Update and develop Joint Work Programs and regional initiatives with partner agencies and local jurisdictions to foster implementation of Connect SoCal.
- Perform technical and policy research and analysis for Sustainability Department programs, including climate mitigation and adaptation, regional resilience, land use planning, open space, resource conservation, and other.
- Facilitate technical assistance and capacity building functions for regional stakeholders.
- Supervise and/or assist with the supervision of technical consultants and provide technical direction and functional supervision to subordinate staff.
- Prepare technical reports, presentations, and material for public outreach purposes.
- Assist in the administration of consultant contracts and grant filing requirements.
- Assist SCAG in reducing its environmental footprint by stewarding the organization’s Environmental Plan.

Minimum Qualifications
EDUCATION: Equivalent to a Bachelor’s degree from an accredited college or university with major course work in urban planning, policy analysis, political science, engineering, economics or a related field. Transportation/land use/housing planning emphasis is highly desirable. A Master's degree may substitute for one year of required experience.

EXPERIENCE: Assistant Level - One year of urban and regional planning experience focused on transportation issues with a focus on sustainability.

Associate Level – Two years of professional urban or regional planning experience focused on transportation issues with a focus on sustainability.

IDEAL CANDIDATE QUALITIES: The ideal candidate will have strong interpersonal skills and establish and maintain collaborative and effective working relationships with internal and external stakeholders to foster consensus building. The candidate will demonstrate expertise in public outreach and consensus building along with knowledge of regional and local government planning processes. The ideal candidate will understand transportation planning principles and integration with land use and housing planning. The candidate will demonstrate understanding of California's climate related policies, goals and targets, and be familiar with various tools to help address them at the regional level. The ideal candidate will possess a high attention to detail and have the ability to analyze and interpret data to develop public policy. The candidate will exercise sound judgment in this role and have the ability to be successful while working independently and as part of a team.

Knowledge of: Transportation, housing, and land use planning principles; research methods and sources of information related to transit, urban transportation development, and planning; government organizations, functions, and operating methods; policy development; applicable laws and regulations; principles of economics or transportation planning; methods and techniques of project management.

Ability to: Analyze and compile policy-level and technical information; work independently and in a team environment; convene disparate groups; identify options and achieve consensus; adapt to multiple task and/or project schedules in a dynamic planning environments; plan and coordinate multi-disciplinary projects; interpret regional transportation planning and housing programs to the general public and to member agencies and investigate planning problems. perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. The ideal candidate must have strong proficiency in Microsoft Office Suite.

Important Applicant Information: SCAG provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, SCAG complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

SCAG expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of SCAG’s employees to perform their job duties may result in discipline up to and including termination.
SCAG RESERVES THE RIGHT TO MODIFY OR REVOKE, WITHOUT NOTICE, ANY OR ALL OF THE PROVISIONS OF THIS BULLETIN PRIOR TO THE TIME OF APPOINTMENT, AND TO WAIVE ANY NON SUBSTANTIVE JOB REQUIREMENT AND MAKE SUBJECTIVE DECISIONS INTERPRETING AND ASSESSING THE SKILLS AND QUALIFICATIONS OF ANY CANDIDATE, INCLUDING THE DETERMINATION THAT NONE OF THE CANDIDATES, EVEN THOSE WHO MEET THE MINIMUM QUALIFICATIONS, ARE APPROPRIATE FOR THE POSITION.

Agency: Southern California Association of Governments | Phone: 213-236-1800 | Website: http://www.scag.ca.gov

- How to Apply
- Your Account

From <https://www.governmentjobs.com/jobs/2480551-0/assistant-associate-regional-planner-sustainability>

JOB #R1902288 Program Support, Energy Efficiency | ICF | Madison, WI

APPLY NOW

Working at ICF: Working at ICF means applying a passion for meaningful work with intellectual rigor to help solve the leading issues of our day. Smart, compassionate, innovative, committed, ICF employees tackle unprecedented challenges to benefit people, businesses, and governments around the globe. We believe in collaboration, mutual respect, open communication, and opportunity for growth. If you’re seeking to make a difference in the world, visit www.icf.com/careers to find your next career. ICF—together for tomorrow.

Program Support, Energy Efficiency Madison, WI

Job Description: ICF is adding staff to its energy efficiency team in the Midwest Region to support a wide range of energy efficiency programs. Our clients include utilities, recognizable Fortune 500 global corporations, as well as a variety of industry and Government organizations.

We are seeking an Energy Analyst to take a significant role in the implementation of programs that will deliver and expand our offerings in the Midwest. The Analyst is responsible for completing project tasks related to the development and delivery of accurate, timely, and high quality products and services.

Key Responsibilities:
- Creates written documents that convey key analytic findings for distribution to internal/external clients
- Resolves issues effectively with projects/clients
- Plans and arranges schedules and budgets for projects
- Coordinates project team activities and delegates work when appropriate
- Drafts marketing materials and letter proposals as needed for projects
- Provides direction to junior staff in document preparation
- Work directly with clients, as well as internal and external experts in their field of expertise

Basic Qualifications:
- Bachelor’s Degree or equivalent combination of education and experience in areas such as business, information technology, public policy, engineering, economics, social sciences, physical sciences or related disciplines
- 1-3 years of specific subject area work experience including advanced experience with Microsoft Office Suite (PowerPoint, Word, Excel, Outlook, Access) and any project specific software programs
- Exceptional research skills, including qualitative and quantitative data collection and analysis skills
- Strong written and oral communication skills
- Presentation skills, including experience with presenting concepts to clients (both internal and external)
- Strong outreach, organizational and self-motivation skills
- Demonstrated customer service orientation and outstanding level of professionalism

ICF offers an excellent benefits package, an award winning talent development program, and fosters a highly skilled, energized and empowered workforce.

ICF is an equal opportunity employer that values diversity at all levels. (EOE – Minorities/Females/ Protected Veterans Status/Disability Status/Sexual Orientation/Gender Identity)

Reasonable Accommodations are available for disabled veterans and applicants with disabilities in all phases of the application and employment process. To request an accommodation please email icfcareercenter@icf.com and we will be happy to assist. All information you provide will be kept confidential and will be used only to the extent required to provide needed reasonable accommodations. Read more about non-discrimination: EEO is the law and Pay Transparency Statement.

Madison, WI (WI01) APPLY NOW

From <https://www.icf.com/careers/jobs/R1902288>
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.

U.S. Climate Program Overview: EDF has long been a champion of market-based solutions to environmental issues, including programs to reduce emissions of greenhouse gases and other air pollutants. We helped design the sulfur dioxide cap-and-trade program; were instrumental in passing and implementing California’s emission trading system under its AB32 law; and played a lead role in the effort to pass comprehensive climate legislation in the U.S. Congress in 2009-2010. EDF’s U.S. Climate team continues to be at the center of this policy analysis and development, incorporating economic, scientific, and legal expertise to secure policy change at the state, federal, and regional levels to curb climate pollution.

Overall Function: EDF’s Climate team seeks an Analyst to provide critical research and analysis in support of our U.S. focused efforts to advance ambitious policy solutions to address climate change. As a key player on a growing team, the Analyst will support our advocacy as we defend and strengthen California’s cap-and-trade program, expand and strengthen other state-based climate policies, and lay the foundation for climate legislation at the federal level. A key focus of this work is advocating for limits and a price on carbon. He/she will report to the Senior Attorney, U.S. Climate Policy & Analysis and work in close collaboration with a range of EDF’s climate, legal, economic, and political experts.

Key Responsibilities
- Conduct research and analysis related to state and federal climate policy
- Review and synthesize relevant materials such as academic literature, white papers, media articles, and policy proposals
- Develop timely, comprehensible, politically salient materials for policy makers, media outlets, and other stakeholders (including analyses, position letters, fact sheets, answers to specific queries, and other information as needed), in close coordination with relevant EDF staff
- Present analysis and findings through clear and compelling oral presentations to both internal and external audiences
- Support the preparation of white papers, technical reports, policy briefs, and communications materials
- Respond to “rapid-response” queries from internal stakeholders and expanding to include an increasing outward facing responsibility as appropriate.
- Represent EDF as appropriate in external settings such as meetings with environmental allies and collaborate with key external partners
- Assist with internal coordination and accountability (including tracking deadlines, capturing action items, suggesting next steps, and communicating with and connecting subject matter experts)

Qualifications: We are seeking candidates who have a demonstrated ability to conduct rigorous research and analysis in the area of environmental policy, preferably related to the use of market-based solutions. Candidates must have exceptional problem solving skills, be extremely detail-oriented and able to ensure consistency and quality of research products. You should also have:

- Two or more years of relevant professional experience and a bachelor’s degree in environmental policy, environmental economics, political science with a focus on environmental issues, or a related discipline or an advanced degree in a related field with related work experience
- Demonstrated ability to develop a knowledge base around climate and/or energy policy
- Advanced Excel skills
- Ability to effectively synthesize and communicate technical and policy findings in a clear and concise manner to colleagues internally and to external, non-technical audiences through both written and oral communication
- Ability to prioritize and execute tasks in a fast-paced environment with changing needs and critical deadlines
- Ability to take initiative and work independently with broad strategic guidance, as well as in support of and in collaboration with multidisciplinary teams

Preferred Qualifications
- Familiarity with design and performance of carbon pricing and other market-based policies at the state, regional, and federal level, as well as federal regulatory approaches to environmental challenges such as the Clean Air Act
- Exposure to environmental economics and comfort with reading and synthesizing economic research and/or expertise in environmental law
- Proficiency with statistical analytical tools

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

Apply From <https://www.edf.org/jobs/analyst-us-climate-policy>
Program Manager 1 | Vermont Energy Investment Corp. | Burlington, VT

**Deadline to Apply:** 7/3/2019

**Overview:** The Efficiency Vermont team at VEIC is looking for a new team member as a Program Manager 1 to support the implementation of energy efficiency programs to Vermonter’s! The program manager is responsible for ongoing program success through monitoring and adjusting processes, active customer engagement, and continuous system improvement in a collaborative team environment.

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

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

**Responsibilities**
- Assists Portfolio Manager to define the staff and budget resource requirements, operational expectations, and internal reporting requirements needed to achieve annual goals.
- Supports the management of the budget resources and ensures consistent service delivery.
- Plays a role to develop, lead, and motivate the Program Functional Team and provides the members an understanding of the annual goals and progress towards the goals, including Quantitative Performance Indicators (QPIs).
- Continuously monitor progress regarding initiative goals, budgets and cost-effectiveness making program tactical changes as needed.
- Serves as product owner in New Product Development process for product changes or new initiatives.
- Delivers clear and transparent program messaging for both external and internal customers.
- Addresses customer service complaints and feedback. Seeks solutions to prevent future occurrences.
- Provides operational support to multiple market programs.
- Actively mentored by senior program managers to continue skill development.
- Provides clear and effective communication with all customers including team members, stakeholders, cross-functional groups, etc.

**Qualifications**
- Strong personal commitment to the mission, vision, goals and values of VEIC.
- Bachelor’s degree and two years of experience in a professional work environment, or a similar combination of education and experience from which comparable knowledge and skills have been acquired.
- Proven ability to develop strong working relationships, collaborate with internal staff, customers, and trade allies.
- Ability to carry out systematic data tracking and reporting processes and implement planned steps from start to finish.
- Demonstrated experience generating reports with spreadsheet and/or database programs such as Excel and Access.
- Demonstrated ability to be organized, detail-oriented, accurate, and able to handle multiple tasks and competing priorities in a dynamic and fast paced environment.
- Excellent written and oral communication skills, experience with substantive elements of customer service.
- Strong interpersonal skills including effectiveness in productive communications along with a high degree of professionalism, maturity and a polished demeanor.

[Apply for this job online](https://careers-veic.icims.com/jobs/1134/program-manager-1/job?mobile=false&width=1080&height=500&bga=true&needsRedirect=false&jan1offset=-300&jun1offset=-240&in_iframe=1)

Program Assistant – International | Natural Resources Defense Council (NRDC) | Washington, DC

**Job ID:** 2019-4241

**Overview:** The Natural Resources Defense Council (NRDC) is the nation’s most effective environmental action organization. We use law, science and the support of 3.1 million members and online activists to protect the planet’s wildlife and wild places and to ensure a safe and healthy environment for all living things. NRDC was founded in 1970 and our staff helped write some of America’s bedrock environmental laws, including the Clean Water Act, and many of the implementing regulations; our water enforcement cases played a major role shaping current water policy throughout the country. Today, our staff of more than 500 lawyers, scientists, economists, policy and communications experts, and others, work out of offices in New York, Washington, Chicago, Los Angeles, San Francisco, Bozeman, Montana, and Beijing.
**Position Summary:** NRDC is seeking a Program Assistant to work with the International Program, including the Latin America and International Climate teams, in our Washington, DC office. The Program Assistant will support our team with their work to advocate for strong climate, energy and environmental policies in key countries internationally. The successful candidate must have excellent communication and problem-solving skills and be able to handle tasks such as: management of budgets, contracts and processing expenses, formatting and proofreading documents, coordinating and booking travel, scheduling meetings, coordinating meetings and events, and researching and preparing materials. Interest in regional environmental policy preferred. S/he must also be fluent in Spanish including reading, writing, and speaking.

**Responsibilities**

- Coordinate staff schedules and arrange internal and external meetings, these can range from within the US or outside.
- Correspond with consultants and partners as needed, in Spanish and/or English.
- Track discretionary expenses for multiple budgets and report quarterly on budget updates.
- Process and track invoices, contracts, grant spending and other expenses, in a timely and organized manner.
- Provide research as needed on specific topics, with a focus on energy, climate and environment issues in Latin America and in other regions where NRDC works.
- Assist in the development of blogs, fact sheets, issue briefs, reports and other materials by way of writing content, translating and/or creating templates.
- Support the team’s logistical needs at special internal or external events.
- Proofread and edit correspondence and various documents such as emails, blogs, internal reports, external publications, proposals, etc.
- Collaborate with the Latin America Project team on weekly “Latin America Green News” blog posts and other international staff on their regular blog posts / newsletters.

**Qualifications**

- Bachelor’s degree or equivalent experience
- 2-3 years of experience preferred
- Must have excellent written and verbal communications skills
- Must have budget management experience
- Must have strong interpersonal skills and be detail-oriented
- Must have a demonstrated interest in environmental issues
- Must have the ability to effectively prioritize tasks, and work in a fast-paced environment with an ability to handle multiple tasks
- Must have the ability to work well under pressure
- Must possess a high degree of proficiency with Microsoft Office including Word, Excel, and Outlook.
- **Must have complete fluency reading, writing and speaking Spanish. Native speaker strongly preferred.**
- GIS knowledge a plus but not required.

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

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

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

For further information about NRDC, please visit www.nrdc.org

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**Outreach Campaign Organizer Climate and Energy | Union of Concerned Scientists | Washington, DC**

The Union of Concerned Scientists (UCS) is an independent national nonprofit working to solve some of our planet’s most pressing environmental and safety problems. Our scientists and engineers develop and implement innovative, practical solutions to some of our planet’s most pressing problems—from combating global warming and developing sustainable ways to feed, power, and transport ourselves, to fighting misinformation, advancing racial equity, and reducing the threat of nuclear war.
Are you a skilled organizer who loves bringing people together to work for a better future? We’re hiring an Outreach Campaign Organizer who will help build momentum and widespread support for federal action on climate change. You’ll organize UCS supporters—including our members, partner organizations, and coalition allies—to speak out on local climate change impacts, the importance of reducing carbon emissions, and the need to prepare for the consequences of climate change that we can no longer avoid. You’ll support our efforts to accelerate the nation-wide transition to clean, renewable energy, and represent UCS in coalitions in Washington, DC, and in key Congressional districts and states.

Responsibilities

- Help create campaign plans to influence key opinion leaders to speak out on local climate change impacts, the importance of action to reduce carbon emissions, and the need to prepare for climate change.
- Support campaign efforts to decarbonize the electricity sector and to source a substantially greater percentage of the nation’s energy from renewables like wind and solar.
- Work closely with the UCS federal legislative team to defend and promote federal (and potentially state) legislative policy efforts.
- Integrate scientists, engineers, health professionals, and other technical experts into our outreach and organizing efforts.
- Represent UCS in state, regional and/or national coalitions as needed, and assist in developing coalition strategy and outreach efforts.
- Identify and cultivate new partners for UCS campaign work among racial equity and climate justice groups.

Qualifications and Experience: Two to five years of relevant experience in outreach, organizing, or campaigns are required. Experience with campaign planning and strategy development is required, as is experience working with coalitions and/or professional associations. Solid understanding of database maintenance, online organizing tools, and Microsoft Office a must. Capability to manage multiple projects for extended periods of time, and to be flexible in response to fast-changing campaign conditions. Background in climate, energy, or environmental sciences is strongly preferred. Bachelor’s degree preferred.

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

Will spend extended periods at computer; occasionally may lift materials up to 45 lbs. Position likely entails substantial travel, approximately 10 overnights a year.

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

Compensation, Hours and Location: This is a full-time position based in UCS’s Washington, DC office. For those who meet all position requirements, the salary will be in the high 40s to 50s, depending on experience. UCS offers excellent benefits and a rewarding work environment. Information about the organization is available at [http://www.ucsusa.org](http://www.ucsusa.org). A listing of all open jobs is available at [https://www.ucsusa.org/about/jobs-ucs](https://www.ucsusa.org/about/jobs-ucs).

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

Deadline: August 4, 2019 or until filled. Apply for this job

From <https://union-of-concerned-scientists.workable.com/j/17CE0B63C5>
overseeing, coordinating, and connecting efforts across multiple cities, identifying opportunities for scalable solutions and efficiencies. This position also serves as the project manager for multiple climate advisors, to ensure their optimal effectiveness and to provide guidance and assistance when needed.

THIS IS A TERM LIMITED POSITION EXPECTED TO BE THROUGH 12/31/2020.

Responsibilities

- **Advocacy Strategy Development**: In coordination with the NRDC Technical Strategists, the Director of Buildings and Energy and/or Director of Transportation, and other NRDC teams, develop building and/or transportation advocacy strategies for up to six cities.
- **Execution of Advocacy Strategy**: Lead on driving the “outside game” involved with the passage of policies/programs in specific cities, coordinate input and support from tech strategists and core partners, and support Delivery Associates (DA) City Implementation Coach with advocacy expertise as necessary for the “inside game” of policies/programs during implementation.
- **Stakeholder Engagement and Education**: Serve as lead advisor for cities on engaging with local and national partners and stakeholders and on localizing and applying new national resources at the local level, in coordination with the NRDC Network Manager and DA Project Leaders.
- **City-Wide Project Management**: Serve as the front-line for cities and coordinate resource support with other City Strategists, the Technical Strategists, the Resource Associates, and experts at core partners. Schedule and hold regular coordination calls and meetings with Climate Challenge participants.
- **Resource Development & Communications**: Develop written resources on behalf of the American Cities Climate Challenge.

Qualifications

- Minimum of a bachelor’s degree in a related field; Master’s degree preferred
- At least 2 years of related experience at the city level
- At least 3 years of experience advocating for or implementing clean energy/climate/transportation policy and programs
- Experience overseeing individuals and being part of large, cross-sector, multi-partner initiatives
- Experience in coordinating with coalitions of NGO advocates, private sector allies, and/or government partners
- Relevant network among key stakeholders
- Ability to participate in teams that work collaboratively towards shared outcomes
- Excellent writing skills, strong verbal communication, and confident public speaker
- Willingness to travel to participating Climate Challenge cities throughout the United States, as well as to other NRDC offices and U.S. locations as needed

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

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

If you are having technical difficulty while applying, please reach out to Customer Care by dialing [1-800-889-4422](tel:1-800-889-4422).

For further information about NRDC, please visit [www.nrdc.org](http://www.nrdc.org)

Apply for this job online


**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](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](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](http://www.npca.org) under "Careers". No phone calls please. NPCA is an EOE. [http://www.npca.org/jobs](http://www.npca.org/jobs)

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**Coordinator, Rockies and Plains Program | Defenders of Wildlife | Denver, CO**

**GRADE: 22 | DEPARTMENT: Field Conservation Program | REPORTS TO: Director, Rockies and Plains Program**

**Basic Summary:** This position involves a wide variety of responsibilities for Defenders of Wildlife’s Rockies and Plains Program and the Denver office. Principal responsibilities include providing administrative, program, technical, financial, and research assistance to the Director of the Rockies and Plains Program and other Denver office staff (including field, legal, outreach, and federal lands staff); and serving as a direct liaison to Defenders’ D.C.–based staff, Defenders’ members, and the general public.

This position also has responsibility for monitoring and alerting Defenders’ staff to federal land proposals, state legislation, and state wildlife agency proposals that may affect our priority species in the seven-state Rockies and Plains region (MT, WY, CO, ND, SD, NE, KS); and assisting with an online social media presence for outreach to members in these states.

The Coordinator should possess a general knowledge of programs and projects within the Rockies and Plains Program to assist the Director with work plans, program budgets, grant reports and compliance with procedures and schedules. The Rockies and Plains program focuses on imperiled species and habitats in the seven state region. Species of special interest include bison, black-footed ferret, grizzly bear, wolf, and wolverine, as well as imperiled fish species.

**Essential Duties and Responsibilities:**

**Administrative and Office Support:**
- Compile and edit documents
- Manage and distribute information to members, the public, and colleagues
- Timely administration of contracts, check requests, reimbursement requests, and other financial procedures
- Maintain office needs, including supply orders and organization
- Back up computer files on server and monitor backup system
- Update office procedure manual covering administrative duties
- Maintain systems to track grants, mailings, deadlines, etc. and utilize these systems
- Respond to e-mails, letters, and telephone calls from members and other interested parties requiring technical responses, and distributing Defenders’ published reports
- Coordinate scheduling and agendas for various meetings
- Take meeting notes and prepare formal or informal minutes as appropriate
- Represent Defenders at outside meetings or hearings
- Act as office liaison to outside services such as property managers, equipment vendors, and repair services
- Maintain office condition and supply inventory

**Budgets and Accounting:**
- Work with the Director of the Rockies and Plains Program and other staff to develop the annual budgets
- Monitor and reconcile monthly and annual accounting statements
- Enter office and field expenses into accounting software and monitor budget compliance
- Process and track expenses reports, check requests, restricted grant reports and other expenditures and financial transactions.

**Program and Technical Support:**
- Assist field, legal, outreach, and federal lands staff with project research, coordination and contracts
- Monitor multiple regional state legislatures during legislative sessions to identify bills requiring Defenders’ involvement, and notify and work with relevant staff to respond
- Monitor multiple regional state wildlife agency proposals requiring Defenders’ involvement, and notify and work with relevant staff to respond
- Maintain Facebook groups in regional states to help facilitate and grow Defenders’ grassroots mobilization
- Ensure that the Rockies and Plains program sites on the Defenders website remain accurate and up to date, coordinating with program staff and IT staff to make revisions and additions, as necessary
- Coordinate the tracking of all organization-wide coexistence projects and expenditures
Reports and Publications:
• Assist with production of factsheets, educational materials, and letters
• Coordinate printing, graphics, and production of large publications

Other Duties and Responsibilities:
• Trouble-shoot problems with computers and other office equipment, in conjunction with internal staff members and/or outside experts
• Serve as a liaison with Headquarters and other field staff
• Facilitate ongoing communications with office staff and monitor staff’s compliance with all administrative policies and procedures
• Organize artifacts and catalogue materials for future reference
• Perform all other related duties as assigned.

QUALIFICATIONS:
Education: Bachelor’s degree (B.A./B.S.) or equivalent in related discipline.
Experience:
• 2+ years of administrative and/or programmatic experience; environmental experience is preferred
• An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above
• Proficiency with managing non-profit budgets and processing / tracking expenses.
• Experience in grant management and budgeting
• Proficiencies in the following software:
  • MSOffice (Outlook, Word, Excel, Powerpoint, and others)

Skills:
• Exceptional calendar management, innovative problem solving, and initiative strongly preferred
• Strong organizational and verbal communications skills
• Excellent research, writing, and editing skills
• Demonstrated awareness of and experience with the concerns and needs of individuals from diverse cultures, backgrounds and orientations
• Must be extremely well-organized, capable of juggling many different projects and tasks, maintain a high level of accuracy, and able to set priorities in consultation with other staff members
• High level of computer literacy with advanced knowledge of Microsoft Office and willingness to learn new programs and features
• Excellent writing skills
• Strong discretion, confidentiality and integrity

Work Expectations: Work Environment: General office working conditions, the noise level in the work environment is usually quiet. Physical Demands: While performing the duties of this job, the employee is regularly required to use a computer and communicate with others while doing so.

All employees are required to satisfactorily perform the essential duties and responsibilities of their positions. The essential duties and responsibilities listed above are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

HOW TO APPLY: Interested applicants please apply with a cover letter through our indeed jobs portal at http://www.defenders.org/jobs

About Defenders:
Defenders of Wildlife is a national, non-profit membership organization dedicated to the protection of all native wild animals and plants in their natural communities. Our employees work in an environment that is inclusive and honors each of our unique perspectives and backgrounds. We believe that the conservation of biological diversity is best advanced by the contributions of people of diverse backgrounds, experiences, beliefs and cultures. We strive toward a collective goal of including all people in the conservation of our Nation’s wildlife and wild places.

Visit Our Values and Diversity page to learn more about who we are and how we operate.

It is the policy of Defenders of Wildlife to provide equal employment opportunity to all qualified individuals without regard to their race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, or any other characteristic protected by law, in all personnel actions.

When you apply, please indicate that you are responding to the posting on Conservation Job Board.

From <https://www.conservationjobboard.com/job-listing-coordinator-rockies-and-plains-program-denver-colorado/3449318228>
Communications Associate | League of Conservation Voters | Washington, DC

Application Deadline: JULY 3rd, 2019

General Description: The League of Conservation Voters (LCV) works to turn environmental values into national, state and local priorities. LCV, in collaboration with our state LCV partners, advocates for sound environmental laws and policies, holds elected officials accountable for their votes and actions, and elects pro-environment candidates who will champion our priority issues.

LCV’s work to protect and advocate for the environment is rooted in our commitment to racial, social and environmental justice. Communities of color are disproportionately impacted by climate change and pollution. For this reason, racial justice and equity are inextricably linked to protecting our environment. Within the organization, we are actively building a workplace culture that demonstrates how we value equity and inclusion through more intentional and inclusive practices. We are committed to building an organization that represents a variety of backgrounds, perspectives, and skills.

LCV is hiring a Communications Associate to serve as a key member of the communications team, which focuses on media relations and external communications. The Communications Associate will be responsible for drafting and distributing communications content, including press releases, blog posts, fact sheets and weekly tipsheets; fielding incoming media inquiries; assisting in executing media events, rapid response, and storytelling; as well as tracking media coverage and handling the administrative needs of the Communications department.

Responsibilities:
- Support all functions of the Communications department, including administrative tasks, written and video products, and media relations.
- Draft press releases, op-eds, talking points, blogs and other communications materials, including a weekly tipsheet.
- Monitor media and distributes daily LCV press clips, including stories about LCV and our state partners.
- Field incoming media inquiries, manage press lists and develop reporter relationships.
- Support media activities on priority issue advocacy and electoral campaigns.
- Assist in the production process of print, electronic and multimedia materials.
- Participate actively in applying a racial justice lens to all LCV communications, including weekly tip sheets, press releases or statements and blog posts.
- Build and maintain systems for tracking and presenting communications metrics.
- Manage subscriptions and vendor relationships for the Communications department.
- Other responsibilities as needed.

Qualifications:
- Work Experience: 1 year experience in external communications, media relations or journalism, preferably in a campaign, government or advocacy setting (internship experience acceptable). Experience with web or graphic design tools like Photoshop, Illustrator, InDesign, and Wordpress desirable, but not mandatory.
- Skills: Exceptional verbal and written communication skills; ability to thrive in a collaborative, team-centered environment; ability to prioritize and effectively manage tasks in a fast-paced work environment; desire to take initiative; strong organizational skills; demonstrated ability to work under pressure and meet deadlines.
- Cultural Competence: Shares our commitment to increasing racial justice and equity in our movement and organization, integrating these principles into all of the work we do and ensuring an inclusive organizational culture. Interest in environmental and/or political advocacy.
- Conditions: Ability to work overtime with little notice; able to work hours exceeding stated office hours to get the job done. This position is based in Washington, D.C.

LCV is an Equal Opportunity Employer committed to a racially just, equitable and inclusive workplace.

https://www.lcv.org/jobs/lcv-job-openings/communications-associate/

HOW TO APPLY: To Apply: Send cover letter and resume to hr@lcv.org with “Communications Associate” in the subject line by July 3, 2019. No phone calls please.

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 resilience. 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
**Working Title:** Food Systems Coordinator

**Who May Apply:** This vacancy is open for bids and for all qualified job seekers simultaneously. Bidders will be considered through the first seven days of the posting.

**Date Posted:** 06/14/2019

**Closing Date:** 07/03/2019

**Hiring Agency/Seniority Unit:** Minnesota Department of Health (MDH) / Health-MAPE

**Division/Unit:** Community Health Division/Office of Statewide Health Improvement Initiatives (OSHII) / Health Communities Unit

**Work Shift/Work Hours:** Day Shift / 8:00 am - 4:30 pm | **Days of Work:** Monday – Friday | **Travel Required:** Yes, up to 25%

**Salary Range:** $22.92 - $33.62/hourly; $47,856 - $70,198/annually | **Classified Status:** Classified

**Bargaining Unit/Union:** 214 - MN Association of Professional Employees/MAPE | **FLSA Status:** Exempt - Administrative

**Connect 700 Program Eligible:** Yes

**Job Summary:** This position will coordinate implementation of department-wide and statewide efforts to improve access to healthy foods (increased fruits and vegetables; and decreased saturated fats, sodium and added sugars) through sustainable local, regional and statewide food systems.

**Primary responsibilities include:**
1. Coordinating, facilitating, and consulting with key stakeholders to create sustainable food systems that promote health;
2. Developing and coordinating regional and statewide training and technical assistance efforts on food systems initiatives and coordinating with local efforts being implemented through the Statewide Health Improvement Partnership (SHIP), State Physical Activity and Nutrition (SPAN) Programs and other related initiatives of the Office of Statewide Health Improvement Initiatives (OSHII) and the Minnesota Department of Health (MDH);
3. Building capacity of the MDH to coordinate and expand local, regional and statewide sustainable food systems that promote health through policy, system, and environmental strategies. This position will act as a technical resource on sustainable food systems initiatives at the Minnesota Department of Health (MDH).

**Minimum Qualifications:** Applicant must possess the following to be routed for consideration:

**Work and Educational Experience:**
Bachelor’s degree in Food Systems, Nutrition, Public Health, other related field and two years of professional experience performing planning and analysis work in the area of food or other relevant, dynamic, systems. (Professional Experience is entry-level professional work, typically working under general supervision with other higher-level professional employees to accomplish duties.)

**OR**
Two years advanced professional experience performing planning and analysis work in the area of food or other relevant, dynamic, systems. (Advanced level professional experience involves working independently on complex and difficult assignments requiring considerable knowledge and application of federal, state, and/or department regulations and policies without review of actions taken.)

AND
• Writing skills sufficient to compose clear, concise, and understandable narrative summaries and reports.
• Qualitative and quantitative analysis skills sufficient to evaluate program information and reports that provide analysis findings.
• Oral communication skills sufficient to present plans and data, lead discussions, and communicate sensitive issues to a variety of audiences.
• Ability to analyze public health information, explaining public health programs, issues and data, and presenting that information in a clear and precise manner.
• Knowledge of planning principals, methods, techniques and evaluation tools.
• Human relations skills sufficient to establish and maintain effective ongoing relationships with the public, interest groups, and department staff.
• Experience working with Microsoft Office, and Outlook.

**Preferred Qualifications:**
• A Master’s degree in Food Systems, Nutrition, Public Health, other related field.
• Experience working with diverse populations such as low-income, rural residents, racial/ethnic minorities, adolescents, older adults, people with Limited English Proficiency, people with disabilities and mental illness, and LGBTQ is a plus.
• Ability to successfully work in a team with good facilitation skills.
• Self-starter who takes initiative and ownership, and is detail-oriented.
• Ability to work with multi-disciplinary teams and with individuals from a variety of professional backgrounds.

**Additional Requirements**
• Must successfully pass a background check. | Must possess a valid class D driver's license.
Why Work For Us: Come work for one of the best public health systems in the nation and you will contribute to our mission to protect, maintain and improve the health of all Minnesotans. We are working hard to achieve our vision for health equity in Minnesota, where all communities are thriving and all people have what they need to be healthy. Our collaborative, mission-driven work environment is a major factor in promoting a high level of employee health awareness, employer longevity and job satisfaction.

We offer a competitive benefits package including employee and family health and dental insurance, life insurance, disability insurance, health promotion programs, pre-tax benefits, vacation leave, sick leave, paid holidays, deferred compensation, retirement benefits, and more!

How to Apply: Click “Apply” at the bottom of the page. If you have questions about applying for jobs, contact the job information line at 651-259-3637. For additional information about the application process, go to http://www.mn.gov/careers.

Contact: If you have questions about the position, contact Shannon Huberty at shannon.huberty@state.mn.us

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need.

From https://careers.mn.gov/psc/hcm92apc/MNCAREERS/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL/Page=HRS_APP_JBPST&FOCUS=Applicant&Siteld=1001&JobOpeningId=33490&PostingSeq=1&languageCd=ENG&PortalActualURL=https%3a%2f%2fcareers.mn.gov%2fpap%2fhcm92apc%2fMNCAREERS%2fhcm92apc%2fHRS_HRAM.HRS_APP_SCHJOB.GBL%3fpage%3dHRS_APP_JBPST%26FOCUS%26d%3dApplicant%263d%3d1001%26JobOpeningId%3d33490%26PostingSeq%3d1%26languageCd%3dENG&PortalRegistryName=MNCAREERS&PortalServletURI=https%3a%2f%2fcareers.mn.gov%2fpap%2fhcm92apc%2fPortalURI=https%3a%2f%2fcareers.mn.gov%2fpap%2fhcm92apc%2f&PortalHost=HRMS&NoCrumbs=yes&PortalKeyStruct=yes

Conservation Project Manager, Rural Lands | The Land Trust for Tennessee | Nashville, TN

DEADLINE: July 15, 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 conservation areas, see land protection projects from their infancy to completion, and conduct education and outreach efforts in priority areas.

Reports to: Director of Transactions and Vice President of Conservation

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

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.

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 Midwest Program Assistant must be outgoing and energetic, organized, and capable of working independently and as part of a team. S/he must be entrepreneurial, a capable problem solver and highly motivated with strong interpersonal skills. Excellent communication skills (phone, public presentation, writing, partner relations) and creativity are essential. Experience working with a diversity of agricultural and conservation professionals, e.g. state and federal agencies, soil and water conservation districts, commodity organizations and conservation organizations is preferred. Experience working with farmers and farmland owners, either professionally or personally, is a plus. Additional qualifications include:
• A BA or BS degree and a minimum of 2 years of related work experience in agriculture, environmental management, natural resource planning or related fields. An advanced degree in one or more of the disciplines noted may substitute for two years of work experience.
• Demonstrated ability to prioritize multiple tasks, stay organized and follow through with limited supervision.
• Ability to manage expectations across diverse groups and take instruction from multiple perspectives and sources.
• Experience with public outreach and community engagement
• Familiarity with managing data and information in Microsoft Excel and other aspects of the Microsoft Office Suite
• Willingness to undertake limited work travel.

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

American Farmland Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, American Farmland Trust complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

PI111122072

From <https://www.conservationjobboard.com/job-listing-midwest-program-coordinator-sycamore-illinois/2956092009>
Project Manager, Baltimore Greenway Trail Network | Rails-to-Trails Conservancy | Baltimore, MD

Salary: $60,000 - $63,000 Low 60s

Rails-to-Trails Conservancy seeks an enthusiastic trail and active transportation advocate and organizer to serve as the Project Manager for the Baltimore Greenway Trails Network (BGTN). The BGTN is working to create a 35-mile world-class network of urban trails that link together the diverse neighborhoods, cultural amenities and outdoor resources of Baltimore City. This is an excellent opportunity for a strategic-thinking, advocacy-minded and creative candidate who enjoys collaborating with a variety of stakeholders at all levels.

The Project Manager will be engaged in all aspects of project planning and implementation to support the completion of the BGTN—with a focus on gathering diverse perspectives and promoting trails as tools to improve the quality of life for residents, while supporting already adopted public plans and strategies related to Baltimore’s built environment.

For a detailed job announcement please visit our website at www.railstotrails.org.

How to Apply: (Choose one form of transmitting your resume. No phone calls please). Mail, fax or email resume and cover letter to: Rails-to-Trails Conservancy, Attention: Human Resources, 2121 Ward Court, NW, 5th Floor, Duke Ellington Building, Washington, DC 20037; email: elton@railstotrails.org. Women and diverse candidates are encouraged to apply. EOE

Benefits: Medical and dental; discount eye care plan; 403(b) retirement; short/long-term disability; life insurance; annual, sick, 2 personal days, and 2 floating holidays; 10 paid Federal holidays; and commuter bike reimbursement.

From <https://www.idealist.org/en/nonprofit-job/9f16de9c-9922405689792b1bb086ae0a-project-manager-baltimore-greenway-trail-network-baltimore-md-rails-to-trails-conservancy-baltimore?email_id=5e08fe31c8b8430b846bc87b1b95b31d&utm_source=idealist.org&utm_medium=email&utm_campaign=email-alerts>

Outreach Program Manager | Save the Redwoods League | San Francisco, CA

As our Outreach Program Manager, you would be responsible for developing, implementing and managing Save the Redwoods League programs and partnerships that diversify visitation to redwood parks and provide inspiring and transformative redwood experiences. To find out more about our current programs go to: https://www.savetheredwoods.org/what-we-do/our-work/connect/

For over 100 years, Save the Redwoods League has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy.

The ideal candidate has a minimum of 3 years of outreach and community engagement experience as well as program management experience.

We provide excellent benefits including paid vacation and sick time, medical, dental, transit benefits, life insurance and a generous 401K!

RESPONSIBILITIES:

**Outreach:**
- Identifies gaps and opportunities for outreach to new, ethnically and socio-economically diverse communities
- Defines target audiences, develops engagement strategies, and establishes measurable goals for successful audience engagement
- Expands and manages strategic partnerships with parks agencies that result in public programs as well as recreational infrastructure projects to welcome and support new and diverse visitors
- Fosters partnerships with diverse, community-based organizations and leaders to promote resource sharing, deepen knowledge of and connection with target audiences, enrich outreach programs, and ultimately create meaningful redwood experiences for visitors
- Initiates and cultivates collaborations with key institutional partners, such as museums, outdoor recreation and access organizations, environmental education organizations, social service agencies, and tribal councils, to raise awareness and understanding of redwood forests among target audiences
- Creates, delivers and/or facilitates redwood-based programs that integrate audience-specific and culturally relevant content and experiences
- Develops, produces, and delivers presentations to wide range of partners and interested parties about redwoods and the work of the League
- Supports / leads interdisciplinary, collaborative public access planning for redwood park destinations

**Program Management:**
- Manages all outreach elements of the Parks & Public Engagement program: develops programs and materials, annual plan, budget, and reports
- Identifies and implements recreational infrastructure projects in parks; serves as project management lead or assigns and supports other project managers in collaboration with Program Directors
- Establishes metrics, tracks and assesses data related to all outreach programs
**Internal Collaboration:**
- Collaborates with the Education & Interpretation Program Manager, Parks Program Manager, and the Science, Restoration and Land Protection teams to foster strategic alignment of programs
- Works closely with the Marketing & Communications Department to develop, support and promote interdependent and complementary programs and events
- Collaborates with the Development Department and Director of Government Affairs & Public Funding to ensure that programs are promoted, a growing audience of diverse stakeholders are engaged in efforts to support redwood projects, and funding opportunities are identified and leveraged

**Qualifications and Working Conditions:**
- A strong commitment to the mission of Save the Redwoods League
- BA/BS degree in a related field or equivalent experience required
- A minimum of 3 years in outreach/community engagement experience
- A minimum of 3 years program management experience related to outdoor recreation, diversity planning and outreach, visitor access or public use planning, partnerships, or environmental education
- Familiar with local, state and/or federal park and public lands agency organizational structures and regulatory and policy frameworks
- Technically savvy; intermediate proficiency with MS Office Suite
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities
- Excellent verbal, written, and presentation skills; fluency in a second language is desirable
- Excellent skills in managing varied relationships and facilitating collaboration
- Strong analytical, creative, strategic thinking, and problem solving skills
- Frequent travel, predominantly within California; some weekend and evening responsibilities
- Occasionally required to hike through forest land
- Occasionally lifts or moves objects weighing up to 30 pounds

NO CALLS PLEASE . . . we are busy protecting redwoods. THANK YOU!

To Apply: Email your resume, a cover letter addressing why you are a great fit for this role, and salary expectations to: Jobs@SaveTheRedwoods.org – please put “Outreach Program Manager” in the subject line of your e-mail.

Save the Redwoods League is an Equal Opportunity Employer | Fluent English speakers who are bi- or multi-lingual are encouraged to apply.

Benefits: We provide excellent benefits including paid vacation and sick time, medical, dental, transit benefits, life insurance and a generous 401K!

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**Project Manager/Policy Analyst California Family Justice Center Network | Family Justice Center Alliance | Alliance for HOPE International | San Diego, CA**

Salary: Up to $55,000

**SUMMARY:** Alliance for HOPE International is seeking to hire a Project Manager/Policy Analyst to manage and support the California Family Justice Center Network (CFJCN), a project of the Family Justice Center Alliance (FJCA). This position will report directly to the Director of the Family Justice Center Alliance.

The CFJCN is a project launched by FJCA through grant funding by CalOES. This project seeks to increase networking, resources, visibility of Family Justice Centers across California as well as to build capacity within Centers by developing resources and resources. This project is committed to develop a network of co-located, multi-agency, multidisciplinary Centers across California focused on comprehensive co-located prevention and intervention services.

The FJCA is a program of Alliance for HOPE International (Alliance), one of the leading domestic violence and sexual assault prevention and intervention organizations in the United States. The FJCA serves as the clearinghouse, research center, and national affiliation organization for Family Justice Centers and other multi-agency models that serve victims of domestic violence, sexual assault, elder abuse, child abuse, and/or human trafficking.

This position requires excellent organizational, project management and communication skills, deep understanding of Family Justice Centers, ability to analyze and understand policy and legislation, flexibility, excellent teamwork and interpersonal skills, and the ability to work well with all levels of internal management and staff, as well as with domestic violence professionals across California.
THE PROJECT MANAGER POSITION:

RESPONSIBILITIES: The Project Manager is responsible for organizational and administrative leadership to the CFJCN. The project manager reports to the Director of the Family Justice Center Alliance and will coordinate efforts across the state in close coordination with the CFJCN Leadership Team.

Project Management
• Work to establish the vision, mission, values and strategic goals for the CFJCN.
• Develop training curriculum for frontline staff within existing Family Justice Centers and develop rollout, with collaboration of the CFJCN Leadership Team.
• Develop needs assessment and implement across CFJCN sites.
• Provide technical assistance, training, and resources to existing California FJCs.
• Assist in training new FJC directors.
• Develop, coordinate, and implement state efforts to raise awareness, visibility, and establish impact of FJCs in California.

Administrative
• Provide administrative and organizational support to the Director of the FJCA, President, and CEO.
• Assist with planning, coordinating, scheduling, and arranging travel.
• Clerical duties as assigned.
• Assist in event planning and oversight.
• Assist with setup, planning, and implementation of trainings.
• Perform updates to Alliance website(s) as needed.
• Other duties as assigned.

Policy
• Review legislation and policies to review and evaluate policies and legislation to determine the benefits and impact of any changes that may occur.
• Liaise with stakeholders to determine the needs, concerns, and viewpoints of documents, and to understand what the goals are of the project.
• Gather both quantitative and qualitative data, analyzing it for any trends or important information that may be useful in formulating new policies.
• Evaluate the effects of current policies and government programs.
• Write reports which condense and summarize information and display key evidence for stakeholders to review.

Fiscal
• Responsible for assisting in the fiscal planning including the development, implementation, and monitoring of the grant budget. Also ensure that the program operates within the set budget.
• Work with the Director of the FJCA and the Director of Finance to appropriately track grant funding for the project.

Communication
• Work closely with the Director of the FJCA.
• Serve as the primary source of communication between the CFJCN Leadership Team, the Alliance, and the California FJCs.
• Answer questions, phone calls, emails from staff and Family Justice Center sites.
• Provide monthly reports to the President, and CEO of the Alliance.
• Prepare electronic documentation of the project.

SKILLS AND QUALIFICATIONS:
The idea candidate will possess the following:
• A heart for survivors of trauma and abuse.
• Commitment to the guiding principles of the Alliance.
• Detail-oriented, self-motivated and a team-player.
• Strong interpersonal and customer service skills.
• Strong time-management and organizational skills.
• Strong oral and written communication skills.
• Strong analytical skills.
• Able to exhibit a high level of confidentiality.
• Able to identify and resolve problems in a timely manner.
• Able to coordinate various points of views, focuses, perspectives and priorities.
• Experience in project management.
• Experience in political or government proceedings, preferred if candidate has strong networks of contacts.
• Experience in creating training curriculum and resources for professionals working Family Justice Centers.
• Experience in the use of Microsoft Word, Excel, PowerPoint.
• Deep understanding of Family Justice Centers.
• Proficient in Mac and PC.
PREFERRED BUT NOT REQUIRED:
• Event coordination.
• Experience in Adobe InDesign.
• Experience in Wordpress.

Salary and Benefits:
• Position is full-time with a salary of up to $55,000 per year. Part-time employment is negotiable.
• Benefits for full-time employment include health, vision and dental insurance, 401K program, parking in downtown, cell phone allowance and other benefits to be described upon hire.

Our Mission and Philosophy: Alliance for HOPE International is a nonprofit agency launched in 2006 and is the only national social change organization focused on developing collaborative, multi-agency and multi-disciplinary models to serve victims of domestic violence, child abuse, sexual assault, elder abuse and human trafficking. Alliance for HOPE oversees five core programs: Family Justice Center Alliance, Training Institute on Strangulation Prevention, Camp HOPE America, Justice Legal Network and VOICES Survivor Network. Alliance for HOPE International operates under eleven guiding principles developed by our National Advisory Board, which enunciates the organization’s philosophy in addressing violence against women and children.

The mission of the Alliance for HOPE international is to create pathways to hope for women, children and men who are victims of domestic violence and related sexual assault through collaborative, integrated multi-disciplinary centers, teams and initiatives in order to break the generational cycle of violence and abuse in families across the United States and around the World.

To apply, please submit a resume and cover letter to fernanda@allianceforhope.com

Benefits for full-time employees include health, vision and dental insurance, 401K program, parking in downtown, cell phone allowance and other benefits to be described upon hire.

Conservation Analyst | Marine Conservation Institute | Seattle, WA

Application Deadline: July 31, 2019

Reports to: MPAtlas.org Program Manager & Global Ocean Refuge Director | Location: Seattle, WA (preferred) or Glen Ellen, CA

Term: Full-time employment with benefits, multi-year project timeline

POSITION OVERVIEW: We seek a highly qualified individual to join Marine Conservation Institute as a Conservation Analyst for marine protected areas (MPAs), undertaking crosscutting research and analysis in support of the Institute’s flagship programs, the Atlas of Marine Protection and the Global Ocean Refuge System. This individual will conduct detailed research on the types of ecosystem protections afforded by MPAs across the world’s oceans.

The analyst will work closely with other Institute staff and collaborators; particularly those engaged in the MPA Guide, an effort being led by Marine Conservation Institute, Oregon State University, IUCN, UNEP-WCMC, National Geographic, and others to standardize MPA definitions and classifications. The researcher will support a rigorous two-year research and assessment effort to categorize and score a subset of global MPAs, demonstrating the conservation advocacy value of the MPA Guide framework. The individual will contribute to an operational guide based on the framework to enable countries and other interested parties to conduct independent assessments. Our research efforts will seed adoption of the framework by the international community.

This position will be part of the Atlas of Marine Protection (http://mpatlas.org) program team. As countries around the world race to meet levels of marine protection established within international agreements, the Atlas strives to clarify and visualize the level of global marine protection coverage, particularly within fully protected MPAs, the places that most strongly protect marine biodiversity in situ. MPAtlas.org is a key platform for organizing strategic coalition planning, research and communication, providing near-real-time updates on MPA commitments and national and global MPA coverage. The analyst will assist with the development of the Institute’s interactive information products and reports provided through the Atlas of Marine Protection platform.

The analyst will also work closely with the Global Ocean Refuge System program director to evaluate high-performing MPAs. To catalyze strong protection for at least 30% of the global ocean by 2030, the Global Ocean Refuge System incentivizes governments to protect marine life by recognizing outstanding MPAs that meet science-based conservation standards. The analyst will research nominated sites and write formal evaluation reports using the Global Ocean Refuge criteria.

The analyst will also help coordinate logistics, perform spatial and policy analyses, develop communications materials, and assist Institute staff with activities surrounding international meetings, conferences and workshops.

We seek individuals with excellent research and communication skills and substantive knowledge and experience in marine science and policy. They should share our commitment to protecting marine life and have a demonstrated ability to work independently, with
minimal direct supervision. This position will be based in our Seattle office, though there is a possibility to work from our San Francisco Bay Area office in Glen Ellen, CA.

**PRIMARY RESPONSIBILITIES AND DUTIES**

*Research Activities*
- Perform research and assessments of global MPAs regarding protection level and implementation status
- Research advances in MPA monitoring and enforcement approaches
- Perform geospatial analyses on global MPA coverage (*GIS experience highly desirable*)
- Communicate with site managers and local or regional MPA authorities
- Capture high-level MPA announcements and commitments to keep Atlas records current
- Contribute to written reports summarizing research and global MPA coverage

**DESIRED SKILLS**

*Technical Skills*
- Excellent internet research skills
- Proficient in Word, Excel and PowerPoint
- Experience with spatial analyses (*GIS*) and modeling (*highly desirable*)
- Experience with database design or management (*desirable*)
- Experience with scientific programming (Python, R, etc.) and data visualization (*desirable*)
- Experience with web application development (*desirable*)
- Ability/willingness to learn new computer programs and analysis methods

*Science & Policy*
- Master’s degree in marine science or related field, or equivalent experience (*highly desirable*)
- Familiarity with marine protected areas and management
- Substantive understanding of ocean conservation issues, including fisheries
- Experience searching and reviewing scientific literature, white papers, and legal documents

*Communication*
- Interpersonal skills
- Excellent verbal and especially written communication skills
- Proficiency reading or speaking other languages (*highly desirable*)

**COMPENSATION**

We are hiring a full-time staff researcher (40 hours/week) with a competitive benefits package including medical, dental and vision and 401k matching program. Salary commensurate with experience.

**APPLICATION PROCESS**

To apply, please e-mail the following materials to jobs@marine-conservation.org. Applications will be evaluated on a rolling basis starting July 1, 2019. Please reference the position title (Conservation Analyst) and your name in the subject line.
- A cover letter detailing your interests, relevant experience, goals and availability
- A résumé, including relevant coursework and experience
- A list of 3 references
- Short formal writing sample

Please, no calls regarding this opportunity.

ABOUT MARINE CONSERVATION INSTITUTE: As a leader in the global movement to protect and recover the integrity of vast ocean areas, Marine Conservation Institute uses the latest science to identify important marine ecosystems around the world and then advocates for their protection. Our unique effectiveness comes from our vision, expertise and our willingness to partner with others. Marine Conservation Institute is an equal opportunity employer.

**Benefits:** Competitive benefits package including medical, dental and vision, generous vacation, and a 401k matching program.

**Level of Language Proficiency:** English required. Fluency in other major languages highly desirable. Candidate will be communicating with contacts around the world and interpreting documents in various languages.

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.

**Location:** Montpelier, VT | **Availability:** 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:
  1. Master’s degree in a directly related field or
  2. 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 offers 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.

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**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 conservation areas, see land protection projects from their infancy to completion, and conduct education and outreach efforts in priority areas.
Reports to: Director of Transactions and Vice President of Conservation

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

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.
**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](https://www.usajobs.gov:443/GetJob/ViewDetails/536929100)

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

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


The New England Interstate Water Pollution Control Commission (NEIWPC) 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.

Law Enforcement Assisted Diversion (LEAD) Project Manager | Public Defender Association | Seattle, WA

Organization Description: Law Enforcement Assisted Diversion (LEAD) is an innovative, widely replicated alternative to jail and prosecution for people who commit law violations or engage in problematic behavior due to behavioral health conditions and/or extreme poverty. LEAD was launched in Seattle in 2011 and now is established in nearly 20 jurisdictions nationally, with many more jurisdictions in various stages of LEAD design and implementation work.

The Public Defender Association (PDA), the project manager of LEAD in Seattle/King County, is a non-profit organization that advocates for justice system reform and develops alternatives that shift from a punishment paradigm to a system that supports individual and community health. We also provide technical assistance to community partners who are committed to these goals.

We advance justice system reform and alternative practices and policy through several core programs and policy initiatives, including:

- **Law Enforcement Assisted Diversion (LEAD):** Under LEAD, police officers exercise discretionary authority at the point of contact to divert individuals to a community-based intervention program for low-level criminal offenses (such as drug possession, sales, and prostitution offenses). PDA is the project manager for the flagship LEAD program in Seattle-King County, and provides technical support for jurisdictions nationally and internationally that want to replicate LEAD through our LEAD National Support Bureau.
- **Voices of Community Activists and Leaders - Washington (VOCAL-WA):** VOCAL-WA builds power among low- and no-income people directly affected by the war on drugs, homelessness, mass incarceration, and the HIV/AIDS epidemic to create healthy and just communities for all.
- **Transforming Policy:** The Public Defender Association’s Racial Disparity Project (RDP) worked to improve police accountability and reconsider the role of the police since its inception in 1998. PDA staff have chaired Seattle’s Innovative Community Police Commission since it was launched in 2013; work in partnership with law enforcement agencies as they innovate and transform; advocate for the reform of Washington’s deadly force laws; and represent families of individuals killed in police custody or jail.
- **System Reform:** In the spirit of our four decade history as a public defense office committed to system reform, the current incarnation of the Public Defender Association continues to do policy advocacy, litigation, public education and organizing on issues that systemically affect people who are or are likely to be engaged by the justice system. This work includes efforts such as the campaign for safe consumption spaces in Seattle/King County.

Position Description: The available LEAD Project Manager (1.0 FTE) position would be part of a team engaged in the project management of PDA’s local LEAD work, and would entail close collaboration with law enforcement, case managers, prosecutors, and neighborhood and community leaders. In addition to day to day maintenance and troubleshooting of LEAD operations, this position likely will focus on developing LEAD in South King County, including Burien and White Center.

Project Manager positions are FLSA-exempt. Work outside of normal business hours is expected. Travel throughout King County and Seattle will be required, and some travel outside King County may be required. This Project Manager position will report directly to LEAD Seattle-King County Project Director, Tara Moss, and would work under the overall guidance of PDA Director, Lisa Daugaard.

Job Responsibilities: In addition to day to day maintenance and troubleshooting of LEAD operations, this position likely will focus on developing LEAD in interested cities in the South King County area, including Burien, White Center and Kent. Depending on the background and community connections of the individual hired, the expected geographic concentration for this position could shift to other areas within Seattle and/or elsewhere in King County

- **Project Design:** Work with PDA’s LEAD Team (including PDA Director, LEAD Seattle-King County Project Director, and other Project Managers) and other King County LEAD partners (including the King County Prosecutor, Executive, Sheriff and Council, and King County’s Behavioral Health & Recovery Division) to identify and support interested South King County cities that are interested in launching LEAD in their city;
- **Project Implementation:** Coordinate with city stakeholders (including law enforcement, service providers, city prosecutor’s office, businesses and other community safety advocates) to design and implement LEAD within their jurisdiction;
• **Project Management**: Day to day maintenance and troubleshooting of LEAD as implemented in new jurisdictions and/or in existing areas of operation, as assigned by the LEAD Project Director;

• **Management of Regular Operation Workgroup (OWG) Meeting and Process**: Facilitation of the biweekly OWG with key operational partners in LEAD. LEAD partners use OWGs to share information about program participants’ situation and progress, discuss referral criteria, program capacity and compliance with the LEAD protocol, and to focus the attention of LEAD program staff and law enforcement in particular areas viewed with concern by neighborhood representatives;

• **Community Education and Engagement**: Educate community members (including individuals, businesses, community groups, and social service providers) on how LEAD works and potential ways to implement program in their community. Work with community groups to understand current public health and public safety needs within their community;

• From time to time there will be involvement in other work of PDA such as other police reform advocacy to development of other diversion and justice system reform initiatives and other duties as assigned.

**Requirements / Qualifications**

• Demonstrated understanding of, and commitment to, LEAD’s core principles

• Knowledge of the Burien and White Center communities

• Ability to clearly communicate core principles and support and advise others with less experience in harm reduction-based social work and in police-social work partnership

• Deep understanding of substance use disorder, motivational interviewing and harm reduction strategies

• Experience facilitating meetings

• Excellent written and verbal communication skills

• The ideal candidate will be a self-motivated individual who has strong interpersonal, public speaking and problem-solving skills; interest in working as a member of a team in a fast-paced, dynamic environment is essential

• Candidates must have demonstrated interest in criminal justice, homelessness, and/or drug policy reform and a willingness to approach these issues with a racial justice analysis

• Experience and knowledge of local homeless services and housing systems is preferred

• Experience or familiarity with community and human services dynamics and public safety/order issues in South King County communities is valuable in this position

• Commitment to the mission and approach of the Public Defender Association

• Basic computer skills, including ability to use the internet, email (Google platforms as used at PDA), word processing (e.g. Microsoft Word) and spreadsheets (e.g. Microsoft Excel) are required

**Compensation**: The starting range is $64,456 - $100,944 annually, depending on experience, on a scale with up to 10 annual step increases effective on the anniversary date, and annual cost of living increase at Board discretion. Benefits include up to 4% 401k match after six months employment, plus annual profit sharing of (typically) 2% more in office 401k contribution; generous medical and dental benefits for employees and family members; three weeks’ vacation accrued annually to start, increasing over time to 4 weeks annually; an unlimited ORCA public transit card; and other benefits.

**Equal Opportunity Statement**: The Public Defender Association is an equal opportunity employer. People of color and people who are formerly incarcerated or homeless, or frequently subject to law enforcement focus, HIV-positive, women and/or members of the LGBTQIA+ communities are strongly encouraged to apply.

**How to Apply**: Please send a cover letter and résumé to Tara Moss, tara.moss@defender.org. In the subject line, please put “LEAD Project Manager [Your Name]”. No phone calls please.

This position will remain open until filled. **Note: Only those candidates under consideration will be contacted**

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**Legislative Campaign Coordinator - Civil Survival Project | The Public Defender Association | Seattle, WA**

**Organization Description**: The Public Defender Association (PDA) is a non-profit corporation which advocates for justice system reform and develops alternatives that shift from a punishment paradigm to a system that supports individual and community health. We also provide technical assistance to community partners who are committed to these goals. We advance justice system reform and alternative practices and policy through several core programs and policy initiatives, including:

• **Law Enforcement Assisted Diversion (LEAD)**: Under LEAD, police officers exercise discretionary authority at the point of contact to divert individuals to a community-based intervention program for low-level criminal offenses (such as drug possession, sales, and prostitution offenses) in lieu of jail booking and prosecution; long term care and coordination is provided to minimize future justice system involvement, all in harm reduction framework. PDA is the project manager for the flagship local LEAD program and provides technical support for jurisdictions replicating LEAD nationally and internationally through our **LEAD National Support Bureau**.

• **Voices of Community Activists and Leaders - Washington (VOCAL-WA)**: VOCAL-WA, affiliated with VOCAL-NY, builds power among low- and no- income people directly affected by the war on drugs, homelessness, mass incarceration, and the HIV/AIDS epidemic to create healthy and just communities for all.
• **Transforming Policy:** The Public Defender Association’s Racial Disparity Project (RDP) has worked to improve police accountability and reconsider the role of the police since its inception in 1998, and worked to reform Washington's deadly force laws, including with technical support for the implementation of I940/De-Escalate WA, passed by Washington voters in 2018.

• **System Reform:** In the spirit of our four decade history as a public defense office committed to system reform, the current incarnation of the Public Defender Association continues to do policy advocacy, litigation, public education and organizing on issues that systemically affect people who are or are likely to be engaged by the justice system. This work includes efforts such as drug user health and supervised consumption campaigns, work on pre-trial release, and work to advance justice reinvestment, moving funding from institution-based investments to community-based care, in Seattle/King County and around Washington state.

• **Civil Survival Project:** Civil Survival Project organizes people who have been directly impacted by the criminal justice system to build connections, gain knowledge and increase political participation. Civil Survival provides leadership development, legal education and services, and legislative advocacy on systemic issues that prevent former justice-involved individuals the opportunity to fully reintegrate.

• **Community Justice Project:** The Community Justice Project aims to reduce harm caused by violence and mass incarceration by building effective, trauma-informed healing responses that reflect restorative justice principles. We strive to empower the most impacted and marginalized communities by investing in the leadership of both crime survivors and incarcerated individuals to drive this work. Unlike the traditional victim advocacy model, we are investing in the leadership of survivors and people directly impacted.

**Position Description:** PDA seeks a talented individual experienced coordinating campaigns for legislative change as part of a small, but dynamic team. The ideal candidate will have significant and recent experience with communications, including digital marketing tools, to further the legislative agenda of the Civil Survival Project. Under the supervision of the program director, the coordinator will work with the community organizer, consultants (media and tech), allied organizations, and other stakeholders to develop and implement a campaign to achieve legislative action reducing stigma and legal barriers associated with the criminal conviction. The coordinator will join our small, but dynamic team and utilize their administrative, communications, and legislative experience to complete a team of passionate staff members committed to empowerment and civic engagement among Civil Survival members, and other leaders impacted by the criminal legal system.

Job activities are varied and may include: development and implementation of educational and social media campaign materials; communications and media outreach; creation of advocacy materials, event coordination, monitoring the implementation of legislation, reports to the public disclosure commission, and data collection and analysis. Some administrative tasks (e.g. phone calls, data entry) are assigned as needed. Other duties as assigned.

The legislative campaign coordinator will work in collaboration with other PDA staff and will report to the Civil Survival Project Director.

The position is funded by grant revenue the continuation of which, beyond the initial year, is not guaranteed. Continuation in the position will depend both on strong performance and on whether revenue to support the position is sustained.

**Job Responsibilities**

- **Issue Identification and Campaign Development:** Work with the Program Director and Community Organizer to assist members in identifying advocacy issues, developing advocacy strategy, and implementation of new campaigns.
- **Communications:** Lead communications for the Civil Survival Project including branding, messaging, graphic design, content development, and use of digital marketing tools including social media and email.
- **Administration:** Coordinate logistics for Civil Survival events including lobby days, leadership development trainings, and other events as planned.
- **Reporting:** Support staff to understand how to track lobbying hours and make regular reports to the Public Disclosure Commission.
- **Database:** Record and input data into our community organizing databases.
- **Support:** The position will also be expected to provide support for other community organizing and campaigns around criminal justice reform, as needed. We have a highly collaborative office environment where staff members provide regular support for each other's campaigns, which is in part a function of our limited resources and ambitious scope of work.

**Requirements / Qualifications:** People who have past involvement with the justice system, criminal conviction history, a history of substance use, sex workers, people living with HIV/AIDS and/or hepatitis C, or people who have experienced housing insecurity or homelessness will have particularly relevant experience and are encouraged to apply. People with disabilities, people of color, women, and members of the LGBTQIA+ communities are also strongly encouraged to apply.

This is a new position with the organization and we are seeking an energetic, creative, self-motivated individual who can manage multiple roles with extremely strong organization skills.

- Commitment to the mission of the Public Defender Association;
Commitment to the mission of the Civil Survival Project;
Superior organization skills with strong attention to detail and the ability to manage multiple projects at the same time; must be self-motivated and be able to work both independently and as part of multiple teams;
Excellent written and verbal communication skills;
Experience with branding and messaging;
Experience executing social media campaigns and event promotion (including Facebook, Instagram, or Twitter);
Experience utilizing innovative digital marketing tools;
Background in event planning and support is a plus;
The ideal candidate will be an energetic, self-motivated individual who has strong interpersonal and problem solving skills. Interest in working as a member of a team and in a fast-paced, dynamic environment is essential;
Candidates must demonstrate interest in criminal justice, homelessness, and/or drug policy reform and a willingness to approach these issues through a racial justice analysis, and with a commitment to harm reduction principles.
Candidates must have at least two years of recent experience in communications - campaign experience is a plus;
Basic computer skills, including ability to use the internet, email, word processing (e.g. Microsoft Word) and spreadsheets (e.g. Microsoft Excel) programs are required

Compensation: The salary will range from $49,440 to $57,315 depending on experience. The Public Defender Association offers a generous benefits package.

Equal Opportunity Statement: The Public Defender Association is an equal opportunity employer. People with disabilities, people of color, women, and members of the LGBTQIA+ communities are strongly encouraged to apply.

How to Apply: Please send a cover letter and résumé to Turina James, turina.james@defender.org. In the subject line, please put “Campaign Coordinator [Your Name]”. No phone calls please. Materials must be submitted no later than July 5th.

Note: Only those candidates under consideration will be contacted

Intern, Extern & Volunteer Opportunities

PDA has various volunteer or intern opportunities available on an ongoing basis.
- For current or recent law students interested in a fellowship, legal externship or internship, please contact Prachi Dave, PDA Senior Attorney, at prachi.dave@defender.org.
- If you are interested in general, LEAD, VOCAL-WA or other open-ended opportunities, please complete the survey found here. Once complete, we will retain your information on file and contact you when an internship and/or volunteer opportunity is available.

From <http://defender.org/opportunities>

CHILD HUNGER SPECIALIST | SECOND HARVEST HEARTLAND | Maplewood, MN

COMPANY DESCRIPTION: Second Harvest Heartland is the leading hunger relief organization in the upper Midwest distributing 90+ million pounds of food per year to almost 1000 agencies across 59 counties. Our mission is to end hunger through our community partnerships.

JOB DESCRIPTION

POSITION SUMMARY: Second Harvest Heartland’s (SHH) Child hunger strategy support our organizational mission to end hunger through community partnerships. The Child Hunger Specialist develops and supports a caseload of schools and school districts, working year-round to implement and evaluate comprehensive strategies to increase participation in existing federal nutrition programs and with the goal of building sustainable meal programming in school districts. In addition, the Child Hunger Specialists is engaged in proactive and continuous community outreach to identify and engage new school and district partners. Federal Nutrition Programs include the School Breakfast Program, National School Lunch Program, Child and Adult Care Food Program, Summer Food Service Program and Supplemental Nutrition Assistance Program.

DUTIES AND RESPONSIBILITIES

Child Hunger Programming
- Provide detailed explanation of Federal Nutrition Program benefits to schools, districts, and community organizations through public presentations and one-on-one meetings.
- Develop and implement Child Hunger Plans with schools and school district staff to set achievable goals and clear expectations to implementing and/or expanding new Federal Nutrition Programs.
- Provide partners technical assistance to develop and implement new and/or innovative strategies to increase participation in Federal Nutrition Programs.
- Engage in continuous community outreach to develop new school and school district partnerships.
- Facilitate connections between schools and other community organizations to increase access to food-related resources. Support collaboration as needed to maximize mutual benefit and build sustainable systems within the school and district.
Facilitate dialogue between school districts and Agency Partners to identify needs and opportunities to leverage local solutions to increase food access.

Cultivate and maintain relationship with contacts at school districts, MDE, MSNA and other partners to further the SHH mission in closing the meal gap and help reduce child hunger.

Provide great stewardship of all partner schools and districts with timely responses, positive communications, and a strong customer service attitude.

Develop, contribute to and implement program communication content, such as email blasts and seasonal newsletters.

Oversight and Capacity Building

- Communicate regularly in person, by phone and email with school district staff to achieve the objectives identified in the Child Hunger Implementation Plan, identifying and mitigating barriers and reevaluating continually as needed
- Keep abreast of SNAP, SBP, NSLP, CACFP changes, as well as needed data for measurement, training and issues.
- Maintain technical expertise in Federal Nutrition Program policies and procedures.
- Become and advocate for the Supplemental Nutrition Assistance Program (SNAP), coordinating with school district-based SNAP work with SNAP Specialists, interns and volunteers.
- Understand program barriers in a variety of setting and take a continuous quality improvement approach to problem solving

Data Management and Administration

- Coordinate routine program statistics ensuring timely reporting of accurate program data
- Collaborate with MDE and other organizations to access additional data on desired outcomes.
- Coordinate collection of qualitative and quantitative data for grant applications and reports.
- Maintain budget reports and oversee related invoicing and expense tracking as appropriate

Behavioral Expectations

- Entrepreneurial, self-starter who can work independently and efficiently under minimal supervision
- Support innovation with an openness to new ideas, learning from others and flexibility to support change as needed.
- Builds constructive, collaborative relationships and works together to achieve goals and objectives. Leverages cross-functional resources to encourage cooperation, different ways of approaching projects, and represents a diverse group of individuals.
- Generates new ideas and approaches to day-to-day work. Suggests and tries different and creative ways to leverage opportunities and achieve greater results. Demonstrates a willingness and ability to adjust through changing conditions, adversity or setbacks.
- Behave consistently with the values of Second Harvest Heartland.
- Actively listen to others and demonstrate understanding of others’ points of view.
- Provide timely, accurate oral and written communication.
- Balance consulting with Director of Programs on priorities and working independently.

Qualifications

- A combination of education and experience generally attained through a bachelor’s degree in a related field (social services, community engagement, public health) and minimum of 2-year experience in school nutrition service or sales, or experience in social service programming in a school setting or related nonprofit work.
- Proven ability to influence prospective partners in a complex environment.
- Experience working with diverse communities. Experience working with schools and district staff a plus.
- Must have reliable vehicle with immediate access for community meetings and activities.
- Attention to detail and with excellent follow through.
- Ability to prioritize work activities and effective time management.
- Ability to plan, manage and follow through on multiple projects.
- Expert written and oral communication skills.
- Ability to work as part of a team
- Professional attitude and appearance both internally and with all Child Hunger partners.
- High degree of professional ethics, honesty, integrity and conduct.
- Commitment to the mission and the cause of hunger relief

Physical Requirements

- Ability to sit at a desk and work on a computer for long periods of time
- Ability to be on the phone frequently during the day.
- Must have valid drivers’ license with good driving record and appropriate insurance levels.

COMPENSATION: this position is PAID: salaried, less than 50k

HOW TO APPLY Please click here to sign in and view application details.

If you are not registered, you’ll be prompted to do so. Don’t worry, it’s free!

DEADLINE: July 22, 2019
Research Assistant - **Job no:** 501367 | Northeast Climate Adaptation Science Center (NE CASC)  UMass Amherst | Amherst, MA

**Apply now**

**About UMass Amherst:** UMass Amherst, the Commonwealth's flagship campus, is a nationally ranked public research university offering a full range of undergraduate, graduate and professional degrees. The University sits on nearly 1,450-acres in the scenic Pioneer Valley of Western Massachusetts, and offers a rich cultural environment in a bucolic setting close to major urban centers. In addition, the University is part of the Five Colleges (including Amherst College, Hampshire College, Mount Holyoke College, and Smith College), which adds to the intellectual energy of the region.

**Job Summary:** Communicate with major stakeholders in the Northeast Climate Adaptation Science Center (NE CASC); organize website, newsletter content and production; identify, extract and promote, maps, figures, slides and brochures related to NE CASC; plan and implement outreach; and coordinate graduate students training program.

- **Essential Functions**
  - Coordinate all aspects of the communications and outreach program of the NE CASC, draft an updated Communications and Outreach Plan.
  - Collect, review, evaluate and analyze data with regard to program evaluation, research accessibility/usability, effective science delivery, and outreach analytics in preparation for annual and final grant review; make recommendations for increasing program effectiveness and accomplishment of primary NE CASC objectives.
  - Communicate with major Department of Interior, state, tribal and NGO stakeholders across NE CASC region. Facilitate communications through webinars, videos, presentations, e-news, and web literature.
  - Respond to inquiries from NE CASC Consortium researchers and federal, state, and tribal stakeholders regarding NE CASC program details; connect stakeholders with appropriate research teams.
  - Coordinate planning and logistics of annual meetings, regional meetings, regular webinars, conference calls, and stakeholder meetings; coordinate graduate student webinar series, workshops and interactions between NE CASC stakeholders and Consortium faculty.
  - Author and deliver weekly highlights to National CASC USGS program headquarters on NE CASC activities and accomplishments.
  - Author and publish regular e-newsletter; maintain mailing list and subscription service.
  - Author original content for NE CASC website; screen and post contributed website content from NE CASC Consortium members, institutions and researchers.
  - Author, coordinate, and publish news and press releases and technical writing on NE CASC research.
  - Develop and coordinate administration/update of the NE CASC website as needed and required by the Principal Investigator, including backend development of CMS system (Drupal), writing CSS code, building website functionality, content management, original content publishing, and the development of new information delivery systems.
  - Design charts, graphs, reports, and maps for research data; assist researchers in conforming website graphics and figures to a contiguous and recognizable theme.
  - Develop and write research reports, marketing materials, grant reports, and other materials for NE CASC projects and research.
  - Design and develop documents, maps, figures, slides and brochures related to climate change science using technical graphic design tools, including Adobe Illustrator, Photoshop, and In Design
  - Prepare relevant materials and talking points for engagement with congressional members and staff on NE CASC accomplishments.
  - Prepare reporting documentation for funding agencies.
  - Develop curriculum and trainings for graduate and postdoctoral researchers on climate science communication and co-production of knowledge; develop annual trainings and research meetings; provide information on career opportunities.
  - Conduct interview and hiring process for all undergraduate student employees and provide input on skills needed/associated with other non-student positions for hiring process.
  - Supervise undergraduate researchers (5-10); provide on-the-job training and orientation for student employees.
  - Coordinate and review staff and student data analyses.
  - Search for, review, and evaluate available research grant opportunities.
  - Act as NE CASC systems administrator including computer administration; data oversight and management; website management; videoconferencing management.
  - Provide technical assistance and advice to researchers and stakeholders in line with the NE CASC Communications and Outreach Plan, including data presentation, science communication, web tool development, and videoconferencing facilitation.
  - Represent NE CASC at statewide and national conferences; present research findings.
  - Conduct program evaluation.
Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)

- Course work and experience in the study of climate change.
- Knowledge of the impacts of climate change on natural resources.
- Verbal and written communication skills.
- Content Management System (CMS) web development and maintenance experience.
- Technical writing, communications, marketing, graphic design, and scientific data presentation experience.

Preferred Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)

Master’s degree (in a field of study relevant to climate and/or climate change) is preferred.

Physical Demands/Working Conditions: Typical office environment

Work Schedule: Monday – Friday, First Shift (37.5 hours per week)

Salary Information: Grade 17

Special Instructions to Applicants: Submit a letter of interest, resume and the names and contact information of three professional references.

UMass Amherst is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, UMass Amherst is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the UMass Amherst to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.

Advertised: Jun 20 2019 Eastern Daylight Time

Applications close: Jul 10 2019 Eastern Daylight Time

From <http://careers.umass.edu/amherst/en-us/job/501367/research-assistant-search?fbclid=IwAR2KVrdjR7Ym02bAzEtEmxcnT_w3RNppd3sgbl91dJK4mLpiTS9UWrfoC>

Program Manager | Energy Action Network | Montpelier, VT

Deadline July 15, 2019 Download as a PDF

Program Manager Position Description

Energy Action Network (EAN) is seeking a highly motivated, collaborative, and multi-skilled person to become a core part of our non-profit staff team in a senior management, permanent, full-time employment position.

Energy Action Network (EAN) is a diverse and collaborative network of over two hundred non-profits, businesses, public agencies, and other organizations across Vermont working together in a collective impact framework for a common mission: to achieve Vermont’s 90% renewable by 2050 total energy commitment and to significantly reduce Vermont’s greenhouse gas emissions in ways that create a more just, thriving, and sustainable future for Vermonters.

EAN is supported by a 501(c)(3) non-profit organization (EAN, Inc.), currently made up of three full-time staff that serve a backbone coordination and support role for the Network.

Responsibilities: EAN’s Program Manager will work closely with and be supervised by the Executive Director and also collaborate with other staff and Network members to provide backbone support to the Network. EAN’s work enables large-scale change by fostering collaboration among a diverse group of stakeholders in a rapidly evolving energy landscape. As such, the role of Program Manager requires the ability to work with and across multiple interests and members to foster learning, collaboration, and innovation that advances a common agenda. It requires continually tracking progress toward goals, coordinating the efforts of organizational leaders with busy schedules, managing Network events and communications, and an understanding of the energy needs, policies, and technologies that are driving change in Vermont and elsewhere. Specifically, the Program Manager’s responsibilities will include:

a) Project Management

- Manage the production of EAN’s Annual Progress Report for Vermont

b) Network Coordination

- Support EAN work groups as they work to define and meet shared goals (includes facilitative support of the Vermont Energy Future Initiative and the strategies that emerge from it)
- Manage Network database (Constant Contact)
- Identify and onboard new Network members
- Design and manage Network evaluation tools
c) Communications Management
- Manage internal Network communications, including Total Energy News monthly e-newsletter
- Manage EAN social media accounts (Facebook, Twitter)

d) Event Management: Manage Network events, including:
- The biennial Vermont Energy & Climate Summit
- The monthly Leveraging Change Speaker Series

Required Skills/Experience
- Excellent communications skills, both written and verbal
- Project management: highly organized with attention to detail and ability to meet deadlines
- Experience with or strong interest in a collaborative network model generally and/or the collective impact model specifically
- Comfort with fast-paced, independent work environment with good time management skills

Desired Skills/Experience
- Experience as an effective facilitator of multi-stakeholder meetings and processes
- Experience working in highly collaborative relationships, including with high-level public and private stakeholders
- Ability to grasp complex systems change strategies for collective impact
- Strong knowledge of comprehensive (transportation, heating, electricity, and efficiency) energy issues and policy
- Strong social media skills including strategy development and implementation
- Experience managing contractors or consultants

Desired Attributes
- Strong personal commitment to the mission of EAN
- Familiarity with Vermont’s economic & political culture and energy & climate landscape
- Sense of humor, patience, flexibility

Compensation & Location
- Salary for this core, full-time position will be commensurate with experience and qualifications
- The position includes a competitive benefits package, including health (with dental and vision), retirement, and vacation
- This position is located at EAN’s office in downtown Montpelier, VT, but will involve some travel to member and partner organizations around the state

How to Apply: Submit a resume and cover letter outlining your interest in the work of EAN and what you would bring to this important collaborative effort to jduval@eanvt.org.

Address applications to: Jared Duval, Executive Director, Energy Action Network

www.eanvt.org & www.vtenergydashboard.org

Applications due by July 15, 2019


Maryland Campaign Coordinator | Chesapeake Climate Action Network | Takoma Park, MD

Application Deadline: July 25, 2019 | Salary: $43,000 - $48,000 Salary is commensurate with experience.

The Chesapeake Climate Action Network is hiring a Maryland Campaign Coordinator to coordinate our work to reduce pollution throughout Maryland, with a focus on frontline communities most affected by our continued dependence on fossil fuels.

Great Opportunity: Live in the dynamic region of Washington, DC/Baltimore while making a difference on vital climate and energy campaigns across Maryland. Work with our diverse and committed staff as part of a cutting-edge nonprofit that Bill McKibben calls “the best grassroots regional climate organization in the world.” This is truly a dream job for the right person.

About Us: The Chesapeake Climate Action Network (CCAN) is the only group in the Chesapeake region of Maryland, Virginia and Washington D.C. dedicated exclusively to building a powerful grassroots movement to fight climate change. Our mission is to build the kind of movement it will take to put our region on the path to climate stability, while using our proximity to the nation’s capital to inspire action in neighboring states, around the country and around the world.

About the Campaign: The Maryland Campaign Coordinator will spearhead our work to protect Maryland communities and ecosystems from pollution and safety risks posed by coal and natural gas and work with communities to realize clean-energy options instead.

The Maryland Campaign Coordinator will focus on the Maryland communities most affected by our continued dependence on fossil fuels. These frontline communities include neighborhoods of Baltimore City that have been plagued by dangerous urban pollution ranging from coal dust to power plant pollution to explosive train traffic. These communities increasingly include areas affected by fracked-gas infrastructure. From western Maryland to the Eastern Shore and everywhere in between, communities are fighting back
against the threat that fracked-gas poses to their air, water, property, and climate. At the same time, Maryland residents have limited access to clean energy solutions, including solar energy.

**About the Position:** CCAN’s Maryland Campaign Coordinator will use the power of grassroots pressure, both direct (through public comments, testimony at permit hearings, and lobbying elected officials) and indirect (through media visibility and creative actions), to fight back against new dirty energy proposals and to hold key state agencies and policymakers accountable for curbing pollution from existing energy infrastructure. Our Maryland Campaign Coordinator will build, train, and mobilize our growing team of volunteers, lead specific legislative efforts in Annapolis, recruit prominent community and business leaders to stand with us, and organize creative actions that gain media attention and force leaders to act.

**Qualifications:** The qualified candidate will display the following capabilities and qualities:
- 2-4 years of demonstrated experience with campaign planning, coalition building, organizing, lobbying, and media outreach
- Commitment to the mission of fighting climate change and deeply believes that racial equity and social justice are critical components of that fight
- Proven ability to be self-driven, while working with a team
- Proven ability to multi-task, while prioritizing measurable results
- Track record of building grassroots power and strong coalitions across lines of difference
- Willing to travel as needed, a valid driver’s license and car, a satisfactory driving record and auto insurance

**Responsibilities:** The primary responsibilities of the position include, but are not limited to:
- Recruiting, training and supporting volunteers
- Working with existing community partners and leaders, and building new relationships
- Organizing and executing creative actions, media events, and community meetings
- Lobbying city and state officials, including relevant agency staff
- Testifying in support of or opposition to infrastructure proposals, proposed regulations, and legislation
- Researching and writing to produce campaign materials
- Hiring and managing campaign interns and fellows

This position is preferably based in Takoma Park. We would consider a position based in Baltimore or Annapolis.

**Benefits:** We provide a generous benefits package including health care, dental coverage, and 4 weeks’ paid vacation.

**How To Apply:** Please fill out the [Google form application](https://www.google.com/forms/d/e/1FAIpQLSe2), you will be prompted to answer a series of short questions and asked to submit a resume and cover letter, a writing sample is optional. CCAN will be interviewing on a rolling basis.

CCAN is an equal opportunity employer, committed to a diverse workforce. We value bringing a diversity of backgrounds and perspectives on staff because it makes us smarter and more effective at what we do and, ultimately, we want our staff and supporters to reflect the communities we organize. We are seeking to recruit individuals from underrepresented groups to apply for this position.


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**Litigation Assistant/Legal Practice Administrator | Earthjustice Headquarters | San Francisco, CA or New Orleans, LA**

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people’s health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups and supporters to engage the critical environmental issues of our time, and bring about positive change. We are here because the earth needs a good lawyer.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Miami, Tallahassee, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, Chicago, and Washington, DC.

This position facilitates the efficient practice of litigation by providing administrative support, as well as general administrative support to attorneys and other staff in the Fossil Fuels Program.

This position can be based in San Francisco, CA or New Orleans, LA.

**Paralegal (70%)**:
- Prepare documents under attorney supervision for filing in court and before agencies, including:
- Drafting procedural motions, certificates, and disclosure statements;
- Ensuring document compliance with court rules;
- Proofreading, bluebooking, and cite-checking;
- Preparing tables of contents, tables of authorities, exhibits, and exhibit lists; and
Filing and serving electronically and manually.
Perform factual and paralegal research and draft memos regarding research.
Receive, research, and respond to public inquiries requesting legal assistance.
Maintain litigation calendar, including:
Monitoring, computing, and scheduling court and agency deadlines based on court orders and Federal Register notices; and
Organizing meetings and events.
Maintain digital and physical files, including:
Case pleadings, general litigation documents, and general correspondence; and Case management database (ProLaw).
Prepare client communications, including retainer agreements, litigation hold letters, and joint defense agreements.
Become familiar with relevant court and administrative agency rules.
Monitor Federal Register, Court, and/or other web sites as requested by attorneys.
Develop visual aids and exhibits using mapping tools and analyze demographic and geographic data to assist attorneys in case development.
Assist with locating and corresponding with potential witnesses.
Assist attorneys with recruiting activities, including identifying college contacts and finding relevant recruiting events.
Coordinate and plan activities for summer law clerks and interns, including brown-bag lunches, outings and networking activities.
Submit Freedom of Information Act inquiries and review and summarize responsive documents as needed.
Analyze information from environmental databases on facility compliance and emissions.
Stay up-to-date on environmental issues and network relevant news to attorneys.

Administrative (30%):
Work with IT Department to identify and resolve computer and technical problems.
Order and track supplies.
Support the hiring process, including assistance with onboarding.
Take notes at staff meetings.
Schedule meetings for attorneys.
Maintain subscriptions and order additional publications as needed.
Accounts payable and client billing, including payment tracking and collections.

General:
Help foster office morale and positive work environment.
Other tasks as assigned as needed.

Qualifications:
Bachelor’s degree required.
A can-do attitude, meticulous attention to detail, and an unrelenting commitment to high performance standards.
Excellent research, analytical, writing, and computer skills (word processing, databases and spreadsheets, Internet, etc.).
Excellent command of spelling, punctuation, and grammar.
The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure.
Strong time management and organizational skills.
Demonstrate an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
The ability to work effectively as part of a team, including with remote staff, and to maintain confidential information.
Flexible, punctual, highly reliable, and available for occasional evening and weekend work, as well as overtime on an as-needed basis. Ability to work for extended periods on the computer as needed to meet filing deadlines.
A team player who will enthusiastically take on tasks that range from intellectually challenging to administrative work. Ability to work independently to identify, analyze, and complete tasks.
Contribute to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.
Ability to travel for trainings, hearings, and staff and client meetings.
Excellent skills with Adobe Acrobat and Microsoft Office Suite a plus.
Interest in and knowledge of environmental, social justice, or public interest issues a plus.
To qualify for Litigation Assistant II, at least three years of paralegal or legal assistant experience in a litigation setting, and research experience.

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

To Apply: Interested applicants should submit the following: https://app.jobvite.com/j?cj=ohJjafwd&s=Idealist
Resume.
One- or two-page cover letter that addresses: (1) why you are drawn to Earthjustice’s mission and whether there are particular legal, environmental, or justice issues that inspire you; and (2) aspects of your background that demonstrate competence to work with a diverse group of clients and colleagues.
Short writing sample.
References
and inclusivity, and an environment that embraces innovative thinking through food distribution, government assistance enrollment and forceful legislative advocacy – while also looking beyond meals to organization serving 1-in-5 Alameda County residents. Our organization's success is built on bold decision-making, a culture of equity examine and improve the impact of our efforts in our community. We have received Charity Navigator's top rating for 12 consecutive years, ranking us among the top one percent of charities nationwide. Please learn more about our efforts at www.accfb.org.

For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider 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.

Nutrition and Wellness Program Coordinator | Alameda County Community Food Bank | Oakland, CA

Salary: At least $47,248

This is a full-time, non-exempt position. The starting salary for this position is $24.23 per hour ($47,248 per year)

Are you interested in using your knowledge of nutrition and wellness where it can make a difference in the lives of 116,000 Alameda County residents every month? Do you strongly believe that no man, woman or child should go to bed hungry? Are you excited about serving as a community nutrition education resource for our 240 member agencies? Do you want to apply your superb training facilitation skills to help one of the Bay Area’s top non-profits — and a nationally recognized leader in hunger relief — achieve these goals? If so, Alameda County Community Food Bank could be looking for you as our next Nutrition and Wellness Program Coordinator.

Our Nutrition and Wellness program guides Alameda County Community Food Bank’s work to increase access to healthy foods and combat diet-related illness through development of community partnerships and a variety of cooking and nutrition education programs. The Program Coordinator helps community members maximize Food Bank food and gain tools to make healthy choices with limited resources through food demos, recipes, workshops, and innovative programs. In addition, the Program Coordinator works internally to implement workplace wellness strategies and initiatives, as well as educate staff on nutrition standards for food purchasing and distribution.

The 2016 Feeding America Food Bank of the Year, Alameda County Community Food Bank is a well-established and multi-faceted organization serving 1-in-5 Alameda County residents. Our organization’s success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking. Our bold new vision aims to provide 120 million meals annually through food distribution, government assistance enrollment and forceful legislative advocacy – while also looking beyond meals to examine and improve the impact of our efforts in our community. We have received Charity Navigator’s top rating for 12 consecutive years, ranking us among the top one percent of charities nationwide. Please learn more about our efforts at www.accfb.org.

Knowledge, Skills and Abilities

- Minimum of 2 years’ relevant and successful work experience in nutrition/heath education, training facilitation, or program coordination. Nonprofit experience a plus.
- 2+ years’ experience teaching nutrition education curriculum in community settings.
- 1+ years’ experience creating nutrition education materials preferred.
- Experience managing projects from conception to completion, including setting and driving timelines and deliverables, and building consensus in a fast-paced environment.
- Strong computer skills, including proficiency with MS Office Suite (Word, Excel, Outlook, and PowerPoint).
- Knowledge of and experience with issues related to hunger and poverty in Alameda County.
- Knowledge of food safety standards; current ServSafe certification preferred.
- Strong organizational, interpersonal and customer service skills.
- Ability to organize, prioritize work, and meet deadlines.
- Ability to work independently and as part of a team.
- Clear and effective communicator; excellent presentation and writing skills.
- Ability to work independently and often out of the office (30-40% local travel required).
- Valid California Driver’s License, insurable driving record, and access to reliable transportation for spontaneous local travel.
- Bilingual in English/Spanish required; additional fluency in Asian language(s) a plus.
- Degree in nutrition, health education, public health, or community nutrition a plus.
Personal Attributes and Values

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank’s vision, mission and values of community, leadership, transparency, and diversity.
- Impeccable integrity and honesty.
- A roll up your sleeves, can-do attitude!
- Strong work ethic with an orientation towards constant innovation and process improvement.
- Innovative self-starter and problem solver with a bias towards action.
- Ability to work both independently and in a collaborative setting with people of diverse backgrounds/circumstances.

Physical Requirements

This work is located in both office environment and community settings. Physical activities necessary in the performance of this job include: Sitting for prolonged periods; mobility to move throughout the Food Bank in performance of duties; ability to conduct community-based nutrition education workshops and site visits including walking, bending, stooping, and lifting 25 pounds; ability to communicate in a clear speaking voice in person and over the phone; ability to interpret instructions, questions when asked; ability to use a computer; social skills to facilitate assignments.

Benefits

- Medical: 100% for employees and 93% for dependents for Kaiser HMO. Buy-up options to Blue Shield HMO and PPO plans are available.
- Dental: 100% for employees and their dependents.
- Vision: Optional
- Flexible Spending Accounts: Optional
- Commuter Benefit Account: Optional
- Supplemental life, ADD & LTD insurance: 100% coverage
- 403(b) plan available on the first day with employer match after 1 year of service
- Employee Assistance Program: 100% coverage for employee and dependents
- Generous vacation, sick and holiday leave accruals

Level of Language Proficiency: Bilingual in English/Spanish required; additional fluency in Asian language(s) a plus.

How To Apply: [https://accfb.recruiterbox.com/jobs/fk03wy8?cjb_hash=O_BNUA22&apply_now=true](https://accfb.recruiterbox.com/jobs/fk03wy8?cjb_hash=O_BNUA22&apply_now=true)

If you meet these qualifications and want to join our mission, please send your resume and cover letter through our Careers page located at [https://www.accfb.org/about-us/careers/](https://www.accfb.org/about-us/careers/)

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Fair Food Standards Council (FFSC) is hiring a Human Rights Investigator to join a team dedicated to a sustainable agricultural industry and the human rights of farmworkers. Human Rights Investigators are primarily responsible for conducting FFSC's grower audits, including interviewing, note-taking, and analysis; as well as FFSC's 24/7 complaint hotline, including intaking, investigating, and resolving sensitive complaints.

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

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

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

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

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

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

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

Environmental Analyst II | State of Vermont Department of Environmental Conservation | Montpelier, VT

Application Deadline Date: 07/07/2019

Req ID: 1865 | Department: Environmental Conservation | Temporary Part-Time

Hourly Rate: $19.07

Minimum Qualifications
Bachelor’s degree in a biological-life or physical science, engineering, or an environmental or natural resources field AND one (1) year or more at or above a technical level in an environmental or natural resources field.

OR

Associate’s degree in a biological-life or physical science, engineering, or an environmental or natural resources field AND three (3) years or more at or above a technical level in an environmental or natural resources field.

OR

Master’s degree or higher in an environmental or natural resources related field.
Three (3) years or more as an Environmental Technician III.

OR

One (1) year or more as an Environmental Analyst I.

Overview: This part-time position will help provide critical assistance to the Public Drinking Water Program. The position will be responsible for: logging and updating entries in the federal tracking database; monitoring and querying open schedules and timelines; following-up with the regulated community for insufficient submissions or upon the system failing to submit the required documents by their respective due date; receiving, reviewing and approving regulatory documents; and other requested tasks necessary to help the drinking water program protect public health. This position will be responsible for processing of Consumer Confidence Reports, Public Notices, Site Assessment Reports, and other tasks as necessary to implement state and federal drinking water regulations.

The ideal candidate will have a strong attention to detail, the ability to perform data entry, and quickly learn and apply state and federal drinking water regulations. Experience with Microsoft Office products is required.

Who May Apply: This position, Environmental Analyst II - Temporary (Job Requisition # 1865), is open to all State employees and external applicants.

This is a temporary position. Temporary work is typically for variable hours, and is not expected to be full-time. The State does not guarantee 40 hours of work per week.

If you would like more information about this position, please contact Jeff Girard at (802)585-0314.

Please note that multiple positions in the same work location may be filled from this job posting.

Resumes will not be accepted via e-mail. You must apply online to be considered.

Environmental Factors: Duties are largely performed in an office setting; however, some field travel may be necessary for which private means of transportation must be available. Field work may involve exposure to chemicals, gases, hazardous liquid and solid waste, construction sites during all weather conditions and may involve traversing rough terrain and bodies of water. Some work outside of regular working hours may be required. Strong and conflicting opinions may be encountered.

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

Apply now » From <https://careers.vermont.gov/job/Montpelier-Environmental-Analyst-II-VT-05601/564639500/>
The Policy Associate will be participating in the implementation of grants that include implementing OCs, conducting research and working in concert with partner organizations and stakeholders to drive the delivery of grant outcomes. The Policy Associate will develop and support a detailed work-plan that includes reporting outcomes for internal and external stakeholders, social media and other communication channels. The Policy Associate will also assist in events, meetings, and updating and capturing information in Salesforce.

**DUTIES AND RESPONSIBILITIES**

**Workforce Projects**
- Develop comprehensive work-plans for internal and external stakeholders, keeping track of all activities to report weekly
- Draft communication plans to keep stakeholders informed and engaged, including grantors
- Write clear, concise communications for internal and external stakeholders
- Research and analyze best practices and collect relevant workforce data
- Support with Bay Area Council events
- Prepare written reports, memos, letters, newsletters, emails, web-site content, op-ed pieces, talking points, and PowerPoint presentations.

**Database Management, Tracking & Reporting** — For assigned policy areas, ensure that all committee members and related contacts, accounts, events, meetings, and sponsorships are regularly updated and maintained in the Salesforce CRM database so that contact information, event registrations, mailing lists and other functions supported by the database are accurate and reliable. Work with key contacts in member companies to ensure that the contacts we have for the organization are current, and that their contact information is complete and accurate.

**Member Engagement** — Coordinate and staff Council member committees and task forces. Learn Bay Area Council member interests, concerns, and perspectives on assigned policy areas, and develop program activities that engage members on the basis of those interests.

**Events & Meetings Support** — For meetings, events, and delegation trips involving assigned policy areas, provide comprehensive administrative support for these activities. This includes recruiting speakers, arranging venues, setting dates, developing agendas and pre-reading materials, developing invitation lists, sending invitations, tracking RSVPs, arranging catering, A/V, hotel, transportation, staffing needs, name badges, registration and day-of-event staffing and support. Draft minutes following meetings where applicable.

**Other** — Coordinate activities with, and as necessary assist and support, other Bay Area Council staff (in policy, communications, membership, events, and accounting functions) in order to ensure overall success of the Council. Perform other duties in support of Bay Area Council programs and activities as assigned.

**PERSONAL ATTRIBUTES AND SKILLS**
- Efficient communicator and writer – articulate, speaks well, is comfortable discussing complex subjects with individuals and groups, including public officials and senior business executives. Able to quickly produce professional, persuasive documents and clear, concise policy analyses and advocacy articles with minimal editorial supervision.
- Advanced planning and organizing skills – can develop and execute clear plans with timelines for complex tasks and projects.
- Research and analytical skills. Can conduct market research on industries and companies to support prospect targeting and development.
- Able to work with minimal supervision on multiple simultaneous assignments and to meet short deadlines with high quality and attention to detail. Proactive self starter, able to take assignments from start to finish without benefit of a road map.
- High energy, strong work ethic. Sets and meets challenging goals. Meets deadlines consistently. Willing to work outside normal work hours as needed to meet the requirements of the job.
- Good team player – builds constructive working relationships with others – treats people with dignity and respect.
- Accountable – takes responsibility for actions and results.
- Conscientious, shows good attention to detail, produces consistently accurate work.
- Proficient in Microsoft Office applications (Word, Outlook, Excel, PowerPoint) and CRM database applications, preferably Salesforce. Capable of programming reports, workflow rules, tracking mechanisms, and dashboards in Salesforce.
- Knowledgeable and proficient in use of social media for marketing, community-building and membership development (LinkedIn, Facebook, Twitter, etc.).

**MINIMUM JOB REQUIREMENTS** Two or four-year college degree; prefer degree in relevant field (e.g. public policy, law, political science) and/or relevant project management work experience.

**COMPENSATION** This is a full-time, salaried, exempt position and the salary range is $50,000-$52,000. The salary will be based on the experience and skill levels of the successful applicant. The Bay Area Council also provides a generous benefits package that includes: medical, dental, vision and life insurance benefits; 401(k) deferred compensation program with generous employer match; ten (10) paid holidays per year; monthly commuter stipend; wellness incentive; and paid time off of 20 days per year for newly hired employees.

**PHYSICAL REQUIREMENTS** Work is primarily sedentary with intermittent stooping, bending and walking throughout the day. Ability to lift thirty-five (35) pounds infrequently.
Equal Opportunity Employer The Bay Area Council is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status. Answers to application questions will be used for applicable, job-related reasons only.

How to Apply Submit your resume and cover letter as one pdf e-mail attachment with your last name and “Policy Associate” in the file name (i.e., Smith_PolicyAssociate) to hbartholomay@bayareacouncil.org. Please also “cc” lramlo@bayareacouncil.org. 


Community Initiatives Specialist | Northwest Harvest | Yakima, WA

Do you want to join a community deeply committed to cutting hunger in half by 2028 in Washington State?

We believe in doing things differently. We care building a better food system rooted in social justice and equity. We are re-engineering our path with empathy and agility. It is hard but we won’t give up.

If this is you, read more at our website and start the conversation.

We are beginning to interview for a Community Initiatives Specialist position found here: https://secure.entertimeonline.com/ta/90557.careers?ApplyToJob=268659911

Please include cover letter and resume to be considered.

How To Apply: https://secure.entertimeonline.com/ta/90557.careers?ApplyToJob=268659911

Client Advocate - Criminal Defense Practice | Neighborhood Defender Service of Harlem, New York | Detroit, MI

Application Deadline: August 2, 2019

Salary: Compensation is commensurate with experience.

The Neighborhood Defender Service is building a community-based, client-centered, holistic public defense office in Wayne County and we invite you to join our team as we represent our clients with excellence. Building on 30 years of experience of providing high quality representation, we are expanding our efforts to bring the same caliber of representation to the communities of Wayne County. We are seeking a team of highly organized, self-driven, and resilient individuals dedicated to our mission. The Criminal Defense Practice at NDS Detroit will represent residents of Wayne County who are charged with felony crimes and cannot afford to hire a lawyer. Clients are represented by teams composed of lawyers, investigators, social workers, client advocates, and team administrators. NDS adheres to a client-centered approach to representation that emphasizes a heightened responsiveness to clients’ needs prior to arrest, while a case is pending, and after the case concludes. NDS is committed to addressing the comprehensive legal and social service needs of clients while treating each client with dignity and respect.

The Client Advocate is an integral part of the defense team who demonstrates a commitment to serving marginalized persons and communities. As a member of the inaugural staff member at the organization, the Client Advocate will help shape our present and future—contributing to a collaborative environment and culture of excellence in alignment with our values. At NDS Detroit, how we represent our clients is as important as individual case outcomes and our ideal Client Advocate approaches the cultivation of a positive office culture and the representation of indigent clients with equal rigor and commitment.

Responsibilities:

1. Embrace NDS’ philosophy of client-centered, community-based, holistic representation and commitment to excellence by providing vigorous representation with energy and enthusiasm to the residents of Wayne County.
2. Work closely and collaboratively with team members to advocate for reduced sentences and/or alternatives to incarceration for clients. This advocacy includes:
3. Gathering factual mitigation through interviews and obtaining records;
4. Analyzing records;
5. Researching and recommending alternatives to incarceration;
6. Writing pre-pleading memoranda to judges and prosecutors seeking reduced sentences and ATIs.
7. Work closely with clients to:
   • Make appropriate referrals to address clients’ social service needs (drug treatment, mental health treatment, housing and other benefits);
Stewardship Coordinator | Narragansett Bay Research Reserve/Audubon Society of RI | Prudence Island, Rhode Island

Deadline Jul 05, 2019

Background: The Narragansett Bay National Estuarine Research Reserve (Reserve) is a state-federal partnership program managed cooperatively between the National Oceanic and Atmospheric Administration (NOAA) and the State of Rhode Island’s Department of Environmental Management (RIDEM) to support the informed management of coastal ecosystems and communities through integrated research, education, training, and stewardship activities. The Narragansett Bay Reserve is located on four islands in the middle of Narragansett Bay and is one of 29 reserves in a national system of protected areas (NERRS) located on each of America’s coasts. Reserve headquarters are located on Prudence Island which is only accessible by ferry. However, work can be accomplished from auxiliary offices in Providence if necessary. While NOAA and RIDEM provide funding and support, the Reserve operates through a number of additional partnerships and cooperative agreements. This position is supported through a cooperative agreement with the Audubon Society of Rhode Island. Additional information about the Reserve can be found at www.nbnerr.org.

General Duties: The general functions of this position are to coordinate and implement natural resource management/restoration programs within the Reserve; to collect and synthesize data to support habitat management and coastal decision making; provide mapping and GIS support to Reserve Staff and statewide partners where applicable; and to work closely with the public as well as other Reserve sectors to integrate education, training and research programs. This position requires a comprehensive understanding of and ability to apply scientific principles, procedures, practices and theories pertinent to various disciplines of natural resource management and restoration (e.g. coastal ecology, forestry, conservation and restoration, water quality etc). This position will also be responsible for representing the Reserve in a stewardship capacity within the National Estuarine Research Reserve System by contributing to national initiatives, programs and committees.

Examples of Specific Responsibilities
- Develop and implement natural resource management plans and restoration strategies for various habitats within the Reserve,
- Establish or maintain monitoring programs within the Reserve to evaluate changes in the health and distribution of natural resources, inform management and contribute to state-wide programs as appropriate,
- Collect geospatial data and provide GIS and mapping support to Reserve staff as needed,
- Conduct data analysis and develop technical reports, manuscripts, or tools to support coastal management,
- Collaborate with Reserve staff to promote public awareness, understanding and appreciation of natural resources,
- Contribute to research and monitoring activities and provide support for public outreach and training,
- Assist partner agencies in promoting and executing sound stewardship practices throughout the Bay watershed,
- Represent the Reserve at the National Estuarine Research Reserve level and contribute to system-wide programs and committees, as well as other local, regional or national efforts,
- Seek out and manage external grant funding to support coastal resiliency through data collection, synthesis and tool development,
• Provide supervision and guidance to junior and seasonal staff as well as volunteers when appropriate,
• Contribute to overall Reserve operations and management when needed.

Qualifications:
Knowledge, skills and capacities
• Advanced knowledge of natural resource management, estuarine and coastal ecology, and the ability to apply general scientific principles to problem solving,
• Ability to develop and execute complex experimental designs and utilize multivariate and spatial analysis,
• Advanced proficiency with GIS technology/software to visualize, analyze, and model natural resource data to support management, research, education or outreach efforts,
• Ability to assist stakeholders and partners develop planning strategies for resource management efforts,
• Ability to work both independently and collaboratively as part of a team, and
• Ability to participate in field studies and research programs requiring physical stamina.

Education and experience
• A Master’s degree (minimum) from an accredited university in ecology, natural resource management, biology or related field,
• At least five years of full-time or equivalent, professional experience in one of the above-mentioned fields, and at least one year of demonstrated project management experience
• Demonstrated ability to develop grant proposals, obtain external funding and write complex technical reports or manuscripts,
• Proven ability to manage grants, projects and budgets
• Demonstrated ability to translate technical or scientific information for lay audiences both written and orally,
• Experience working with volunteers and the general public to support outreach and stewardship programs or projects.

Desired Knowledge, Skills and Abilities
• Knowledge of and expertise in image processing software
• Ability to collect and manage geospatial data using advanced GPS equipment and software
• Experience with forestry best management practices and restoration principles

HOW TO APPLY
Application materials: Should include a resume/CV, a letter of interest, and 3 professional references. Send to the attention of Bob Stankelis, Manager NBNERR at Bob.stankelis@dem.ri.gov. Electronic submittal is preferred and should include a subject title “Stewardship Coordinator Position”. The mailing address is: NBNERR PO Box 151, Prudence Island, RI 02872. Any additional questions should be directed to Bob Stankelis, Manager NBNERR at Bob.stankelis@dem.ri.gov, or by telephone at 401-683-7365. Applications received by 07/05/19 will be given full consideration. The Audubon Society of Rhode Island is an equal opportunity Employer.
HAVE YOU CONNECTED WITH ALUMNI YET?

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!