Welcome to Career Notes

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

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

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

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

A note on where we find these jobs

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

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

Please let us know if you plan to apply to any of the jobs included in this newsletter so that we can help you with your applications and/or find similar jobs to include in future newsletters.
We have job postings on Facebook
https://www.facebook.com/groups/295128751297/

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

“LIMIT YOUR 'ALWAYS' AND YOUR 'NEVERS'.”
-- AMY POEHLER

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).

Recommended Job Search Websites

Many of these sites allow you to set email alerts

Idealist.org
DC Jobs
LinkedIn Jobs
EcoJobs
Comfoodjobs
The Ladders
Indeed
Seven Days

For VT Jobs

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

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

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

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

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

EXTERNSHIPS

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

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

You may also contact Elijah Gleason for with questions.
Project Development Intern | Greenskies Renewable | Middletown, CT

~ Greenskies, A Clean Focus Company, develops, constructs, operates, and maintains renewable-energy projects throughout the United States. ~

We deliver high-quality solar projects to provide our clients with clean, reliable electricity. Since 2008, we've built the largest commercial, industrial and municipal portfolio in the U.S., across 19 states, operating over 170 MW at 320 +/- site throughout the U.S.

**Position Overview:** Selected intern will be a member of the project development team. The role will include assistance in developing new ground-mounted solar projects.

**Responsibilities: Responsibilities include but are not limited to:**
- Performing environmental/site analysis activities, including site visits, as required
- Preparing project-related GIS mapping, analysis and supporting documentation
- Assisting with regulatory research (e.g. local land use and zoning, State and local permitting requirements, monitoring solar legislation and new markets)
- Assisting with use permit application preparation (e.g. local land use approvals, wetlands/conservation permitting)
- Assisting with solicitation and management of supporting documentation from Engineering and Environmental subcontractors
- Assisting with community outreach (e.g. mitigate potential neighbor/community opposition; preparation of materials/documentation for public meetings and/or hearings)
- Assisting with utility interconnection process
- Assisting with oversight and management of various required land due diligence tasks
- Assisting with project scheduling, budgeting, coordination, and management
- Working with the development team to create PVsyst models and Helioscope designs

**Qualifications**
- A student working towards (or a recent graduate with) a degree or concentration in one or more of the following disciplines:
  - Land use planning
  - Environmental studies/science
  - Ecology or environmental biology
  - Natural resource management
  - Civil or environmental engineering
  - Land use or environmental law
- Ability to learn new skills and processes, and demonstrate ability to perform new tasks
- Ability to analyze and synthesize information accurately and effectively, multi-task and dynamically decide key priorities
- Effective written and verbal communication skills
- Proficiency in Microsoft Office suite
- Basic understanding of ArcMap/QGIS

**To Apply:** Please email your cover letter and resume with “Project Development Intern” indicated in the subject line.


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, 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)*

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**FELIPE FLORESCA “HIGH-ROAD” FELLOWSHIP | EMERALD CITIES COLLABORATIVE**

**PROGRAM DESCRIPTION:** The Felipe Floresca Fellowship Program provides a 12-month [September 2019-August 2020] experiential learning program in implementing sustainable energy, water and food projects that include and benefit low-income and communities of color. The program provides a $50,000 annual stipend plus benefits. Placements are available for projects in one of the following ECC Sites: Washington D.C., Oakland, San Francisco, and Seattle.

**Emerald Cities Collaborative (ECC) Background:** Emerald Cities Collaborative was founded in 2010 with the mission to: green our cities, build our communities, and strengthen our democracy. This “high road” agenda is executed through coalitions of community, labor, business and environmental organizations at the national level, and currently in 8 metro areas. Each field office focuses on different needs and opportunities that range from greening affordable housing, catalyzing local sustainable food economies, and implementing green infrastructure projects. In all cases, the work entails facilitating cross-sector collaborations, leveraging policy wins for community impact, and creating economic inclusion strategies - union and family wage jobs and socially responsible contracting - to ensure low-income and communities of color participate in and benefit from investments in the emerging clean economy.

ECC’s high road strategies require change at the systems, program, project and community levels. Since its founding ECC has facilitated:

- the execution of community benefit and community workforce agreements;
- the development of over a quarter billion dollars in high road energy & water efficiency projects;
- energy and water efficient housing for close to 2,500 low-income families and 17 energy efficient community facilities and public buildings;
- apprenticeship opportunities for over 200 Opportunity Youth
- $22 million in energy and green infrastructure contracts for small, minority, women, and veteran owned businesses.

Visit our website for more information on our work: [http://www.emeraldcities.org/](http://www.emeraldcities.org/)

**Felipe Floresca “High Road” Fellowship Program:** Emerald Cities’ Felipe Floresca Fellowship Program builds the capacity of emerging leaders to implement projects that work at the intersection of environment, economy and equity through national and local coalitions. Fellows will help ECC advance regional economies that are greener, healthier, economically just and democratic.
These high road development models involve leveraging public and private sector funds to create resilient energy, water and food systems, while creating careers and business opportunities focused on the needs of low-income and communities of color. This requires intersectional knowledge and skills in environmental planning, real estate, project development and financing workforce and small business development, as well as community organizing. Because these are not “off-the-shelf” skill sets, ECC is launching this year-long fellowship program to provide experiential learning opportunities for a select number of highly motivated individuals to work directly with its field teams.

For 12 months, fellows will work directly on projects in one of its offices, and participate in skills training, benefit from cross-site/sector peer learning, and with a cohort of fellows work on a national policy initiative. The fellows will be exposed to the work of its coalition members nationally and locally; and gain knowledge in the design and development of: energy efficiency and renewable energy projects; community water infrastructure projects, and local sustainable food systems. Fellows will also acquire skills in project financing and fund development; energy audits of affordable housing projects; on-line labor, business and energy data management systems, facilitating community meetings and collaborations, and policy development.

This “high road” approach guides our leadership in Washington, D.C. and field teams in eight cities nationwide. Available fellowship placement sites are limited to: Oakland, California (sustainable food and anchor strategies); San Francisco, California (clean energy, affordable housing & economic inclusion); Seattle, Washington (clean energy, affordable housing & economic inclusion); and Washington, D.C. (economic inclusion & climate resilience & program development). A fellow will work with the local ECC Director and staff in the designated placement to grow ongoing projects and develop new local work.

We thank The Kendeda Fund, The Nathan Cummings Foundation, and Surdna Foundation for sponsoring this program.

**The Application Process & Benefits:** Applicants will apply to a specific ECC Site by submitting an Application Package. An applicant may apply to more than one ECC Site, but must complete an Application Package for each site interested.

An applicant must provide all requirements of the Application Package and submit their materials by August 4th, 2019. Once the Package has been completed, email the package in PDF form to the ECC Site interested. Emails to each of the ECC Sites are below. Any questions can be addressed to info.hq@emeraldcities.org. Applications will be accepted on a rolling basis.

ECC Washington D.C.- info.hq@emeraldcities.org
ECC Oakland, CA- info.oakland@emeraldcities.org
ECC San Francisco, CA- info.sf@emeraldcities.org
ECC Seattle, WA- info.seattle@emeraldcities.org

**Application Timeline**

- **June 21st- August 4th- Applications are Open**
  - Info Session #1- July 9th, 6-7 pm EST
  - Info Session #2- July 15th, 7-8 pm EST
  - Info Session #3- July 26th, 8-9 pm EST
- **August 4th- Applications Close**
- **August 5th- August 23rd- Applicants are Screened & Interviewed**
- **August 23rd-August 30th- Fellowship offers are made**
- **September 16th - September 20th- Fellows are Onboarded**

There will be three Info Sessions hosted over webinar through the application process. These Info Sessions are a space for prospective candidates to ask questions about ECC, the Felipe Floresca Fellowship Program, and application process. Be sure to RSVP to the Info Session at least 24 hours in advance of the session starting to get access to the webinar credentials.

**Benefits**

- Annual salary of $50,000.00 for 12 months.
- ECC Benefits Package, which includes: health, dental, and vision care.
- Holidays, vacation, and sick days are provided.
- A Felipe Floresca Fellow will gain local mentors and be matched with a national mentor.
- **Note:** Although we encourage out-of-state applicants to apply, ECC is not able to provide moving expenses.

**General Responsibilities** Fellows, working with their ECC team, are responsible for advancing ECC’s high road mission, vision and initiatives including a range of responsibilities that include:

**Network Development.**

- Work with stakeholders around policy and project implementation needs/challenges;
- Help support communications and relationships between key partners and coalitions;
- Develop/manage effective communication tools (website, newsletters) for projects/initiatives.
Program Administration/Management.
- Data collection
- Program reports
- Work plan implementation and monitoring

Strategic Planning and Program Development.
- Assess and refine existing programs;
- Develop new initiatives/programs/products and services that can be implemented;
- Identify market opportunities for developing and implementing high road initiatives;
- Identify and establish local partnerships;

Project Development.
- Design and implement clean energy projects, including energy audits, packaging incentive programs, oversee project implementation;
- Develop and manage small business training and technical assistance programs for contractors and urban farmers including recruitment, facilitating training and coaching programs;
- Support material development for presentations to large groups of diverse stakeholders.
- Report to the ECC Executive Director and their ECC Site Director.

Knowledge Building.
- Monthly workshops
- Mentorship Program
- Peer learning
- Team project planning

General Skills Sets and Requirements: The ideal candidate has experience or some exposure to environmental/climate justice and economic inclusion strategies, including the following qualifications:
- Committed to advancing equity and inclusion in America.
- Experience working alongside low-income communities and/or communities of color.
- Strong writing, verbal communication, and analytical skills.
- Demonstrated leadership skills and ability to work as a self-starter.
- Ability to engage a variety of stakeholders in an effective manner.
- Ability to travel.
- Interest in economic development activities (finance, strategy development, partnership development).
- Strong technical tools (program management, Microsoft office, etc).
- Bachelor Degree is required.

One Pagers for Specific ECC Sites: The work varies between ECC Sites and requires a unique set of skill sets and interests. It’s encouraged that applicants review the skill sets and program initiatives of each ECC Site at the links below.

ECC Oakland, California
ECC San Francisco, California
ECC Seattle, Washington
ECC Washington D.C.

Important Links
- ECC Website- http://emeraldcities.org/
- Felipe Floresca Fellowship Program Description
- ECC Oakland, California
- ECC San Francisco, California
- ECC Seattle, Washington
- ECC Washington D.C.
- Felipe Floresca Fellowship Program Application Package

STATEMENT OF EQUAL OPPORTUNITY: ECC is committed to hiring and advancing personnel with an explicit regard to advancing women, people of color, LGBTQ people, and other people from communities traditionally underrepresented in the environmental and clean energy sectors.

http://emeraldcities.org/high-road-institute/the-application-process
Climate Intern | City of Seattle | Seattle, WA

Salary: $20.30 Hourly | Job Number: 2019-01188 | Closing: 8/6/2019 4:00 PM Pacific

Position Description: The Seattle Office of Sustainability & Environment is seeking a graduate student to assist with the development of Seattle’s 2018 Greenhouse Gas Inventory report, and provide additional support on other initiatives as required.

Educational Benefit to Student:
- Gain a deep understanding of the factors contributing to greenhouse gas emissions within the City of Seattle
- Data management and analysis skills using tools like Excel, Power BI
- Experience participating in discussions to improve Seattle’s biennial GHG inventory reporting process
- Experience building relationships with data stakeholders within and outside the City
- Gain insight into local political environment and build understanding of how data shapes the policy-making process

Job Responsibilities
- Liaise and communicate with partners across multiple sectors to collect updated 2018 consumption/emissions data.
- Assist with analysis on current data collection and management processes, and explore if updating management processes as necessary.
- Update existing 2016 datasets with 2018 data. Facilitate transition to revised data management system if necessary.
- Assist with analyzing emissions trends, forming the narrative for report document, creating visualizations (charts, graphs), and writing the report.
- Assist on other projects and initiatives as required (including but not limited to the Climate Impact Executive Order, research on short-term KPIs to track emissions reduction progress, etc.).

QUALIFICATIONS
Minimum Qualifications:
Education: Must be enrolled in an accredited educational program. Graduate interns must maintain a satisfactory GPA of 3.0 or higher for the duration of the internship.

Experience:
- Excellent MS Office Suite skills, with high proficiency in Excel
- Demonstrated experience managing and analyzing data in Excel or comparable tool
- Strong writing and communication skills
- General understanding of climate change and related policy

Desired Qualifications:
- Experience working on GHG emissions inventories for cities or other organizations
- Familiarity with the requirements of the Global Protocol for Cities
- Working knowledge of PowerBland/ or PowerQuery (tools that we might transition to as we evolve our data management process)
- Any experience working on data-driven climate policy

ADDITIONAL INFORMATION
Start/End Dates: Intern will start in early September and end in late December.

Schedule: Intern will work 15-20 hours/week. Work hours can be scheduled between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Salary: Graduates will be paid $20.30/hour.

How to Apply: complete an online application and include the following:
- Unofficial transcript including current classes and GPA
- Cover letter
- Resume
- Writing Sample

Incomplete applications will not be considered.

From <https://www.governmentjobs.com/careers/seattle/jobs/2500476/climate-intern>
Communities and Local Government Clean Energy Fellow | NY State Energy Research and Development Authority | Albany, Buffalo, or New York City Office

The New York State Energy Research and Development Authority (NYSERDA) aims to enable communities and local governments to make informed energy choices for their communities, government operations, homes, businesses, and community institutions. Recognizing that local governments and communities often struggle with a lack of funding, staff capacity, and information needed to prioritize and implement high-impact, clean energy actions, NYSERDA works with local governments and communities to address these barriers by providing tools and resources, direct technical support, grants, and leadership recognition through NYSERDA’s Clean Energy Communities program. Since the program launched in 2016, NYSERDA has engaged 550 communities — representing 86 percent of the state’s population — to take action through the program. To build on this success, NYSERDA seeks a creative, self-motivated and knowledgeable team player to join its Communities and Local Government department to develop and launch the next generation of Clean Energy Communities actions.

New York State has recently adopted the Climate Leadership and Community Protection Act, the most ambitious and comprehensive climate and clean energy legislation in the country, with a significant emphasis on delivering benefits to disadvantaged communities and providing a just transition for all. The Fellow will be a critical team member in helping to develop and deliver programs and strategies in support of New York’s climate and environmental justice agenda.

Primary Focus
NYSERDA’s Communities and Local Government department seeks a dynamic team player to assist with the strategic development and implementation of the Clean Energy Communities Leadership Round. The ideal candidate should be passionate about NYSERDA’s mission, demonstrate strong strategic and policy development skills, and have strong communication and interpersonal skills. In particular, the Fellow will develop and implement programs and policies that influence, encourage and enable community leadership in areas of clean energy such as benchmarking legislation, stretch code adoption, large carbon-reduction initiatives, community campaigns, and other activities that advance energy efficiency and renewable energy.

Other Responsibilities
- Develop methodologies for expanded participation from current Clean Energy Communities participants, as well as engaging new Clean Energy Communities program participation from non-participating local governments
- Assist the team in identifying new program strategies that engage communities in support the New York State Climate Leadership and Community Protection Act (CLCPA)
- Engage with external stakeholders and customers to draw insights to improve program delivery; identify opportunities for replication; and showcase successes in ways that encourage scale across New York State
- Identify and/or develop tools and resources that local governments can use to enable growth in the clean energy sector
- Assist NYSERDA’s external contractor (Clean Energy Community Coordinators) teams to provide technical assistance and local support to governments
- Evaluate grant proposals; manage a portfolio of clean energy projects with local governments
- Collaborate with State agency partners to participate in energy planning activities

Minimum Qualifications
- Master’s degree in environmental policy, urban planning, engineering, public administration, communications, or a related field
- Experience working with local governments and/or clean energy businesses
- A genuine passion for issues related to energy, environment and economic development
- Strong written and verbal communication skills
- Demonstrated problem-solving ability, curiosity, resourcefulness, and adaptability
- Proficiency with MS Office Suite
- Knowledge of local regulations, rules and constraints pertaining to renewable development, energy efficiency, New York State Stretch Code, or climate change
- Strong stakeholder outreach and facilitation capabilities including strong public speaking and presentation skills

To Apply: Please submit one file that includes both your cover letter and resume to recruiter@nyserda.ny.gov and include Communities Fellowship & Job Code 532 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) 474-6968 or via email at info@goer.ny.gov.

Natural Resource Intern | Conservation Legacy | King of Prussia, PA

Job Type: Paid internship

Salary: $285.00/wk Position is eligible for an AmeriCorps education award upon successful completion of the program. Value of education award is $2,960 (pre-tax)

Deadline: July 26, 2019

Stewards Individual Placement Program (SIPP) provides individuals with service and career opportunities to strengthen communities and preserve our natural resources. Participants work with federal agencies, tribal governments, and nonprofits building institutional capacity, developing community relationships, and supporting ecosystem health. SIPP, in partnership with the National Parks Service (NPS), is seeking an intern who will assist in planning and resource management at Valley Forge National Historical Park. The selected candidate will provide students with a concentrated, practical experience in natural resource management that affords the opportunity to apply classroom theory through a “hands-on” experience with the National Park Service.

Position Responsibilities will include:

- Active involvement in a variety of activities associated with natural resource preservation, become familiar with issues that face natural resource managers, and work closely with NPS staff and partners to monitor and address those issues.
- Contribute to the collection of data and implementation of projects that benefit park resources and assist park managers in achieving management goals.
- Assist with collection of data and tissue samples from animals removed during lethal reduction activities to assess deer herd health and monitor for potential wildlife disease.
- Learn and conduct tissue sample collection and safety procedures based on established protocols.
- Assist with management of biological data using established data management protocols.
- Work on a team that includes members from state and federal agencies as well as park staff from all park divisions.
- Assist in monitoring water quality in the Valley Creek Watershed by downloading data from HOBO and SONDE data loggers.
- Develop and field test protocols for equipment maintenance, data collection and storage, and metadata creation.
- Help organize and input data into a database.
- Help upload and manage data input into new Aquarius database.

Preferred Qualifications

- Experience working with Microsoft Office products (e.g., Word, Excel, PowerPoint)
- Experience with global positioning systems
- Spanish language proficiency

Mandatory Requirements

- Bachelor’s degree with Major in a field related to the biological sciences (e.g. wildlife and fisheries science, biology, forestry, environmental science, etc.) with a minimum GPA of 2.5.
- Must possess a valid driver’s license
- Ability to work independently and as part of a team
- Excellent oral and written communication skills
- Applicants must pass a criminal background check which requires fingerprinting by park law enforcement or your local police department prior to start date.
- Ability to hike up to 5-7 miles per day across varied terrain and to operate basic mechanical and electronic equipment (e.g. weed whip, GPS unit, etc.) and may include exposure to extreme weather conditions, herbicides, poisonous plants, stinging and biting insects and wild animals.

HOW TO APPLY: Apply on-line at: https://stewardslegacy.org/open-positions. Please include a resume and a one page cover letter describing your interest and qualifications. Members will be required to submit reports during their term of service.

For application questions, contact Rhea Johnson, Stewards Program Coordinator, at rjohnson@conservationlegacy.org

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.

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.

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


Environmental Justice Fellow | North Brooklyn Neighbors (formerly Neighbors Allied for Good Growth) | Brooklyn, NY

Application Deadline: August 7, 2019 | Salary: Stipend: up to $20,000

The Environmental Justice Fellow is a part-time, temporary, grant-funded position. The Fellow will work closely with the Executive Director, staff and partners to fulfill commitments of Mapping Environmental (In)Justice project. The Fellow is responsible for collecting, analyzing, and prioritizing historical data for inclusion in the interactive map focused on the environmental and social landscape of North Brooklyn. The fellow will draft stories for map users, engage high school youth in citizen science efforts, and organize informational sessions and workshops showcasing the map’s usefulness to the community. This is a part-time (24 hours per week), temporary fellowship beginning in September 2019 and will last eight/nine months (negotiable). The fellow will receive a bi-weekly stipend.

Responsibilities
- Spearhead youth outreach efforts that engage local high school students with environmental justice issues through a citizen science lens
- Research, analyze and draft content for stories on interactive tool
- Collaborate with mapping partner to design user engagement tools and resources
- Create content for program materials, social media, and website. Work collaboratively to manage calendar of social media and website updates
- Draft toolkits, outreach materials, and other content relevant to the project
- Organize and arrange community events to introduce mapping project to the public
• Assist with developing and conducting surveys
• Represent organization at community meetings, partner events, and meetings
• Other duties as assigned by the Executive Director

Qualifications
• Bachelor’s degree required. Current Master’s students or recent advanced degree graduates preferred
• Some relevant experience in mapping/GIS, research, teaching, grassroots community organizing, outreach, and/or communications
• Experience or demonstrated interest in sustainability, environmental justice or public health issues
• Sense of humor and creative thinker with a can-do attitude
• Ability to work flexible hours, including nights and/or weekends
• Ability to work independently and collaboratively
• Strong communication, organizational, and interpersonal skills including public speaking and written communication
• Advanced computer skills including proficiency in MS Office, Google Suite, and other standard office tools, social media apps, and CMS programs

Level of Language Proficiency: Fluency in Spanish and/or Polish a plus
How To Apply: Please send a detailed cover letter and résumé by Wednesday, August 7, 2019 to fellowship@northbrooklynneighbors.org with the subject line “Environmental Justice Fellow.”

Farm To School Program Manager | FOOD CONNECTS | Brattleboro, VT

JOB DESCRIPTION

Farm To School Program Manager
Food Connects is a dynamic and growing nonprofit organization based in Brattleboro, VT that delivers locally produced food as well as educational and consulting services aimed at transforming local food systems. Founded in 2013, Food Connects is a catalyst for food systems change by connecting the next generation with their food, local farmers with new markets, and school chefs with schoolfood.

Job Summary
The Farm To School Program Manager’s primary responsibilities are to manage the overall program and to be a motivational guide and knowledgeable resource for teachers, food service professionals, and school administrators to further develop and support Farm to School programs throughout the region. Acknowledged as a statewide leader, the Farm to School program builds capacity at over 30 schools to improve food, farm and nutrition education as well as increase local food purchasing and school meal participation.

Food Connects is a small, horizontally-structured organization, which means that everyone in the office participates in occasional big picture decisions like hiring, creating organizational policies, outreach, fundraising, and conducting an annual peer review. Successful applicants will have a demonstrated interest or experience in education, public health, and local food and agriculture. We are seeking a strategic thinker, and a team-player that has strong communication skills, and is comfortable with a dynamic and flexible work environment.

The Farm to School Program Manager is based in the Food Connects office in Brattleboro, VT, and is a full-time, year-round exempt, salaried position.

Collaboration
- The Farm To School Program Manager reports directly to the Executive Director.
- The Farm To School Program Manager oversees the Farm to School Program Coordinator(s) as well as the Summer Garden Coordinator
- The Farm To School Program Manager works closely with:
  - The Administrative & Marketing Manager to promote and celebrate FTS successes.
  - The Executive Director to assess new directions for the FTS program.
  - The Food Hub Manager and Sales Manager to assist school buyers in accessing affordable, local food.

Schedule
- 40+ hours/week; generally 9:00am to 5:00pm, Monday through Friday.
- Occasional meetings and events on evenings and weekends (with plenty of advance notice).
- Reliable vehicle required for regular regional travel. Mileage reimbursed at federal rate.
- Abundant professional development opportunities provided to develop job-related competencies. This may include attending conferences, workshops and individualized mentoring regarding:
  - School Food & Child Nutrition Programs
  - Best practices in Farm to School
  - Other topics, as needed

Job Responsibilities

Program Management
- Develop and maintain a FTS program budget, in alignment with FC budget.
- Identify and apply for grant funding to support FTS programming.
- Support fundraising efforts for FTS programming.
- Develop and maintain systems for FTS program management.
- Regularly evaluate FTS program impact and write reports (including Annual Reports), and develop a plan for the next stage of improvements.
- Participate in monthly staff meetings and general Food Connects strategic conversations.

Program Delivery
- Provide technical assistance and professional development opportunities for local stakeholders to build the capacity of school kitchens, cafeterias, gardens, and classrooms.
- Work with school staff and/or relevant committees to coordinate activities and events, and share best practices as needed.
Help navigate complex regulations, customize solutions and to streamline operations for federal child nutrition programs. (Professional development in this area will be provided!)

- Provide technical assistance that will increase participation in the school meal programs.
- Assist school chefs in accessing affordable wholesale local food direct from farms, delivered to schools through our local Food Hub.
- Promote opportunities for facilitating greater parent and volunteer involvement in school-based projects.

**Program Development**

Ensure the sustainability of the program by:

- Contribute Farm to School Program content to support Food Connects’ marketing efforts.
- Provide FTS updates and presentation to School Boards or School Administration.
- Establish and maintain a leadership role in regional and statewide farm to school efforts.
- Participate in the VT Farm to School Network gatherings, meetings, and occasional projects.
- Participate in the VT FTS Network’s Ease of Use team, including facilitation of monthly team calls.
- Identify opportunities for continued program growth and expansion.
- Participate in regional community initiatives, such as the Windham Region Hunger Council.

**Additional Responsibilities**

- Maintain professional and technical knowledge by attending educational workshops and reviewing professional publications.
- Participate in shared organizational HR functions including recruiting, selecting, orienting systems, policies, and procedures, and participating in the annual peer review process.
- Create and maintain a work plan and solicit feedback from staff at regular staff meetings.
- Other duties as assigned.

**Qualifications**

**Required Qualifications**

- 3+ years professional experience in education, nonprofit or public health sectors.
- General knowledge of veggies, fruits, and other locally-produced items.
- Excellent communication skills, both written and verbal: in person, over the phone, email, text.
- Excellent customer service skills.
- Strong proficiency with Internet use, spreadsheet development, databases, Google Drive and Microsoft Office suites. Comfort with learning new software platforms.
- Ability to remain calm under pressure and in the face of changing demands.
- Strong organizational skills and natural proclivity for keeping detailed records.
- Cheerful, professional presence.
- Self-starter who can work well independently.
- Ability to work effectively with others in a team-oriented environment.
- Ability to quickly assess a situation and make necessary decisions; skilled in creative problem-solving.
- Ability to prioritize tasks and manage workload among fast-paced and sometimes unpredictable programs.
- Flexible; able to prioritize and manage workload in a fast-paced, ever-evolving work environment.
- Reliable private vehicle for occasional travel.

**Preferred Qualifications**

- Experience working with Farm to School programs, school gardens, classroom curriculum, and/or the local food system.
- Knowledge of, or familiarity with, key State/Regional Farm to School partners, such as VT-FEED, Green Mountain Farm to School, VT Agency of Agriculture, Hunger Free VT, etc.
- Familiarity with, and enthusiasm for working in our geographical area: Windham County, VT and Windsor County, VT.

**Physical Requirements**

- Ability to lift and move up to 50 lbs on occasion.
- Continually able to sit at a desk and work in an office setting to execute job responsibilities.

**Compensation:** Salary range is $40,000 - $45,000, dependent upon experience, including some benefits after a probationary period.

*Food Connects 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.*

To apply, send resume and cover letter to info@foodconnects.org.

Position is open until filled.
Environmental Policy Analyst | ECS | Silver Spring, MD

BACKGROUND The Regulatory Services Branch coordinates the clearance of fisheries regulatory actions through NOAA Fisheries (NOAA) and the Department of Commerce (DOC) as part of the Regulatory Streamlining Program (RSP). The Regulatory Services Branch is responsible for reviewing and clearing regulatory actions, drafting and updating official guidance, and coordinating with NOAA, DOC, Regional Offices, and Leadership in implementing regulations. This branch edits technical documents for grammar, syntactical organization, logic, and style for publication in the Federal Register.

NOAA Fisheries has to maintain continuity and consistency with regulatory packages. NOAA Fisheries needs an Environmental Policy/Regulatory Analyst to review packages, inform leadership of potential delays in packages, liaison with the regional and Federal Register staff on the status of regulatory documents.

The result of not clearing packages and submitting final packages to the proper signers would cause delay in publishing regulations. For instance, a fishery not closing in time would mean our fisheries could be depleted. This would end up resulting in an economic loss to communities and NOAA Fisheries may end up losing its ability to manage its resources.

OBJECTIVES: Support from an Environmental Policy/Regulatory Analyst to review packages, inform leadership of potential delays in packages, liaison with the regional and Federal Register staff on the status of regulatory documents.

ACTIVITIES
- Clear regulatory packages through required reviewers.
- Update the Priorities of the Week Report.
- Track and submit regulatory packages to the Department of Commerce through the Regulatory Tracking System.
- Edit rules for publication in the Federal Register.
- Train regional staff on clearance procedures.
- Participate in meetings with team to brainstorm and edit document flows for future automation.

Work Experience
- Work that has provided the candidate with general knowledge of the Magnuson-Stevens Fishery Conservation and Management Act and some familiarity with the statutory requirements associated with reviewing regulatory packages is qualifying specialized experience.
- Additionally, work that demonstrates experience with databases, spreadsheets or other software used for tracking the status of documents.
- Reporting time-sensitive data, ensuring the accuracy of the data, and the ability to produce reports based on data is qualifying specialized work experience.
- Work on teams and experience preparing complex written products and/or oral presentations for managers or senior employees is qualifying work experience.

Travel Requirements: Occasional short duration

Required Skills
- Must have a Bachelor’s Degree
- Must be able to obtain a Public Trust Clearance which requires passing a thorough background check.
- 1-3 years of experience
- Ability to maintain high standards of organization and prioritization.
- Process oriented and attentive to detail.
- Ability to build and maintain effective relationships with staff. Excellent reading comprehension and writing skills.
- Ability to multitask and work with short deadlines.
- Must have strong skills with MS Office applications.
- Ability to address ambiguities.

Desired Skills: Knowledge of environmental legislation, fisheries and Federal Register requirements.

ECS is an equal opportunity employer and does not discriminate or allow discrimination on the basis of race, color, religion, gender, age, national origin, citizenship, disability, veteran status or any other classification protected by federal, state, or local law. ECS promotes affirmative action for minorities, women, disabled persons, and veterans.

ECS is a leading mid-sized provider of technology services to the United States Federal Government. We are focused on people, values and purpose. Every day, our 2300+ employees focus on providing their technical talent to support the Federal Agencies and Departments of the US Government to serve, protect and defend the American People.

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Natural Resources Policy Advisor – 47748 | The Nature Conservancy | Brunswick, ME

a Little About Us: Founded in 1951, The Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world’s toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners.

The Nature Conservancy in Maine is more than 60 years old – we are deeply committed to working with natural resource users, rural communities and many other stakeholders to solve our biggest challenges for nature and people. To learn more about our work in Maine and local history read our [www.nature.org/maine](http://www.nature.org/maine) or visit TNC Maine Strategic Plan.

The Nature Conservancy offers competitive compensation, 401k or savings-plan matching for eligible employees, excellent benefits, development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

YOUR POSITION WITH TNC: The Natural Resources Policy Advisor plays a key role for The Nature Conservancy in Maine in advancing state and federal policy to further The Nature Conservancy’s mission. They serve as liaison and informational contact between the organization and federal, state and local agencies, legislators, the private sector and nonprofit groups.

Essential Functions: The Natural Resources Policy Advisor provides research, policy analysis and lobbying in support of The Nature Conservancy in Maine’s land, freshwater, and marine conservation priorities. They work with the Director of Government Relations and Climate Policy to accomplish our conservation objectives by advancing and influencing state, regional and federal policy. In Maine, they track and engage in legislative and administrative actions related to forestry and land use, conservation campaigns (bonding), inland fisheries and wildlife, and marine resources. They build and facilitate internal networks, working with conservation staff to develop organizational policy priorities, and they cultivate key external partnerships in the public, private and nonprofit sectors. They also work with Maine’s Congressional delegation to achieve TNC’s federal policy objectives and support federal funding for Maine-based projects.

Responsibilities And Scope

- May supervise administrative staff and/or volunteers, interns, or temporary staff.
- Financial responsibility to complete projects appropriately and to assist with budget development and meeting fundraising goals for local and worldwide conservation.
- Ensures program compliance with internal policies and external requirements.
- Works within scope of program’s strategic goals.
- Provides research and policy analysis in support of legislative, corporate and/or policy priorities.
- May provide assistance with preparation of program materials including presentations, memos, and other communications.
- Influences the outcome of public policy initiatives at the state and federal levels.
- Develops strategic partnerships with relevant agencies, conservation organizations, and/or industry.
- Work independently, working with supervisor as needed.

Minimum Qualifications

- Bachelor’s degree and 3 years related experience, or equivalent combination of education and experience.
- Experience researching information from divergent sources and compiling it into a cohesive reporting structure.
- Experience presenting to and communicating with government or corporate staff and/or program leadership.
- Experience working with partners/government agencies and the corporate sector.
- Experience with legislative, planning, policy or corporate initiatives at two or more of the following levels: international, country, sub-national, or local.

Desired Qualifications

- Multi-lingual skills and multi-cultural or cross-cultural experience appreciated.
- Experience, coursework, or other training in legislative advocacy, public policy and/or state government, preferably with experience in natural resources policy.
- Experience coordinating complex projects in a decentralized organization, working across teams, operating units and functions to achieve optimal results.
- Experience building networks or organizational capacity, facilitating informational sessions, increasing internal knowledge and capacity, and identifying key stakeholders.
- Experience negotiating complex agreements.
- Self-starting, independent worker who can thrive in a decentralized organization with minimal oversight.

To apply to this position, please visit [www.nature.org/careers](http://www.nature.org/careers) and click on Current Job Opportunities. Please submit your resume (required) and cover letter separately using the upload buttons.
The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs, and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

The successful applicant must meet the requirements of The Nature Conservancy’s background screening process.

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Environmental Coordinator | US Department of Agriculture (National Forest) | Cass Lake, MN, US

This position is located on the Chippewa National Forest in Cass Lake, MN.

This position serves as the Forest’s Environmental Coordinator, FOIA Coordinator, and the Appeals and Litigation Manager.

For additional information of duties of this position, please contact Lisa Radosevich-Craig at 218-335-8649 or email at Lisa.Radosevich-Craig@usda.gov

Responsibilities

- Coordinate final evaluation and review of environmental analysis documents to ensure compliance with multiple environmental policy requirements.
- Manage natural resource related appeals, objections, and litigation activities.
- Interpret changes, decisions, and directions regarding environmental policies that would affect the organization.
- Analyze litigation and court decisions to make appropriate recommendations to officials regarding natural resource related lawsuits.
- Provide advice to management on the administrative appeals/objections process.
- Mediate conflicting viewpoints of interdisciplinary team members on preparation and processing of categorical exclusions, environmental assessments, and environmental impact statements.
- Provide program managers and environmental coordinators with technical leadership and guidance on the interpretation and implementation of the National Environmental Policy Act (NEPA) and other environmental acts and policies.
- Provide advice to program managers and environmental coordinators on the processes and procedures regarding implementation of the National Environmental Policy Act (NEPA) and other environmental acts and policies.
- Participate in the development of a biennial monitoring report to evaluate the results of National Environmental Policy Act (NEPA) decisions on the land.
- Develop legal documents including litigation reports, compliance agreements, mitigation plans, environmental analyses, and/or environmental impact statements.

Travel Required: Occasional travel - Travel may be expected for field work, meetings and training

Supervisory status: No

Promotion Potential: 12

Job family (Series): 0401 General Natural Resources Management And Biological Sciences

Requirements

- Must be a U.S. Citizen or National.
- Males born after 12/31/1959 must be Selective Service registered or exempt.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Successful completion of one year probationary period, unless previously served.
- Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit e-verify.gov

Qualifications: In order to qualify, you must meet the eligibility and qualifications requirements as defined below by the closing date of the announcement. For more information on the qualifications for this position, visit the Office of Personnel Management’s General Schedule Qualification Standards.
Your application and resume must clearly show that you possess the experience requirements. Transcripts must be provided for qualifications based on education. Provide course descriptions as necessary.

**Basic Requirement:** Applicants must meet all qualifications and eligibility requirements by the closing date of the announcement (or date of referral if an Open Continuous announcement) as defined below. For more information on the qualifications for this position, go to: [http://www.opm.gov/qualifications/standards/IORs.gs0400/0401.htm](http://www.opm.gov/qualifications/standards/IORs.gs0400/0401.htm)

**Gs-12**

Degree: Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study in biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position. OR Successful completion of a full 4-year course of study in a major field of study that included 24 semester hours in course work in biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position. Related course work generally refers to courses that may be accepted as part of the program major.

**OR**

Combination of education and experience that included 24 semester hours in course work in biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position, AND experience sufficient to demonstrate that the applicant possesses the knowledge, skills, and abilities required to perform work in the occupation that through the successful completion of a full 4-year course of study with a major in the appropriate field or related project work is comparable to that normally acquired in a college or university program-----------------------------------

In addition to meeting the basic requirement, you must also possess experience directly related education in the amounts listed below.

**Specialized Experience Requirement**

For the GS-12 level: Applicants must have one year of specialized experience equivalent to at least the GS-11 level. Examples of specialized experience are: Planned, directed, and advised personnel on compliance efforts regarding National Environmental Policy Act (NEPA), regulations of the President's Council on Environmental Quality (CEQ), Freedom of Information Act (FOIA) and organizational policy; Mediated conflicting viewpoints of Interdisciplinary Team (IDT) members on preparation and processing of categorical exclusions, environmental impact statements; Executed and completed final evaluation and review of environmental analysis documents for natural resource related projects and/or programs to ensure compliance with applicable federal, state, and local government officials, special interest groups, general public, and stakeholders to provide interpretation of requirements and applicability of NEPA, CEQ, FOIA, objections, appeals, and litigation.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

**TIME IN GRADE REQUIREMENT:** If you are a current federal employee in the General Schedule (GS) pay plan and applying for a promotion opportunity, you must meet time-in-grade (TIG) requirements of 52 weeks of service at the next lower grade level in the normal line of progression for the position being filled. This requirement must be met by the closing date of this announcement.

**Education:** Education Requirements for this position listed above.

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**NA Cities Program Coordinator – 47835 | The Nature Conservancy | Minneapolis, MN**

**A Little About Us:** Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit [www.nature.org](http://www.nature.org) or follow @nature_press on Twitter.

The Nature Conservancy offers competitive compensation, 401k or savings-plan matching for eligible employees, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote
from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

YOUR POSITION WITH TNC: The Cities Program Coordinator will be responsible for a variety of operations activities in support of the North America Cities program. The North America Cities program works across the U.S. in 24 cities, tapping into the innovative, diverse spirit of city communities and working with local leaders to find creative solutions that advocate for the role that nature plays in benefiting all people. The Coordinator will report to the Program Manager but play an integral role in supporting the program’s overarching goals and numerous team members across the region.

Essential Functions: The Cities Program Coordinator will be responsible for performing multiple administrative functions related to the North America Cities program. They may be responsible for scheduling and coordinating logistics for special events and/or meetings, purchasing, central filing, mailroom operations, facility management, telecommunications, and/or reception. In addition, the Coordinator may perform Information Systems, Human Resources, and Finance administrative tasks, including processing forms, preparing reports, and monitoring budgets. They will use available systems and resources to maintain, track, and research data, and to review reports and processes. They will also be responsible for performing multiple tasks and solve problems. They may communicate on behalf of their supervisor with internal and external sources, including staff, donors, vendors, and businesses. The Coordinator will experience frequent exposure to disagreeable elements and minor physical exertion and/or strain.

Responsibilities And Scope
- Perform duties under general supervision and established guidelines;
- Make day-to-day decisions within the scope of work assignments and prioritize work independently;
- Identify routine problems and utilize existing resources for resolution, referring difficult questions and problems to supervisor;
- Demonstrate sensitivity in handling confidential information;
- Financial responsibility may include purchasing, processing invoices, contracting with vendors, and assisting with budget tracking;
- Serve as a team member for assigned projects;
- Be willing to work occasional overtime and evenings and weekends as needed; and
- Work environment involves infrequent exposure to disagreeable elements and minor physical exertion and/or strain.

Minimum Qualifications
- Bachelor’s degree and 1-year experience or equivalent combination (such as an Associate degree and 2 years of experience);
- Experience in business writing, editing, and proofreading;
- Experience organizing time and managing diverse activities to meet deadlines;
- Experience performing one or more administrative processes; and
- Experience working and communicating with a wide range of people.

Desired Qualifications
- Multi-lingual skills and multi-cultural or cross-cultural experiences appreciated;
- Interest in environmental justice issues appreciated;
- Experience working in with remote teams;
- Ability to analyze information for use with program communications and special events;
- Database skills, including managing and tracking data, and producing reports;
- Excellent customer service skills and focus;
- Experience, coursework, or other training in relevant field; and/or
- Strong organizational skills and attention to detail.

To apply to this position, please visit www.nature.org/careers and click on Current Job Opportunities. Please submit your resume (required) and cover letter separately using the upload buttons.

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

The successful applicant must meet the requirements of The Nature Conservancy’s background screening process.
Manager of Community-Based Restoration | Anacostia Watershed Society | Bladensburg, MD

Application Deadline: July 29, 2019 | Salary range is between $55K and low $60K, depending on experience.

The Anacostia Watershed Society (AWS) seeks a Manager of Community-Based Restoration to inspire and inform diverse communities about the Anacostia Watershed, and develop innovative strategies to restore the Anacostia River and to engage Stewards Academy, as well as developing programs for the diverse population around the Anacostia Watershed, such as the Watershed Stewards Academy, as well as developing additional ways to engage the diverse communities in our restoration efforts. The Manager of Community-Based Restoration works directly with the Director of River Restoration Programs and manages a team of four to ensure the nature of this position requires frequent evening and weekend work.

This is an exciting opportunity to leverage existing relationships while developing new partnerships and providing strong restoration and engagement for this critical piece of the AWS strategy, furthering its mission to protect and restore the Anacostia River and its watershed.

About the Anacostia Watershed Society: Since its founding in 1989, the Anacostia Watershed Society has worked to attend to the river and its watershed communities. Over the past 30 years, AWS has grown and developed into an award-winning $3 million non-profit that is deeply involved in a cause that affects 176 square mile region of the Washington, D.C. metro area.

As part of its mission, the Anacostia Watershed Society is invested in local areas, working with schools and students throughout Washington, D.C. and Montgomery and Prince George’s counties, engaging them in an experience that educates them through hands-on service and allows them to play a part in the continuing improvement of the Anacostia Watershed. In addition, AWS serves as a voice for the river; advocating for and actively involving itself in policies, actions, and programs that protect its ecological health, improve water quality, and work to mitigate the negative effects of stormwater, bacteria, and trash.

Throughout our existence, much progress has been made. The river has been subjected to heavy pollution for centuries and considered unfit for fishing and swimming for decades. It was once littered with trash and the wetlands had been almost entirely destroyed. With the work of AWS and help from others, we are now at a point where it is possible to look away from past devastation and focus on the future. The organization works towards a “Waterway to 2025” and envisions a future where the river is swimmable and fishable by 2025.

Key Accountabilities:
1. Provide direction and oversight of all Community-Based Restoration programs and staff, by working with public and private landowners and other stakeholders to plan and implement restoration programs such as tree plantings, revegetation projects, mussel restoration, pollution reduction, and low impact development projects. Develop other innovative ways to educate, engage, and empower diverse communities to be advocates and stewards of the Anacostia River.
2. Lead and teach the Watershed Stewards Academy program and mentor participants and alumni.
3. Assist in River Restoration Program planning, evaluation, fundraising, and grants management.
4. Participate in organization-wide efforts, including leading volunteer, education, and recreation events, and other tasks as assigned.

Key Requirements:
1. A command of the required technical information relevant to environmental restoration, experience working with public and private landowners, and experience planning and implementing restoration work, such as: tree plantings, revegetation projects, mussel restoration, pollution reduction, low-impact development, etc. Knowledge of State and Federal agencies and programs, and experience in MS Office (Word, Excel, Project, and PowerPoint), GIS, and program tracking systems preferred.
2. Excellent written and verbal communication and presentation skills required.
3. Effective in creating teams, partnerships, and relationships with diverse partners, communities, and stakeholders that move the work forward and engage others in a manner that allows the parties involved to discover common ground.
4. Deep understanding and appreciation of environmental justice and the importance of inspiring diverse communities to action.
5. Effective delegation of tasks to staff, with the result that work is completed in a timely manner and advances the goals of the organization and the objectives of its programs.
6. Ability to inspire and support others to do their best work, including listening to others, providing helpful feedback, understanding their needs and priorities, and being proactive in communicating the information upon which they depend.
7. Willing, motivated, and able to work a flexible schedule that includes frequent evenings and weekends, work in the field, and travel to sites, and partner/funding meetings. Some physical work required (i.e. ability to lift 30 pounds).
8. Proven project, time, and budget management and evaluation skills with the ability to handle multiple tasks at the same time without sacrificing attention to detail. Ability to organize priorities, meet deadlines, and manage peak periods of activity. Ability to measure and track results and articulate programmatic needs.
9. Paddling and/or boating experience desired.
10. Self-motivation, innovation, and resourcefulness in doing whatever it takes to get the job done well.
11. Thinking and acting strategically from a whole system perspective, and maintaining an appropriate balance of immediate need and longer-range focus to ensure the Community-Based Restoration programs thrive in the near and long-term.
REQUIRED QUALIFICATIONS & EXPERIENCE:

- Minimum 3-4 years of experience working in the environmental field desirable, with project and personnel management experience, and community engagement and outreach accountabilities.
- Bachelor’s degree helpful.
- Demonstrated success in the design and delivery of impactful community-based programs.
- Experienced in writing proposals and funding requests, including grant requests to secure program funding.
- Demonstrated success in working cross functionally to execute on program that will engage partners and members, and drive behavior change.

AWS encourages and embraces diversity.


Counselor/Advocate | Victim Services Center of Montgomery County, Inc. | Norristown, PA

Application Deadline: August 2, 2019 | Salary: competitive salary

The Counselor/Advocate, who reports to the Direct Services Supervisor for assignment of cases, tasks, case consultations, case management and ongoing supervision is responsible for providing counseling including advocacy and accompaniment from sexual violence and intimidation orders to victims of sexual assault and other crimes. These services may be provided in community based locations as needed and assigned, including services to the underserved populations.

Responsibilities: Counseling, advocacy, community outreach and support group facilitation as assigned. Rotation on crisis hotline in office and weekly on-call hotline rotation, in-person hospital and police accommodation for sexual assault victims, record keeping in accordance with ETO and other agency data collection and reporting requirements, intake monthly reports and client number assignment.

Qualifications: Master's Degree(required) in Psychology, Social Work, Counseling, or related field, License preferred. Completion of VSC 65+ hour Sexual Assault Counselor/Victim Advocate training. Criminal Record, Child Abuse History and FBI Clearance background checks required. Valid driver's license, vehicle and valid automobile insurance required. All employees are At-Will employees. EOE

Benefits: After a three month period benefits will be available( medical including dental and vision and vacation, sick and personal leave)

Level of Language Proficiency: Spanish language skills a plus*

How To Apply: Please send resumes to: Erin-Slight@vscmontcopa.org


Communications & Development Associate | Center for International Environmental Law (CIEL) | Washington, DC

Salary: $40,000 - $42,000 DoQ

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

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

The position is full-time and based in Washington, D.C.

Responsibilities:
1. Work with Communications & Development Director and other relevant staff to strengthen CIEL’s communications capacity, strategy, and processes;
2. Create online and social media content to build our audience and grow online engagement in support of program and organizational goals, while ensuring consistency, high quality, and a clear, compelling organization voice;
3. Serve as writer, editor, and/or proofreader for communications materials (including news releases, online content, reports, and multimedia products) and development initiatives (including grant reports and proposals);
4. Grow relationships with targeted online, print, and broadcast journalists, editorial writers, and columnists, as well as with other media sources to expand coverage of CIEL’s work and the issues we address;
5. Increase CIEL’s visibility in mainstream outlets, including through drafting press releases, op-eds, and talking points, and supporting staff to respond to media requests;
6. Support creation and implementation of email campaigns and other communications, including email design, list segmentation, and reporting;
7. Help create and implement online campaign strategies, including on Facebook, Twitter, and other social networking sites, including learning from qualitative and quantitative analysis of social network engagement;
8. Implement online engagement and supporter outreach campaigns;
9. Prospect new development opportunities to support organizational initiatives and support donor stewardship campaigns;
10. Maintain timesheets, submit paperwork on time, and meet with supervisor(s) as requested; and
11. Share light office duties with the rest of staff, and perform other job-related duties as assigned.

Qualifications:
Minimum Qualifications:
12. Bachelors degree;
13. 1-3 years’ work experience in journalism, communications, or development, preferably including experience in an NGO environment;
14. Exceptional writing skills, including the demonstrated ability to write in a wide variety of formats and to translate complex subject matter clearly and compellingly for a variety of audiences;
15. Strong and demonstrated experience with a variety of communication technologies and formats, including business-relevant experience in the use of online and social media;
16. Experience working with a diversity of people, groups, local communities, and organizations;
17. Ability to work both independently and in close coordination with a team;
18. Strong organizational skills and ability to manage multiple tasks simultaneously;
19. Exceptional attention to detail, copy-editing skills, and ability to draft content under tight deadlines;
20. Ability to work at least 80% time; full time preferred; and
21. Legal authorization to work in the United States.

Desired Qualifications:
22. Experience in human rights or environmental issues (strongly preferred);
23. Experience with donor databases and/or supporter engagement tools, such as MailChimp, Network for Good, and Blackbaud;
24. Facility with visual content design; experience in Adobe suite or equivalent a plus;
25. Competence in multimedia, website management, HTML/CSS a plus; and
26. Good sense of humor.

Benefits: The salary is competitive and commensurate with experience. CIEL offers excellent benefits, including generous vacation and paid sabbatical leave and an employer 403b contribution.

CIEL is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, political belief, age, gender, sexual orientation, or class.

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


Regional Climate Collaboratives Program Analyst | State of CA, Governor's Office of Planning and Research | Sacramento, CA

JC-163636 Regional Climate Collaboratives Program Analyst

STAFF INTERGOVERNMENTAL PROGRAM ANALYST, OFFICE OF PLANNING AND RESEARCH

$5,240.00 - $6,500.00 per Month

Final Filing Date: 8/2/2019

Application Methods: Electronic (Using your CalCareer Account), By Mail, Drop-off

Job Description and Duties: You will find additional information about the job in the Duty Statement.

Working Conditions: Work will be done in a climate-controlled office under artificial lighting.
Occasional overtime, travel, and overnight stays will be required.

**Minimum Requirements:** You will find the Minimum Requirements in the Class Specification.

**Additional Documents**
- [Job Application Package Checklist](#)
- [Duty Statement](#)

**Position Details**

**Job Code #:** JC-163636 | **Position #**(s): 368-675-6269-901 | **Working Title:** Regional Climate Collaboratives Program Analyst

**Classification:** STAFF INTERGOVERNMENTAL PROGRAM ANALYST, OFFICE OF PLANNING AND RESEARCH $5,240.00 - $6,500.00 (monthly)

**# of Positions:** 1 | **Location:** Sacramento County

**Job Type:** Exempt Executive Assignment - Non Tenured, Full Time | **Work Shift:** 8:00 am to 5:00 pm

**Department Information:** The Strategic Growth Council (SGC) is a Cabinet-level state organization that coordinates and works collaboratively across state government and with public agencies, communities, and stakeholders to achieve sustainability, equity, economic prosperity, and quality of life for all Californians. SGC programs include Affordable Housing and Sustainable Communities (AHSC), Sustainable Agriculture Lands Conservation (SALC), Transformative Climate Communities (TCC), Climate Change Research Program (CCR), Technical Assistance Program (TA), and Health in All Policies (HiAP). SGC is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor.

The Regional Climate Communities Program provides technical assistance and capacity-building services to assist under-resourced communities to build the community-driven leadership, knowledge, skills, experience, and resources needed to support climate change mitigation and adaptation strategies in their community, as well as identify and access public funding. Under the general direction of the RCC Manager, the RCC Analyst works with program awardees, project leads, and other stakeholders to ensure successful development, implementation and evaluation of RCC awards.

**Department Website:** [http://sgc.ca.gov/](http://sgc.ca.gov/)

**Special Requirements:** This is a professional classification. A Bachelor's Degree is required AND at least 3 years of relevant experience developing and implementing policy, grant programs and/or leadership development programs.

**Application Instructions:** Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

**Final Filing Date: 8/2/2019**

**Who May Apply:** This is a non-testing Classification, therefore, anyone meeting the Minimum Qualifications listed on the Classification Specification may apply for this position. Individuals in specific programs, such as the Welfare to Work Program, are encouraged to apply and will be given priority according to the applicable Laws and Rules. Please note on your application your current participation in these programs. Individuals who are eligible to be appointed to this Exempt Position by the State of California.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process.

Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

**How To Apply:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

**Address for Mailing Application Packages:** You may submit your application and any applicable or required documents to:

Governor's Office of Planning and Research
Attn: Human Resources
1400 10th Street
Sacramento, CA 95814

**Address for Drop-Off Application Packages:** You may drop off your application and any applicable or required documents at:

HR
1400 10th Street
Sacramento, CA 95814
08:00 AM - 05:00 PM
Required Application Package Documents: The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Other - Please submit a cover letter, resume, and state application. Please apply via the CalCareers website.

Applicants requiring reasonable accommodations must request the necessary accommodations if needed should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Desirable Qualifications: In addition to evaluating each candidate’s relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Minimum Experience:
- Bachelors’ degree AND at least 3 years of relevant experience developing and implementing policy, grant programs and/or leadership development programs.
- Excellent verbal and written communication skills.
- Ability and experience communicating to diverse audiences.
- Strong work ethic, detail oriented and organized.
- Collaborative, adaptable, and able to prioritize emergent and ongoing tasks.
- Experience working in and with under-resourced communities including disadvantaged communities (DAC), Tribal communities, rural communities, immigrant communities, low-income communities, and/or communities of color.
- Proven commitment to serving diverse communities.
- An ability to create a work environment that celebrates diverse backgrounds, cultures, and personal experiences.
- Ability and flexibility to travel and effectively participate in site visits, public workshops, and meetings up to 50% of the time.
- Occasionally will need to work on evenings, weekends, and holidays.
- Bilingual in English and one of California’s most spoken languages (Spanish, Chinese, Tagalog, Vietnamese, and Korean).

Benefits: The State of California benefit package may include:
- Retirement contributions into the California Public Employees’ Retirement System.
- Vacation and Sick Leave or Annual Leave
- Professional Development Day – two day per fiscal year
- Medical, dental, and vision insurance
- Life insurance basic coverage of $50,000 for managers and $25,000 for supervisors, confidential, and excluded employees.
- Voluntary enrollment into a deferred compensation program Long-term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Service Plan.
- This position is exempt from Civil Service.
- May offer relocation reimbursement.

Contact Information: The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

Department Website: [http://sgc.ca.gov/](http://sgc.ca.gov/)

Human Resources Contact:
Joanna Sledge
(916) 324-9736
joanna.sledge@opr.ca.gov

Hiring Unit Contact:
Joanna Sledge
(916) 324-9736
joanna.sledge@opr.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department’s EEO Office.

EEO Contact:
EEO Office
(916) 324-9736
joanna.sledge@OPR.CA.GOV
Review and Selection process: Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The RCC Program Analyst serves at the pleasure of the Governor and is an “Exempt” position, therefore appointment to this position and the final salary are subject to executive approval.

Information on this position: See duty statement for additional information.

Equal Opportunity Employer: The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, gender, gender expression, gender identity, disability (mental and physical), exercising the right to family care and medical leave, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with Civil Service, and the special trust placed in public servants.

From <https://www.ca.gov/jobs/jobsposting.aspx?jobControlId=163636>

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Project Manager | Save Our Bosque Task Force | Socorro, NM

Salary Details: $41000  |  Deadline: Aug 01, 2019

The Save Our Bosque Task Force, a non-profit 501(c)(3) organization based in Socorro, New Mexico seeks a Project Manager to manage and implement riparian restoration projects, outreach and ecological monitoring along the Middle Rio Grande in Socorro County, NM.

- Facilitate and manage plans and projects as part of the implementation of the SOBTF Long-Term Plan. Assist contractors with conducting targeted and strategic outreach to SOBTF participants, local elected officials from state, county and city governments, federal and state agencies, the soil and water conservation districts, irrigation districts and public utilities, NGOs, businesses, landowners and other residents. With the SOBTF Board, the SOBTF Project Manager will serve as a spokesperson for the partnership and will need to be able to understand and communicate potentially complex scientific information to a wide variety of audiences.

- Assist Board members and partners in developing project budgets and scopes of work for grant applications that include the SOBTF as a partner. The Project Manager will also provide required information to the accountant for grant and budget reporting.

- Supervise and lead interns in the SOBTF monitoring program. This includes working with stakeholders to develop a monitoring plan and program to assess the success of riparian restoration projects. The SOBTF Project Manager will supervise the field work of interns which will require field visits and monitoring, GPS & GIS training. Project Manager will be responsible for planning interns’ work activities. Develop and maintain a working relationship with partners and agencies to insure quality work and successfully accomplish objectives and outcomes.

- With assistance from SOBTF partners, encourage the use of science and research studies to answer questions or provide direction for SOBTF activities by working with universities, state and federal agency science staff, and other organizations and individuals that have local knowledge and expertise in strategies related to watershed management and restoration of resources.

- Manage contracts and projects under grants and cooperative agreements. This will include planning and restoration work with a variety of public and private landowners. The Project Manager will develop contract scopes of work, reports and budget accounting for these contracts and work with contractors to assure quality work is completed.

- Develop outreach programs and new ideas for reaching out to citizens of Socorro County.

- Manage the SOBTF’s GIS database

HOW TO APPLY: For more info, visit www.sobtf.org. Please submit resumes and letters of interest by C.O.B. August 1, 2019 to Matt Mitchell, Acting Board Chair at riobirdsmitch@gmail.com


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Outreach Coordinator | National Wildlife Federation | New Orleans, LA

Salary Details: $44,000 to $50,000

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 thrive 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. To support our mission we are seeking an Outreach Coordinator to join our team in New Orleans, LA.
The Outreach Coordinator will help advance the goals of its Mississippi River Delta (MRD) Restoration Program in Louisiana. Through this program, NWF works in coalition with national and regional partners to advocate for bold state and federal action on large-scale restoration projects that will restore coastal Louisiana’s deteriorating wetlands and in the process, protect people, wildlife, and jobs. The MRD program works to secure and protect funding for coastal restoration, educate and engage citizens across the coast on Louisiana’s land-loss crisis, and give them the tools needed to adapt to the changing landscape. The Outreach Coordinator will work in a coalition setting, with team members from multiple organizations, to develop, execute, track and communicate about outreach and engagement activities that advance MRD program and coalition goals.

In this role you will:

- Coordinate activities of MRD Outreach Committee members
- Plan and lead committee meetings and calls, arrange logistics and take notes
- Create and manage tracking documents and systems for outreach efforts and grant reporting
- Train team members on tracking systems
- Attend public meetings, outreach events, trainings, workshops, and conferences as needed to assist in their execution
- Support, plan, and execute outreach events; delegating tasks, managing logistics, and negotiating vendor contracts
- Assist the Outreach Manager and the Outreach Committee Chair on other projects as requested

Secondary Duties may Include:

- Online advocacy - in coordination with the MRD Communications Committee, develop and implement strategies for increasing engagement for MRD online supporters, moving online supporters off-line and vice versa
- Developing educational materials, authoring blog posts, and creating content and posting to social media.
- Giving presentations about Louisiana’s land loss issues and coastal restoration to targeted stakeholder groups; leading field tours

The ideal candidate will possess:

- Demonstrated ability to work well in a collaborative environment
- Direct experience in organizing successful meetings and events, with a proven ability to coordinate, organize, and foster effective communication among large teams
- Ability to think strategically and prioritize activities to achieve maximum effectiveness in a fast-paced environment
- Experience with all aspects of Microsoft Office (including Excel), Outlook and/or Google Docs
- The ability to communicate effectively, both internally and externally, in person and in written form
- Demonstrated experience in problem solving and being proactive in the face of challenges.

Skills and qualifications desired but not required:

- Experience and knowledge of Louisiana’s coastal issues
- Familiarity with Louisiana coastal communities
- Experience working on a grant-funded program
- Experience with database tracking
- Knowledge of Podio tracking system
- Ability to lift at least 25lbs

What else you should know: Your employee’s actions are expected to reflect the staff values of the National Wildlife Federation: collaboration, mindfulness, empowerment, inclusivity, and mission focus.

Travel Requirements: There will be regular local, statewide, and national travel in this role; up to 10 overnight trips per year. Candidate must have a valid driver’s license.

Compensation: The National Wildlife Federation offers excellent benefits, including 16 weeks of paid FMLA leave, competitive compensation, and a family-friendly, flexible work environment. We are committed to building a complementary team and strongly support candidates from all backgrounds to apply.

Application: 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 people and wildlife 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.nwf.org/About-Us/DEIJ](https://www.nwf.org/About-Us/DEIJ)

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

If you are interested you should submit a cover letter and resume.

From [https://recruiting.ultiro.com/NAT1047NWF/jobBoard/1ca8346a-33cc-401d-90d9-d7f7526df6d7d/OportunityDetail?opportunityId=57971d52-000f-4b16-81f1-d9b58228d191](https://recruiting.ultiro.com/NAT1047NWF/jobBoard/1ca8346a-33cc-401d-90d9-d7f7526df6d7d/OportunityDetail?opportunityId=57971d52-000f-4b16-81f1-d9b58228d191)
Communications Coordinator | National Wildlife Federation | Ann Arbor, MI

**Description:** The Healing Our Waters-Great Lakes Coalition (HOW), led by the National Wildlife Federation (NWF) and National Parks Conservation Association (NPCA), is seeking a Communications Coordinator to support strategic communications efforts of the Coalition. In this role you will be a key player in developing and implementing a strategic communications campaign to maintain the federal commitment to restore and protect the Great Lakes and to advance other priority issues and policies for the region. You will assist the Regional Communications Director and the HOW Director in planning and implementing a robust strategic communication plan that advances Coalition goals by effectively using traditional and social media channels with media, public officials, Coalition members and allies. HOW Communication goals are to tell the story of restoring the Great Lakes, be a leading voice for Great Lakes restoration and protection in Washington, D.C., and in the Great Lakes states, and to inform members of the Coalition about the latest developments through social media, blogs, and extensive media relations, polling, reports, and joint letters to the U.S. Congress.

The position will require excellent writing, speaking, time management, organizational, and interpersonal skills. Interested candidates will need to submit three writing samples.

**Your major areas of responsibility include:**

**Coordination:** Design and implement a robust communications strategy to advance HOW Coalition goals—including the strategic integration of priorities that help advance diversity, equity, inclusion, and justice. Coordinate communications activities on day-to-day basis with Coalition staff to make sure that all aspects of the communications campaign are effectively and efficiently integrated. Coordinate as necessary with Great Lakes Regional Center staff and affiliate partners.

**Writing:** Craft fact sheets, press releases, success stories, mini-reports, and reports that advance Coalition campaign goals and messages throughout the year to congress, media and coalition membership with the oversight of senior management. Craft foundational content and opportunistic pieces as needed to advance Great Lakes Regional Center and NWF goals around diversity, equity, inclusion and justice.

**Traditional Media:** Assist Regional Communications Director in designing and implementing Coalition’s strategic media strategy, including opinion research, earned media, and paid media, as well as helping Coalition members and allies stay on message by providing materials and training as needed.

**Social Media:** Oversee the Coalition’s strategic use of social media (including Coalition website) by creating and implementing social media campaigns while looking for new opportunities to advance Coalition goals on social media. Oversee a robust, timely on-line presence that includes the strategic integration of the Coalition’s Website and social media platforms, including Facebook and Twitter. Assist Coalition staff in designing and implementing robust social media strategy, as well as helping Coalition members advance common goals on social media.

**Events:** Provide strategic communications advice and support to ensure the success of Coalition events such as Great Lakes Days in Washington, D.C., and the Coalition’s Annual Great Lakes Restoration Conference. Attend events (as budget and time allow) to grow office knowledge, network, and work products around communications and diversity, equity and inclusion.

**Qualifications:**

- Excellent communication and writing skills.
- Experience with media relations and social media.
- Ability to coordinate various levels of staff activities to meet program goals.
- Cultural competency in diversity, equity, inclusion, and justice.

**Travel Requirements:** You will travel approximately 3-4 times per year, including the Coalition’s two marquee events—the annual fly-in in Washington, D.C., and the annual conference.

**Compensation and Benefits:** The National Wildlife Federation offers excellent benefits, including 16 weeks of paid FMLA leave, competitive compensation, and a family-friendly, flexible work environment. We are committed to building a complementary team and strongly support candidates from all backgrounds to apply. The salary range for this position is $45,000 to $50,000 annually.

**Application:** We strive to increase diversity, equity, inclusion and justice (DEI) in all elements of our work and with our partners to support the interdependent needs of people and wildlife 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.nwf.org/About-Us/DEI](https://www.nwf.org/About-Us/DEI).

If you meet more than 75% of the qualifications of this description, we support your application. If selected, a background check will be conducted. If you are interested you should submit a cover letter, resume, and three writing samples. [Click here to apply](https://recruiting.ultipro.com/NAT1047NWF/jobBoard/1ca8346a-33cc-401d-90d9-d7f7526df97d/OpportunityDetail?opportunityId=66f6c37b-bbb1-44fb-b146-6938a1d775e7&sourceId=903e6c13-a549-4ad9-9446-4a8e74f2199b)
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. A listing of all open jobs is available at https://www.ucsusa.org/about/jobs-ucs.

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

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

From <https://union-of-concerned-scientists.workable.com/j/17CE0B63CS>
Hampton Roads Organizer | Chesapeake Climate Action Network | Norfolk, VA

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

GREAT OPPORTUNITY: Work minutes from beautiful Virginia Beach while making a difference on vital clean energy campaigns across coastal Virginia. Work with our diverse and committed staff as part of a cutting-edge group that Bill McKibben calls “the best 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. We envision an equitable and just transition in which climate friendly energy policies are the most effective climate policies in the Commonwealth.

In Virginia, we are working on bold campaigns that would result in energy policies matching the scale of the climate crisis the state is facing. Never has our work been more important, as we have been pushing the envelope of what’s “politically possible” in Virginia, using every tool inside and outside of the box – from organizing in the way of two fracked gas pipelines, weakening one of the nation’s most powerful polluters, to fighting against the most vulnerable region to sea level rise in the nation. The ideal candidate will have experience building relationships and inspiring action, and will be passionate about urging faster and more equitable change to address the climate crisis.

WHAT YOU WILL DO

The primary responsibilities of the position include:

- Outreach and Mobilization: Most of this person’s time will be spent building relationships with people and inspiring them to take action. This involves recruiting, training, and supporting volunteers, as well as forming and cultivating active volunteer teams.
- Grassroots Campaign Planning: Working with existing supporters, community partners, and coalition leaders to create strategic field plans aimed at winning CCAN’s priority campaigns.
- Planning and Executing Inspiring Actions: Organizing and executing creative actions, media events and community meetings that will mobilize our base and influence Hampton Roads decision makers.

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

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

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

Salary is commensurate with experience in the range of $38,000-$45,000. We provide a generous benefits package including health care, dental/vision coverage and 4 weeks’ paid vacation.

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

We are accepting applications on a rolling basis. CCAN is an equal opportunity employer, committed to a diverse workforce. We are seeking to recruit individuals from underrepresented groups to apply for this position.

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

Public Lands & Wildlife Advocate | Conservation Voters New Mexico | Santa Fe, NM

Conservation Voters New Mexico (CVNM) is a statewide, nonpartisan nonprofit committed to connecting the people of New Mexico to their political power to protect our air, land and water for a healthy Land of Enchantment. We do this by mobilizing voters, winning elections, holding elected officials accountable, and advancing responsible public policies.

We are seeking a full-time exempt Public Lands and Wildlife Advocate to develop, coordinate, and implement public policy initiatives that advance conservation on public lands, preservation and protection of wildlife, outdoor recreation, and community involvement in public lands decision making. We are looking for an ambitious, collaborative, and goal-driven individual who enjoys working with a team, understands the importance of civic engagement in the policy process, and is passionate about protecting public lands, water, and New Mexico’s communities. This position is based in Santa Fe or Albuquerque, but remote work is possible for the right candidate, and requires the ability to work a non-standard work week including some evenings and weekends particularly during the legislative session and election season.

Job Responsibilities:
- Research and track public lands policy developments across the West.
- Develop and recommend statewide public lands policy priorities for CVNM touching on issue areas including water, wildlife, public lands access, oil and gas regulation, agriculture, transparency, and outdoor recreation that meet the long term goals of CVNM and CVNM Education Fund.
- Engage and educate community leaders and partners to build support for public lands policy priorities, collaborating with CVNM Education Fund programs and staff.
- Represent CVNM in coalitions, interim committees, and public meetings related to public lands and wildlife issues.
- Engage with New Mexico state agencies around public lands and wildlife policy decisions including the Department of Game and Fish, State Game Commission, Oil Conservation Division, State Land Office, State Parks Division, Youth Conservation Corps, Outdoor Recreation Division, and Department of Agriculture, along with other agencies.
- Educate legislators on public policy and assist with legislative outreach efforts in legislative session, including acting as an expert witness and lobbying.
- Assist with accountability, electoral, and other policy work that meets CVNM’s goals.
- Other duties as assigned by CVNM Political and Legislative Director or other CVNM management.
- Provide updates and content for communications and development departments.

Qualifications
- Minimum 3+ years working on issues related to public lands, land management policy, or issue advocacy.
- Knowledge of how of how a bill becomes a law or city/county/state policy processes. Knowledge of Navajo Nation and/or Tribal Government policy processes is a plus.
- Ability to work independently, meet deadlines, and troubleshoot challenges.
- A team player who is comfortable managing several responsibilities and pitching in where needed throughout the organization.
- Enthusiasm and commitment to amplify the voice and leadership of communities of color in New Mexico.
- Demonstrated ability and comfort working in or with bilingual and multi-cultural environments, audiences and teams in both group and one-on-one settings.
- Demonstrated commitment to equity, inclusion and diversity, and an interest or commitment to work on environmental issues that impact our air, land, water and community health.
- Demonstrated ability and comfort with leading meetings, engaging in coalition settings, and public speaking.
- Experience designing or helping to shape campaign plans and strategies, and implementing or training others in key organizing strategies and tactics like power-mapping, door-to-door canvassing, and phone banking.
- Understanding of ways that community organizing, leadership development, civic engagement, and decision-maker education can lead to policy or issue change.
- Knowledge of New Mexico’s rural communities, wildlife, and public lands issues is a plus.
- A valid driver’s license, vehicle insurance, and reliable mode of transportation. Both in-state and out-of-state travel may be required.

Benefits: This is a full-time exempt salaried position based on experience. CVNM also offers a benefits package for full-time staff that includes vacation and sick leave, as well as health, dental and vision coverage.

How To Apply: https://cvnm.link/PublicLandsAdvocate

Please send your resume, cover letter, and three references to careers@cvnm.org with “Public Lands and Wildlife Advocate” in the subject line. Position is open until filled. No calls please. CVNM is an equal opportunity employer. Employment with CVNM is at will. If you need additional assistance to apply, please contact careers@cvnm.org.

Program Associate, Climate & Energy | EarthJustice Headquarters | Washington, DC

Salary: $61,200 - $68,000 Salary is based in experience and location. This is the Washington DC salary range.

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 courts to protect our wildlife; to advance clean energy; and to empower communities 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 justice and a healthy environment. Our headquarters are in San Francisco with offices in see, Miami, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, Chicago, and Washington, DC.

The Program Associate works under the supervision of the Vice President of Litigation for Climate & Energy. This position requires a self-starter who is able to work both collaboratively and independently and possesses strong interpersonal skills. The position requires excellent research, writing, and analytical skills, diplomacy and discretion, and the ability to adapt and think creatively. The Program Associate must be able to manage multiple projects simultaneously, meet deadlines, and be highly detail-oriented.

This position performs a variety of program and administrative tasks in support of the Climate & Energy Litigation docket and advocacy campaigns. These tasks include but are not limited to: project management in a complex organization, research and analysis, writing and copy-editing, developing slide presentations, planning and facilitating meetings, assisting with communications, and executing a variety of tasks including scheduling, project coordination and other tasks as assigned. The position requires frequent interaction with staff members across the organization and external clients or partners from a variety of geographic areas and backgrounds. Some travel may be required.

Responsibilities

Program Support (85%)

- Support the Vice President of Litigation, Climate & Energy, in developing and monitoring projects underway as part of the Climate & Energy program.
- Keep Vice President on top of deadlines, often “managing up.”
- Convene and coordinate teams and workgroups from various departments, programs and regional offices, and create and maintain platforms for collaboration.
- Research potential areas for engagement and the latest developments in the Climate & Energy space.
- Research and prepare written program materials, including reports, papers, strategy memos, and other documents, as requested.
- Assist in public presentations, draft power point presentations and talking points.
- Assist in drafting strategic implementation and project plans, and track project deliverables.
- Brainstorm, research, and draft external-facing communications on behalf of the Vice President of Litigation, Climate & Energy, and other relevant staff as needed.
- Assist other departments in internal and external communications related to Earthjustice’s climate & energy work.
- Attend events to help share information on the work of the Climate & Energy program, as requested.
- Administer and participate in various cloud-based platforms for internal and external collaboration (such as Basecamp, Trello, etc.).
- Run an internal program newsletter.

Administrative (15%)

- Facilitate project meetings, status updates, and debriefings; manage meeting notes and related documentation to be stored electronically and on the intranet.
- Assist in retreat and other meeting planning
- Other duties, as assigned.

Qualifications

- College degree; master’s degree a plus.
- At least two years of experience in a related position.
- Certification or experience in project management a plus.
- Self-starter and initiative.
- Outstanding organizational skills.
- Excellent verbal and written communication skills.
- Focus on attention to detail, including the management of complex information.
- Excellent ability to research and understand factual, scientific, technical, economic, historical, and policy aspects of issues and synthesize this knowledge in a coherent and non-technical fashion.
- Excellent interpersonal skills.
- Commitment to environmental, energy and social justice issues; relevant experience a plus.
- Ability to maintain confidences and confidential information.
Comfort with Microsoft Office Suite and standard business technology.
Flexibility to work in a team and independently with little supervision, asking questions as appropriate.
Ability to handle a diverse workload and multi-task as needed.
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.
Ability to manage up.
Ability to master and implement new technologies for the organization, e.g., setting up new platforms such as Basecamp.

Benefits: 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 candidates should submit the following online via the Jobvite system: https://app.jobvite.com/j?cj=eartafwY&s=Idealist
- Resume
- Cover Letter
- Writing Sample

Please, no phone calls, hard copies, or drop-ins. If you’re having technical difficulties submitting your application, reach out to jobs@earthjustice.org

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

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

For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.


NECEC Policy Associate | Northeast Clean Energy Council | Boston, MA

Application Deadline: August 11, 2019

NECEC (The Northeast Clean Energy Council) is a regional non-profit clean energy business, policy and innovation organization whose mission is create a world-class clean energy hub delivering global impact with economic, energy, and environmental solutions. NECEC helps clean energy companies start, scale and succeed with our unique business, innovation and policy leadership.

This is a rare opportunity to shape clean energy policy across the region while gaining invaluable advocacy and analytical experience. NECEC is seeking a Policy Associate to play a key role on its Policy and Government Affairs team working on legislative and regulatory efforts across the region. Reporting directly to the Vice President of Policy and Government Affairs and interfacing regularly with NECEC management, member companies and public officials, the Policy Associate will be responsible for spearheading the policy development and policy advocacy efforts of NECEC across the Northeast at the state and regional level. The Policy Associate will be called on to speak and write persuasively on a wide variety of subject matters, be a central repository of knowledge across multiple jurisdictions, and develop close relationships with other stakeholders. This position is based in NECEC’s Boston office, and will require some regional travel.

Responsibilities include, but are not limited to:
- Drafting of memoranda, legislative testimony, and regulatory filings based on analysis and input from membership
- Literature review, policy research, and data analysis to inform direct advocacy efforts
- Regulatory and legislative bill tracking and preparation of summary reports
- Briefings on emerging policy topics and distillation/synthesis of membership positions
- Creation and maintenance of data bases on clean energy developments and trends, ongoing monitoring of industry activity
- Communications and logistical support to the Policy Committee and related working groups, including inquiries from policymakers and media
- Responding to requests for information from member companies promptly and accurately

• Development of presentations, meeting materials, and member newsletters
• Managing complex coalitions effectively and professionally
• Supporting NECEC’s president and vice president in preparing public testimony, remarks and presentations
• Support to the Policy Team, including coordination of meetings, event-planning and outreach, scheduling, lobbying registrations, and other support as needed

Qualified candidates should have a bachelor’s degree in economics, political science, environmental or energy policy, business or engineering or a related field and at least 3 years of experience in the energy/environmental industry. A master’s degree can substitute for 1-2 years of experience. Candidates should also be able to demonstrate:

• Excellent written and oral communications skills, including strong editorial abilities
• Relevant professional experience in a clean energy- or advocacy-oriented role
• Impeccable analytical and technical capabilities, with close attention to detail
• Ability to work independently, with initial guidance
• Strong organizational and time management skills
• Ability to tackle and prioritize multiple assignments simultaneously
• Flexible and adaptable demeanor in fast-paced settings
• Willingness to work on administrative tasks as needed to support a small team
• Proficiency in Word, Excel, PowerPoint and Google Suite (Gmail, Groups, Drive, etc.)

Preferred qualifications include:

• Experience in roles in a legislative office/committee or at a relevant executive agency (energy office, public utilities commission, etc.)
• Experience in policy/advocacy roles with a nonprofit or private firm
• Familiarity with large coalitions and working with many parties on a day-to-day basis
• Familiarity with clean energy technologies/policies; quantitative/data-analysis skills preferred

Benefits: • Competitive salary; • Comprehensive benefits package

NECEC is an equal opportunity employer, and seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, creed, religion, sex, pregnancy, age, national origin or ancestry, physical or mental disability, gender, gender identity and expression, sexual orientation, genetic information, marital or civil union status, military service, citizenship, or any other characteristics and traits protected under applicable federal, state or local law. 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.

Level of Language Proficiency: Fluent in English. Additional languages are a plus.

How To Apply: Please send your resume and cover letter explaining how your skills will support NECEC’s Policy and Government Affairs activities to careers@necec.org.


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

Policy Advocate | ClimatePlan | Sacramento, CA

Application Deadline: July 30, 2019 | Salary: $55,000 - $65,000 based on experience.

This job is a full-time (37.5 hours/week), exempt position.

ABOUT CLIMATEPLAN: ClimatePlan is a statewide network of health, equity, and environmental nonprofits dedicated to improving California’s land use and transportation. We are currently focused on ensuring California meets its greenhouse gas reduction targets, shifting state transportation spending, advancing sustainable and equitable solutions for the housing crisis, and implementing regional Sustainable Communities Strategies. Our work not only fights climate change, it also results in cleaner air, land and water conservation, and greater access and opportunities for families and communities. With more than 50 partners, ClimatePlan brings diverse interests together and has brought new energy and new voices to urban planning, transportation, and conservation in California. ClimatePlan is based in Oakland and has an office in Sacramento. ClimatePlan’s fiscal sponsor is TransForm. To learn more, visit www.climateplan.org.

ABOUT THE POSITION: The ClimatePlan Policy Advocate must possess the skills to think creatively, lead leadership on key campaigns aligned with ClimatePlan’s mission and values. Our Policy Advocate must also provide strong analysis to shape California state and regional policy and funding on climate change, equity, land use, housing, health, and conservation,
KEY RESPONSIBILITIES

Support key policy campaigns
- Provide policy analysis on state policy, including state administrative policy, funding, and legislation as related to ClimatePlan’s mission and values.
- Under the guidance of the Director and network partners, co-lead key policy campaigns to achieve network priorities via power-mapping, workgroup meetings, creating advocacy materials etc.
- Mobilize support and achieve policy campaign objectives via action alerts, coalition-building, etc.
- Build relationships with key statewide partners and policymakers who are involved in efforts to tackle climate change, promote public health and equity, protect natural and working lands, and invest in sustainable transportation.

Communicate our policy positions
- Develop a strong understanding of – and ability to effectively communicate – climate change mitigation policy tools, specifically focusing on land use and transportation planning, including sustainable communities, affordable housing, active transportation, public health, social equity, natural and working lands, and environmental justice.
- Under the guidance of the Executive Director, write policy platforms, fact sheets, and other advocacy materials that elevate our research, findings, or policy positions on issues related to land use and transportation planning and investments.
- Draft action alerts, sign on letters, support letters and other campaign materials as needed to the network.

Administrative Support
- Provide content and policy leadership for legislative briefings, statewide convenings, and ClimatePlan quarterly meetings as requested.
- Schedule meetings and set agenda with key decision-makers, including agency staff and elected officials, convene conference calls, and organize in-person meetings as needed.

DESIRED QUALIFICATIONS AND SKILLS
- Two - three years of experience in an advocacy or policy setting, with an understanding of public policy and campaign strategy.
- Basic understanding of the fundamentals of climate change, as well as land use and transportation planning and investments.
- Knowledge and/or desire to learn about the injustices and inequities within housing, land use, and transportation planning.
- Proven ability to build relationships with a diverse set of partners and decision-makers.
- Strong communication skills, including research, writing, editing, and verbal communication.
- Experience drafting impactful written materials, including action alerts, sign-on letters, and other advocacy materials.
- Commitment to building an inclusive movement that welcomes a diversity of missions and political strategies.
- Positive attitude and sense of humor!

Download the job announcement here.

Benefits: Compensation includes health and dental insurance, generous vacation time, transit benefits, and an employee contribution 403b retirement plan.

Level of Language Proficiency:
- English - spoken/written at high proficiency
- Bilingual in California’s most spoken languages (Spanish, Chinese, Tagalog, Vietnamese, and Korean) is a plus.

How To Apply
Does this sound like a good fit for you? If so, please send:
- A resume
- A cover letter detailing how your skills and experience make you perfect for this position, also describing: A policy or advocacy campaign you were involved in. What was your role? What type of analysis and/or support did you provide? How did these efforts strengthen the campaign? Did you achieve success in the campaign? Why or why not?

Send these materials as attachments (or a single PDF attachment) to jobs@climateplanca.org. You will receive an email confirming receipt of your materials. Please, no faxes, postal mail, or phone calls.

jobs@climateplan.org

From <https://www.idealist.org/en/nonprofit-job/c0c7c6bbf813411c852f5ae35765be5f-policy-advocate-climateplan-sacramento?email_id=41aeae6e248d40ee806f3d9e333f41fa&utm_source=idealist-org&utm_medium=email&utm_campaign=email-alerts>

Paralegal / Legal Administrator | Save the Redwoods League | San Francisco, CA

We are looking for a paralegal or legal administrator experienced in complex real estate transactions. Why not utilize your exceptional experience in a job that helps preserve our beautiful landscapes?

For over 100 years, Save the Redwoods League has been dedicated to protecting the ancient redwood forests so future 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. To learn more about us, go to www.SaveTheRedwoods.org.
The Paralegal/Legal Administrator supports the General Counsel in the wide range of the General Counsel’s responsibilities, including developing and processing all League contracts and transactions including land transactions, land stewardship and land management and other departmental needs. See more below...

**Responsibilities:**

**General Legal Support:**
- Assists General Counsel in executing the League’s public policy work
- Supports the General Counsel in preparation for the Board meetings; assists in developing and revising Board-level policies and staff-level policies and procedures
- Supports the General Counsel in risk analysis and maintaining liability and other insurance policies
- Organizes and maintains legal documents

**Real Estate Transactions:**
- Coordinates and works with General Counsel; provides legal support to League Conservation Program staff in negotiating, documenting and implementing real estate transactions
- Collaborates with Conservation Program staff, governmental agency staff, real-estate professionals, landowners and title companies on real estate transactions
- Provides due diligence assistance; reviews title reports and documents, appraisals and other real estate transaction documents
- Coordinates with General Counsel and Conservation staff; supports drafting, editing, and processing letters of intent, option and purchase agreements, escrow instructions, deeds, easements, licenses, conservation easements, deeds of trust, legal correspondence and other real estate transactional documentation
- Collaborates with the Conservation Program staff and General Counsel; provides legal-related administrative supporting real estate transactions

**General Contracts Support:**
- Supports and assists the staff in all departments to draft, edit and review contracts for compliance with League standard terms and conditions, policies and procedures and legal requirements
- Analyzes and evaluates contractual and performance risks associated with statements of work and contract type
- Performs due diligence and manages outside consultants and contractors
- Assists with orienting new staff and training staff regarding new/revised contract forms and processes

**Conservation Programs Transactions and other Projects:**
- Coordinates with Conservation Program staff; supports drafting, editing, reviewing and processing of memoranda of understanding, contracts, grants and other documents in support of the science, education and park programs

**Qualifications and Working Conditions:**
- Commitment to the mission of Save the Redwoods League
- Bachelor’s degree in a relevant field
- 2 - 4 years’ experience in commercial real estate transactions, contracts administration, and/or other legal experience; experience in conservation or environmental work is preferred
- Proficient with MS Office (Word, Excel, Outlook, PowerPoint) and other databases
- Experience in managing varied relationships and facilitating collaboration, cooperation, coordination; has sound judgment
- Ability to coordinate land transactions, conduct due diligence, and close escrow, with limited oversight
- Familiarity with or willingness to learn California local, state and federal policies and programs that affect the League and its work
- Excellent project management and detail-oriented organizational skills; able to manage outside consultants and contractors
- Strong analytical, creative, strategic thinking, and problem solving skills
- Handling complex tasks under pressure and stringent time constraints
- Excellent verbal, written, presentation and interpersonal communications skills
- Ability to establish and monitor priorities, maintain flexibility, and meet deadlines
- Ability to work independently as well as on a team
- Occasionally lifts or moves objects weighing up to 30 pound

**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 “Paralegal / Legal Administrator” in the subject line of your e-mail. NO CALLS PLEASE. We are busy protecting redwoods. THANK YOU!

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

**Benefits:** Excellent benefits including generous paid vacation, holidays and sick leave time, medical, dental, and life insurance and a substantial contribution to your 401K!

**https://www.savetheredwoods.org/about-us/careers/**
Policy Manager | Oregon Natural Desert Association | Bend, OR

Application Deadline: August 1, 2019 | Salary: $45,000 - $50,000

Oregon Natural Desert Association (ONDA) is a nonprofit conservation organization with a mission to protect, defend and restore Oregon’s high desert. The Policy Manager will be responsible for leading ONDA’s work on public lands management, and will engage in relevant local, state and federal policy issues connected to ONDA’s work. The Policy Manager will work collaboratively with ONDA’s legal team, campaign staff, technical specialists, and with other staff and partners on a variety of place-based and issue-based conservation programs. This position will require collaboration, creativity, strategic thinking, attention to detail, and the desire to build expertise in a variety of constantly evolving issue areas related to public lands conservation, management, science, and policy. Candidates should be self-starters with experience independently addressing priorities and making strategically-informed decisions. Candidates should be able to navigate the complex landscape of local, state and federal management and/or policy issues to maximize outcomes for ONDA’s conservation mission and leverage the skills, experience, and energy of other staff and partners.

Benefits: ONDA provides a full benefits package including health benefits, matching retirement contributions, flexible work schedule, and generous paid vacation, sick and family leave.

How To Apply: https://onda.org/
Find the full position description and further details at https://onda.org/careers/. To apply, submit a cover letter, resume, and the contact information for three professional references combined into a single PDF file to policymanager@onda.org no later than 5pm Pacific Time on Thursday, August 1, 2019.

Outreach and Advocacy Specialist | Blue Water Baltimore | Baltimore, MD

Salary: $45,000 - $50,000

Blue Water Baltimore, the leading water quality nonprofit in Baltimore, seeks a full-time Outreach and Advocacy Specialist to coordinate outreach and engagement in volunteer efforts and public policy activities relating to the major causes of water pollution in the urban environment, including stormwater pollution, sewage, toxics and trash. The Outreach and Advocacy Specialist will work with local community groups in Baltimore City and County and other organizations within Maryland’s environmental community to ensure that the needs of Baltimore, its waterways, and its residents are met. The Outreach and Advocacy Specialist will serve as the lead liaison between Blue Water Baltimore, volunteers, and community members. Ongoing funding for positions at Blue Water Baltimore is contingent on our continued development of funding resources.

Blue Water Baltimore’s mission is to restore the quality of Baltimore’s rivers, streams and Harbor to foster a healthy environment, a strong economy, and thriving communities. Blue Water Baltimore is a 501(c)(3) nonprofit organization that accomplishes a wide range of work and partners with diverse organizations and community stakeholders to reach its restoration, greening, and advocacy goals. Read more at www.bluewaterbaltimore.org.

The Outreach and Advocacy Specialist will coordinate the following:

Volunteer Outreach and Stewardship
- Participate in community meetings & organizing events and represent Blue Water Baltimore with community groups to recruit volunteers, share information on BWB activities and advocacy, and connect residents to our grassroots volunteer, education, and advocacy efforts
- Represent Blue Water Baltimore as an active member to select organizational coalitions, build and nurture effective relationships and alliances with community and other organizational leaders
- Work with development, advocacy, engagement, and restoration teams to engage volunteers in additional activities and develop/manage our stewardship ladder
- Attend selected volunteer events to help organize and engage volunteers, and to discuss opportunities for additional action
- Spearhead tracking of volunteers’ / members’ engagement to build advocacy capacity to help advance BWB positions / messages among communities and decision-makers
- Communicate regularly with volunteers, BWB members, and other interested parties regarding BWB’s suite of programs; field and respond to volunteer and advocacy related inquiries in a timely manner
- Ensure quality experience for all volunteers, including being responsible for appropriate safety procedures, follow-up emails, and feedback

Public Policy Advocacy
- Assist Director of Advocacy/Waterkeeper with tracking and researching legislative and regulatory proposals and processes and seek opportunities for Blue Water Baltimore to meaningfully engage; attend public hearings, informational meetings, community meetings, and the like, to learn about issues and positions relevant to water quality policy efforts.
• Represent Blue Water Baltimore on local committees and coalitions to help develop and implement proactive clean water practices and policies and to keep abreast of others’ activities
• In collaboration with the Director of Advocacy/Waterkeeper and ED, develop and implement a strategic policy agenda for organizational priority issues for city, county, and/or state levels, including achievable goals and performance measures
• Support efforts to pass new laws and regulations through educating stakeholders and creating opportunities for community member engagement in the legislative and/or regulatory processes
• Work with other Blue Water staff to educate and engage a broad group of stakeholders and to connect community members with policy action opportunities; attend community and coalition meetings as a representative of BWB

Communications
• Support organizational communications and outreach efforts by working with the Communications Specialist and Directory of Advocacy/Waterkeeper to draft press releases, position statements, action alerts, testimony, and social media & blog posts on relevant policy issues and advocacy opportunities
• Collaborate on public education campaigns designed to extend the impact of the organization’s volunteers, educational programs, legislative, and policy advocacy
• Participate in organizational Engagement Team and promote internal communications to ensure Blue Water Baltimore staff/board understands top policy initiatives and how to explain this work to others; periodically attend volunteer, engagement, and other events to help share BWB volunteer opportunities, educational programs, and advocacy messaging

Minimum Qualifications (Knowledge, Skills, and Abilities)
• Bachelor’s degree in environmental science, management, public policy, community organizing or related field; advanced degree a plus
• 3 years’ experience working on advocacy initiatives, particularly related to environmental issues
• Demonstrated knowledge and interest in environmental/ecological issues
• Familiarity with city, county, or state legislative processes, and/or relevant environmental issues
• Strong verbal and written communication skills; public speaking experience
• Proven ability to work both independently and as part of teams
• Ability to work on multiple tasks in a fast-paced environment; ability to prioritize work assignments taking both individual initiative and recognizing the need for additional guidance when appropriate
• Strong interpersonal skills; ability to work with a diverse cross section of people
• Ability to work some nights and weekends
• Ability to plan and help execute campaign-related communications and outreach
• Proficiency with Microsoft office software applications; comfortable learning new software and engaging constituents through social media and direct outreach.

Benefits
• Health/Dental/Vision benefits
• 401k and Financial Advising
• Paid Time Off: Holidays, Personal, Vacation, and Sick Leave
• 100% Employer-Paid Life/Short-Term Disability/AD&D Insurance
• Paid Employee Assistance Program

How To Apply
• Please complete Blue Water Baltimore’s brief online application.
• Email a cover letter and resume to oaspecialist@bluewaterbaltimore.org.

The position will remain open until filled. No phone calls, please.

Blue Water Baltimore is an equal opportunity employer, drug free workplace, and complies with ADA regulations as applicable.


Virginia Grassroots Organizer | Chesapeake Climate Action Network | Richmond, VA

Application Deadline: July 23, 2019 | Salary: $38,000 - $45,000 Salary is commensurate with experience

This position is based in Richmond, Virginia. The VA Grassroots Organizer reports to the Virginia Director.

THE CHESAPEAKE CLIMATE ACTION NETWORK IS SEEKING A PASSIONATE ORGANIZER TO CULTIVATE AND EXPAND THE GRASSROOTS MOVEMENT TOWARDS 100% CLEAN ENERGY IN VIRGINIA.
GREAT OPPORTUNITY: Live in the dynamic city of Richmond while making a difference on vital clean energy campaigns across the swing state of Virginia. Work with our diverse and committed staff as part of a cutting-edge group that Bill McKibben calls “the best grassroots regional climate organization in the world.” The Virginia Grassroots Organizer will be joining CCAN at a critical time—a time where the political winds are shifting to a progressive future where true climate action is possible in this southern coal state. 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. We envision an equitable energy future where truly clean sources of power—efficiency, solar and wind—sustain every aspect of our lives, and dirty fossil fuels are phased out.

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

ABOUT THE POSITION: The Virginia Grassroots Organizer will have the skills, passion and commitment to take on one of the biggest problems facing our planet in one of the toughest places to win. We are looking for a resilient, creative, and strategic problem-solver to join our team. The ideal candidate will see opportunities to build relationships, inspire mobilization, and urge faster and more equitable change to address the climate crisis.

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

- Outreach and Mobilization: Most of this person’s time will be spent building relationships with people and inspiring them to take action. This involves recruiting, training and supporting volunteers, as well as forming and cultivating active volunteer teams.
- Grassroots Campaign Planning: Working with existing supporters, community partners, and coalition leaders to create strategic field plans aimed at winning CCAN’s priority campaigns.
- Planning and Executing Inspiring Actions: Organizing and executing creative actions, media events and community meetings that will mobilize our base and influence Virginia’s decision makers.

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

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

THE DETAILS: This position is based in Richmond, Virginia. The VA Grassroots Organizer reports to the Virginia Director.

Salary is commensurate with experience in the range of $38,000-$45,000. We provide a generous benefits package including health care, dental coverage and 4 weeks’ paid vacation. This position is based in Richmond.

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

We are accepting applications on a rolling basis. 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.

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

Green Amendment Coordinator | Delaware Riverkeeper Network | Bristol, PA

Application Deadline: August 30, 2019 | Salary: $35,000 - $35,000 We offer compensation on a public interest scale commensurate benefits package.

Green Amendments For the Generations (GAFTG) is a grassroots, national nonprofit working to secure passage of Green Amendments—protect rights to pure water, clean air, a stable climate, and a healthy environment as inalienable speech, due process, and freedom of religion—across the nation, state by state. GAFTG is seeking a high level support for the founder and leader of the organization.

GAFTG works with communities to inspire implementation. GAFTG works at both the grassroots and the legislative level to advance Green Amendments.

Responsibilities: The time and responsibilities for the Green Amendment Coordinator will include support of the Green Amendment initiative, including:

- conducting policy research,
- helping to craft, proof, and/or distribute educational materials and social media content,
- supporting outreach to community groups and decision-makers,
- organizing and publicizing educational events and webinars;
- providing event support at talks and programs,
- helping to build and maintain community relationships,
- working strategically to help raise the profile of and increase public awareness of the Green Amendment movement and to help grow the organization,
- and assisting in identifying and securing funding to build the organization.

The position will support work across a broad range of activities and state initiatives undertaken by the organization.

Qualifications: Candidates for the Green Amendment Coordinator position should be highly organized, environmentally aware, hard-working, dedicated and reliable. The qualified candidate will possess:

- Excellent communication, writing, and organizational skills;
- Strong research and analytical skills and attention to detail;
- Demonstrated interest in the environment and a background in environmental studies, policy, or a related field
- Interest and willingness to undertake all levels of administrative, program, and both basic and high level support tasks that will be asked of them;
- Good time-management skills and a proven ability to meet deadlines;
- Ability to work both independently and collaboratively; anticipate basic and high level needs; identify steps necessary to accomplish assigned tasks; and move projects forward to successful completion in support of and on behalf of the founder and leader of GAFTG; and excellent problem solving skills
- Competence in Microsoft Office, Google Suite, social media and Internet research.

Terms of Employment & Salary:

The position will be full time and will include regular travel throughout the country as well as regular work in our main office located in Bristol, Bucks County, PA. Access to reliable transportation is essential. Some evening and weekend work required.


How to apply: The Green Amendment Coordinator position is open August 1, 2019, and applications will be reviewed on a rolling basis until the position is filled. Please email a cover letter, resume, names and contact information for three references, at least one writing sample and other pertinent information to the attention of GAFTG@forthegenerations.org. Subject line should read: Coordinator Application. No telephone calls please. If you prefer to mail your materials the organization address is Green Amendments For the Generations, c/o Delaware Riverkeeper Network 925 Canal St., Suite 3701, Bristol, PA 19007.

DRN is an equal opportunity employer. http://www.delawareriverkeeper.org/

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 cutting 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 provide the conservation advocacy value of the MPA Guide framework. The individual will on the framework to enable countries and other interested parties to conduct Independent 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 work nominated sites and write formal evaluation reports using the Global Ocean Refuge criteria.

The analyst will also 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 interest in the position
- A résumé, including relevant courses, tests, relevant experience, goals and availability
- Work and experience
- 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.


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Western New Mexico Program Associate | Conservation Voters New Mexico Education Fund | Gallup, NM

Application Deadline: July 31, 2019 | Salary: This is a full-time exempt salaried position based on experience.

Conservation Voters New Mexico Education Fund (CVNM Education Fund) is a statewide nonprofit environmental organization which believes that protecting our environment begins with the people of New Mexico. We do this by engaging the people of New Mexico in our long-standing shared values of protecting our air, land, water and the health of our communities. We also do this by mobilizing people to advocate on policy, enhancing the voting process, encouraging people to vote, cultivating conservation leaders and amplifying the voices of those most affected.

We are seeking a full-time exempt Program Associate to join our program team in western New Mexico. The Program Associate will be tasked with engaging and building relationships with McKinley and Cibola County families, community leaders and decision-makers to take action to protect the community and local watershed from environmental impacts to land, air and water. We are looking for a creative, ambitious, and goal-driven individual who enjoys working with a team, understands the importance of civic engagement in the policy process, and is passionate about building collective power in rural, Indigenous and/or communities of color. This position is based in McKinley County, and requires the ability to work a non-standard work week, including some evenings and weekends.

Job Description
- Build, develop and train a base of dedicated volunteers and advocates to provide them with the tools and ability to enable them to have a long-term voice for environmental policies and values in the community.
- Build relationships with community leaders and decision-makers in support of the program scope of work.
- Collaborate with the CVNM Education Fund Campaigns Director to identify and implement strategies to meet campaign goals and get the attention of decision-makers and media, including public events, press events, meetings or presentations.
- Assist policy staff in identifying and creating policy solutions in the state legislature that bridge the western New Mexico campaign with the statewide policy goals of CVNM Education Fund, including providing information for policy overviews, engaging the public in the decision-making process, and lobbying.
- Work with CVNM Education Fund Communications Director and CVNM Education Fund Campaigns Director to implement earned media strategies, including press conferences, letters to the editor, and face to face meetings with reporters.
- Track organizing work through a database and assist with campaign reporting, as needed.
- Work effectively as a member of a team, with the independence required of this position.
• Comply with CVNM Education Fund’s policies and procedures.
• Additional duties as assigned by CVNM Education Fund Campaigns Director.
• In this remote position, the incumbent should be able to work independently, be comfortable collecting data, making and communicating decisions, be able to communicate in a timely and effective manner with others within the organization, and to use electronic tools (such as on-line google calendaring and video conferencing).

Qualifications
• Minimum 2+ years in grassroots community, issue, political or labor organizing programs or campaigns, or in industries that engage the general public, like sales, customer service, or education.
• Ability to efficiently utilize electronic databases and Excel.
• Comfortable presenting to Indigenous, bilingual and multicultural audiences, and engaging or collaborating with people in both group and one-on-one settings.
• Enthusiasm and commitment to amplify the voice and leadership of Indigenous, rural communities in New Mexico and/or communities of color.
• Demonstrated commitment to equity, inclusion and diversity, and an interest in environmental issues that impact our air, land, water, and wildlife.
• Strong understanding of how engaging the public in the political process can create policy change. Understanding of how a bill becomes a law or city/county policy processes is a plus. Knowledge of Navajo Nation and/or Tribal Government nations processes work is a plus.
• Strong organizational and planning skills, with demonstrated success balancing multiple projects and meeting deadlines.
• Must be able to work a non-standard work week, including nights and weekends as needed.
• Ability to implement key organizing strategies like door-to-door canvassing, phone banking, public speaking and willingness to learn and implement additional strategies.
• Both in-state and out-of-state travel may be required, including occasional travel from McKinley County to Albuquerque and Santa Fe.
• Position is focused in McKinley County, and Program Associate must be comfortable in a remote work setting and/or working from home.
• A valid driver’s license, vehicle insurance, and reliable mode of transportation.

Benefits: CVNM Education Fund also offers a benefits package for full-time staff that includes paid vacation and sick leave, as well as health, dental and vision coverage.

How To Apply:
Please send your resume, cover letter, and three references to careers@cvnm.org with “Western New Mexico Program Associate” in the subject line by July 31, 2019. Position is open until position filled. CVNM Education Fund is an equal opportunity employer. Employment with CVNM Education Fund is at will. If you need additional assistance to apply, please contact careers@cvnm.org. No calls please.


http://www.cvnmef.org

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Horizon Facility Assistant Program Director | Center for Community Alternatives, New York | The Bronx, NY

Salary: $45,000 - $55,000 | Position Title: Horizon Program Assistant Director | Supervisor: Horizon Program Director

The Center for Community Alternatives (CCA) is a leader in the field of community-based alternatives to incarceration. Our mission is to promote re-integrative justice and a reduced reliance on incarceration through advocacy, services and public policy development in pursuit of civil and human rights.

CCA’s Youth Services Department is seeking a qualified youth development professional to assist in the development and implementation of CCA’s new Career Exploration Program at the Horizon Juvenile Center.

Job Duties and Responsibilities:
Program Coordination (90%)
• Develop and oversee yearly Career Exploration Program (CEP) calendar including daily workshops, guest speakers, family nights, performances and other special events
• Act as the primary liaison with ACS Program staff; develop the weekly schedule in conjunction with ACS program staff; coordinate CEP Schedule with ACS facility schedule
• Act as the primary point person for subcontracting organizations and workshop facilitators; communicate schedule changes with facilitators, schedule make-up programming as needed
• Coach facilitators on curriculum and lesson plan development; provide regular workshop observations, professional development opportunities and ongoing feedback and support
- Work with Program Director to ensure all facilitators complete on-boarding paperwork, clearances, orientation, PREA and security training
- Ensure all facilitators submit material and supply clearance in advance of sessions; submit clearances well in advance of workshops
- Ensure facilitators and youth arrive on time for program and troubleshoot scheduling issues as they arise
- Develop a schedule of guest facilitators to ensure youth have weekly contact with role models and community-based opportunities
- In collaboration with ACS program staff, develop peer leadership program and incentive opportunities for youth
- Perform weekly informal observations and monthly former observations; provide written feedback to facilitators; ensure all workshops are structured and highly engaging to youth participants
- Work with Employment Specialist and Program Assistant to develop a portfolio for every young person to take with them when they leave Horizon; portfolios will include their artwork, certificates, skills passport as well as recommended resources and community-based opportunities
- Meet weekly with Resident Association and/or Peer Leadership team to develop activities and events; request feedback on workshops and ensure youth input in program design
- In collaboration with ACS staff and peer leaders, plan and coordinate monthly family nights
- Facilitate and co-facilitate Career Exploration workshops as needed

Administrative duties (10%)
- Complete Weekly Reports and send to CCA, ACS and DYCD stakeholders to share successes
- Maintain DYCD binder and ensure all required documentation is up to date (attendance, enrollment sheet, SCR/SCL clearances, weekly schedule)
- Update enrollment sheet on daily basis and send to Program Assistant
- Prepare contractors and youth for monthly family nights and regular special events and performances
- Collect attendance and send to Program Assistant for data entry

QUALIFICATIONS & REQUIREMENTS:
- MSW degree required preferred
- At least 5 years’ experience delivering and facilitating youth programs required
- At least 2 years’ developing project-based curricula, lesson planning and facilitating groups required
- At least 2 years’ coordinating youth development and workforce programs required
- Experience working with justice-involved youth and/or within detention facilities required
- Demonstrated experience implementing positive youth development and trauma-informed best practices required
- Excellent networking, writing and organizational skills
- Strong interpersonal and team building skills
- Some weekends required
- Bilingual (English/Spanish) a plus


Research Analyst | NAEM | Washington, DC

Application Deadline: August 2, 2019

Are you interested in working at the forefront of sustainability, helping Fortune 500 companies reduce their environmental footprint and increase their positive impact on society? Do you want to provide corporate decision-makers with valuable, credible benchmark information concerning EHS and Sustainability programs and activities? Is it important that you work at an organization that is mission driven and provides a flexible and supportive working environment?

The National Association for Environmental Management (NAEM) has a great opportunity for a highly motivated and detail-oriented Research Analyst who loves turning data into actionable information to join our team. This role is responsible for developing benchmarking surveys and research reports for NAEM’s members and the broader EHS and Sustainability profession as directed by NAEM senior leadership. NAEM’s research adds immense value to the professional community and helps companies achieve their environment, health and safety and sustainability goals. This role reports to the Executive Director.

Primary Responsibilities
- Develop benchmarking surveys that will result in published reports for NAEM members and EHS & Sustainability professionals.
- Support the NAEM Corporate member formal semi-annual benchmarking initiative.
- Facilitate membership based “quick poll” research briefs throughout the year.
- Produce research in coordination with each of NAEM’s events.
- Collect survey data in a timely manner for analysis, summarization and publication.
Prison Law Office - Litigation Assistant | Prison Law Office | Berkeley, CA

**Application Deadline: August 3, 2019 | Salary: Competitive Pay with Generous Benefits Package**

**Description:** Litigation Assistants support attorneys working to improve conditions of confinement for people in prison, primarily by screening and responding to correspondence from people in prison and their families. This is an ideal position for an individual with zero to two years of post-college work experience who wants to gain experience in the areas of litigation or public interest law before attending graduate school. In addition to screening correspondence, the litigation assistant will help attorneys to interview clients and prepare for prison/jail monitoring visits. The job will also involve assisting attorneys with individual advocacy on behalf of people in prison regarding conditions issues. This is a full-time position with an expected duration of at least one year.

**Responsibilities**

**Primary:**
- Mail processing
  - Screens incoming correspondence from people in prison and their families
  - Identifies opportunities for individual advocacy
  - Enters data into a database
  - Drafts outgoing correspondence and advocacy

**Secondary:**
- Assist attorneys with a variety of responsibilities including:
  - Document review in preparation for monitoring visits
  - Interviewing clients
  - Data entry
  - Research

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**To Apply:** Please send a cover letter and resume to Search Director, Samantha Leighton (samantha@forcemultiplyhr.com). No phone calls please.

Midwest Program Coordinator | American Farmland Trust Sycamore, IL

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

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

Supported Programs

**Illinois Sustainable Ag Partnership**

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

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

**The Vermilion Headwaters Watershed Partnership:** In 2013, University of Illinois scientists identified the Vermillion-Illinois River Basin as one of the top five Illinois watersheds contributing the most to nitrogen runoff. The Vermillion 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.

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.

Apply here: _PI11122072_  

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Grant County Program Associate | Conservation Voters New Mexico Education Fund | Silver City, NM

Description: Conservation Voters New Mexico Education Fund (CVNM Education Fund) is a statewide nonprofit environmental organization which believes that protecting our environment begins with the people of New Mexico. We do this by engaging the people of New Mexico in our long-standing shared values of protecting our air, land, water and the health of our communities. We also do this by mobilizing people to advocate on policy, enhancing the voting process, encouraging people to vote, cultivating conservation leaders and amplifying the voices of those most affected.

CVNM Education Fund and Gila Resources Information Project (GRIP) are partnering on a joint project to educate the broader public in Grant County on environmental issues that affect land, air and water. This project is a community outreach and education effort working to ensure that families in Grant County have a strong voice and the power to influence local, state and national decisions that impact their health and environment.
We are seeking a full-time exempt Program Associate to join our program team. The Program Associate will be tasked with engaging and building relationships with Grant County families, community leaders and decision-makers to take action to protect the community and local watershed from environmental impacts to land, air and water and advocate for sustainable management of local water resources. We are looking for a creative, ambitious, and goal-driven individual who enjoys working with a team, understands the importance of civic engagement in the policy process, and is passionate about building collective power in rural and/or communities of color. This position is based in Silver City and the Mining District, and requires the ability to work a non-standard work week, including some evenings and weekends.

The CVNM Education Fund/GRIP program, and therefore this position, is dependent upon outside funding. Presently, the program is funded for two years. Employment in this position is at will.

Job Description

- Build, develop and train a base of dedicated Grant County volunteers and advocates to provide them with the tools and ability to have a long-term voice for environmental policies and values in the community.
- Build relationships with community leaders and decision-makers in support of the program scope of work.
- Collaborate with the CVNM Education Fund Campaigns Director and GRIP Executive Director to identify and implement strategies to meet campaign goals and get the attention of decision-makers and media, including public events, press events, meetings or presentations.
- Assist policy staff in identifying and creating policy solutions in the state legislature that bridge the campaign with the statewide policy goals of CVNM Education Fund, including providing information for policy overviews, engaging the public in the decision-making process, and lobbying.
- Work with CVNM Education Fund Communications Director, CVNM Education Fund Campaigns Director and GRIP Executive Director to implement earned media strategies, including press conferences, letters to the editor, and face to face meetings with reporters.
- Track organizing work through a database and assist with campaign reporting, as needed.
- Work effectively as a member of team, with the independence required of this position.
- Comply with CVNM’s policies and procedures.
- Additional duties as assigned by CVNM Education Fund Campaigns Director and GRIP Executive Director.
- In this remote position, the incumbent should be able to work independently, be comfortable collecting data, making and communicating decisions, be able to communicate in a timely and effective manner with others within the organization, and to use electronic tools (such as on-line calendaring and video conferencing).

Qualifications

- Minimum 2+ years in grassroots community, issue, political or labor organizing programs or campaigns, or in industries that engage the general public, like sales, customer service, or education.
- Ability to efficiently utilize databases and Excel.
- Comfortable presenting to bilingual and multi-cultural audiences, and engaging or collaborating with people in both group and one-on-one settings.
- Enthusiasm and commitment to amplify the voice and leadership of rural communities in New Mexico and/or communities of color.
- Demonstrated commitment to equity, inclusion and diversity, and an interest in environmental issues that impact our air, land, water, and wildlife.
- Strong understanding of how engaging the public in the political process can create policy change. Understanding of how a bill becomes a law or city/county policy processes is a plus.
- Must be able to work a non-standard work week, including nights and weekends as needed.
- Ability to implement key organizing strategies like door-to-door canvassing, phone banking, public speaking and willingness to learn and implement additional strategies.
- Both in-state and out-of-state travel may be required, including occasional travel from Grant County to Santa Fe.
- Position is focused in Grant County, and Program Associate must be comfortable in a remote work setting and/or working from home.
- A valid driver’s license, vehicle insurance, and reliable mode of transportation.

Compensation: This is a full-time exempt salaried position based on experience. CVNM Education Fund also offers a benefits package for full-time staff that includes vacation and sick time, as well as health, dental and vision coverage.

Level of Language Proficiency: Comfortable presenting to bilingual and multi-cultural audiences, and engaging or collaborating with people in both group and one-on-one settings.

To apply: Please send your resume, cover letter, and three references to careers@cvnm.org with “Grant County Program Associate” in the subject line. Position is open until filled. No calls please. CVNM Education Fund is an equal opportunity employer. Employment with CVNM Education Fund is at will. http://www.cvnmef.org

Advocate for Environment America | Work for Progress | Washington, DC

Salary: Target annual compensation for this position is commensurate with the relevant professional experience and/or advanced degrees that a candidate has.

Environment America is seeking a Federal Legislative Advocate to promote our federal policy agenda and be a part of our DC-based advocacy team. The Legislative Advocate will work with our staff of researchers, campaign staff and communications experts to defend the Endangered Species Act and other important environmental protections that have come under attack in Congress.

Environment America is a policy and action group with more than 2 million members and supporters spread across all 50 states. Our decades to promote national, state and local policies that put the environment first. For example, we’ve won policies that have resulted in more solar and wind power in 25 states, cleaner cars and power plants nationwide, and better protections for our rivers, streams, lakes and drinking water. With affiliates in 29 states, we run campaigns that not only national stage, in states and cities, on the ballot and in the courtroom.

**KEY RESPONSIBILITIES**

- Seek out and identify policy opportunities related to our issue portfolio and make recommendations regarding policy positions and messaging.
- Draft materials for lawmakers, the press, and the media to help advance our campaigns, including opinion editorials, press releases, letters to the editor, action campaign emails, factsheets, bill summaries and policy briefs, regulatory comments, analyses, and presentations.
- Serve as the spokesperson for our campaigns through media events, press releases and opinion writing. Raise the profile of our campaigns in the media.
- Advocate for our issues. Develop strong and collaborative relationships with federal agencies, partner organizations, coalitions, legislators and congressional staff on both sides of the aisle, and other stakeholders to advance shared goals.
- Develop plans to win our campaigns using research, advocacy, coalition-building, media attention, and grassroots mobilization; assess opportunities for building political support for our agenda.
- Write grant proposals, build relationships with foundations, and meet with major donors, to bring more resources to our campaigns. Work with our citizen outreach staff to build and deepen our membership base.
- Recruit new staff and volunteers.

**QUALIFICATIONS**

The ideal candidate will be:

- An experienced communicator with excellent writing and verbal skills
- A good people-person and listener with a track record of successful access-building
- Well-organized and able to work on multiple legislative and administrative proposals
- At least 3 years of experience in advocacy, grassroots organizing, coalition-building and/or campaign politics

Experience in a legislative office within Congress, a state legislature, or another organization is a plus but not required.

APPLY: To apply, fill out our online application here. Please address your cover letter to Kate Canada, Hiring Director.

Environment America is part of The Public Interest Network, a group of organizations that share a vision of a better world, a set of core values, and a strategic approach to making positive change. Visit http://jobs.environmentamerica.org/core-values.html for things you should know about our network when you apply.

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.


Paralegal Two-Year Program | Federal Defenders of New York | Brooklyn, NY

Salary: At least $48,399

- The Federal Capital Appellate Resource Counsel Project is accepting applications for a two-year paralegal position. This position offers an excellent opportunity to gain substantive exposure to criminal law and criminal justice prior to law school or graduate studies, particularly for those with an interest in the death penalty.
- The three attorneys who make up the Project, which is part of the Federal Public Defender program, represent persons sentenced to death in federal courts across the country in their appeal proceedings. The Project attorneys also consult with and train other lawyers handling such appeals as well as consulting with trial lawyers, recruiting counsel, and advising courts on appointments. As part of their direct-representation responsibilities, the attorneys file lengthy appellate briefs in the federal courts of appeal and
the United States Supreme Court — pleadings, often well in excess of 100 pages, that lay out legal challenges to their clients’ convictions and sentences. To assist the attorneys, the paralegal will review and check factual and legal citations, and manage physical production and filing of the final briefs and other pleadings.

- Federal capital appeals also involve massive trial records, involving tens of thousands of pages of transcripts, pleadings, and attorney files, in paper and electronic formats. The paralegal will work with the attorneys to collect, organize, and maintain the extensive records from trials, including transcripts, exhibits, motions, and prior attorney files.

- Additionally, the paralegal will be one of the primary sources of support for clients on death row in solitary confinement, which includes being in regular communication with clients through phone calls and visits.

The paralegal’s other responsibilities will include:
  - assisting the attorneys in preparing and organizing materials for training seminars and reports to federal judiciary committees that oversee the Project’s work;
  - conducting non-legal research in public and media databases, and some limited legal research; and
  - helping to collect, organize, maintain, and analyze data on federal capital cases.

Ideal candidates are self-motivated, independent workers, with experience or strong commitment to working with and advocating on behalf of indigent clients. We seek candidates with a sense of humor and flexibility, as well as an appreciation of the obstacles faced by our clients, including issues of race, class, and ethnicity. Given the document-intensive nature of the work, organizational skills, attention to detail, and time-management are key, as is the ability to maintain absolute client confidentiality. Also crucial is the ability to handle sometimes graphic and upsetting material, and to work with people who have experienced significant traumas and who are experiencing isolation and severe conditions of confinement.

We are looking for one paralegal to begin in early fall 2019 in our Brooklyn office.

Federal Defenders is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees.

How To Apply: Please send resume and cover letter to FDNYParalegalhiring@fd.org with "Capital Paralegal 2019" in the subject line. http://federaldefendersny.org/

From <https://www.idealist.org/en/nonprofit-job/e514b5ae6c024c863a4e0b525a08c07f-paralegal-two-year-program-federal-defenders-of-new-york-brooklyn?email_id=4b0f9206391d4668a606d7abecc3bc0&utm_source=idealist-org&utm_medium=email&utm_campaign=email-alerts>

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**Community Relations Manager | FoodRight, Inc. | Milwaukee, WI**

**Application Deadline: August 22, 2019**

**Overview:** FoodRight, Inc. is a Milwaukee-based non-profit that empowers youth and families to choose foods that sustain life-long health through gardening, food system and culinary nutrition education. Last year we partnered with more than 40 classrooms in 15 Milwaukee schools and organizations to teach more than 1,500 school-aged youth, parents, teachers and volunteers to grow, cook and appreciate healthy plant-based foods.

We are seeking to hire a dynamic and enterprising full-time Community Relations Manager to join our team of public health dietitians to play a key role in expanding and strengthening our connections within Milwaukee as well as provide culinary nutrition education in the communities we serve.

**Duties:**

- Oversee all outreach and communications including public health social marketing, online social marketing, web and e-newsletter development and content
- Develop and expand our volunteer program; recruit, train, coordinate and manage a staff of 50+ volunteers
- Using FoodRight’s evidence-based curricula, lead engaging, hands-on culinary nutrition education lessons with youth, parents, and school staff
- Assist with fundraising and development including grant writing, donor management, and annual appeals
- Develop and implement policy, systems and environmental initiatives that promote better health in schools and the surrounding communities
- Lead initiatives to connect classroom learning to parents to promote cooking and healthy eating at home
- Facilitate partnerships and initiatives with school communities, institutions, organizations and businesses that will broaden and strengthen FoodRight’s impact on health and diet
Qualification:
- Strong interpersonal skills and an ability to motivate and connect with people from diverse backgrounds
- Excellent writing skills
- An energetic can-do attitude and a talent for creative problem-solving
- Ability to work independently and take initiative in a fast-paced, ever-changing work environment
- Experience in communications, public relations or marketing
- Passion for the culinary arts, working with youth and inspiring healthy eating

Preference for
- applicants with experience working with socially, economically or ethnically diverse youth populations in an educational setting
- Bachelor’s degree in education, communications, food systems, nutrition, public health or related fields required. Advanced degree preferred.

Must pass a National Criminal History check and be able to work directly with youth Classification:

Full-time, salaried position

Benefits & Compensation: $45,000 - $50,000, annual salary commensurate with education and experience; health and retirement benefits; paid time off

Application Procedure and Deadline: To apply send your resume, a cover letter, three references and at least one writing sample to Lisa Kingery lkingery@foodright.org subject line: “FoodRight—Community Relations Manager”. Deadline to apply is August 22, 2019.

It is against the law for organizations that receive federal financial assistance from the Corporation of National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or religion. The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.

https://docs.wixstatic.com/ugd/db01ec_e99921d20b8b49d386263a56d542d1e9.pdf

Community Engagement Coordinator | Tualatin Riverkeepers | Tualatin, OR

Application Deadline: July 30, 2019 | Salary: Up to $20,000 Part-time with opportunity to grow into full-time

Tualatin Riverkeepers (TRK) is a community based environmental non-profit organization dedicated to the protection and restoration of the Tualatin River and its watershed. Located in a bustling and growing part of the Portland Metropolitan region, TRK and its members care for waters and natural resources that feed industry, agriculture, and connect residents from rural to urban areas. TRK is part of a broader global ‘Waterkeeper’ movement (http://waterkeeper.org/) that has a rich history of linking human health, justice and livelihoods to clean water and environmental protection.

Position Description: TRK is seeking a dynamic, outgoing and organized new team member to establish public engagement opportunities in response to the growing cultural and economic diversity within Washington County. The Community Engagement Coordinator will strengthen existing partnerships and seek new partnerships through community listening, outreach and collaborative planning. This position will focus on connecting both community needs and TRK’s mission to create positive outcomes. The Community Engagement Coordinator will work with community stakeholders, engage the sustainable/organic agricultural communities in our watershed, cultivate relationships with underserved communities, and be a liaison to opportunities for equity, diversity, and inclusion work.

Key Responsibilities
- Work with staff and community partners to create, implement and evaluate TRK’s Green Jobs Training Program
- Conduct outreach at community events with a focus on events that connect with all generations, rural and urban communities, and immigrant and refugee communities
- Implement existing sustainable/organic agriculture outreach strategy
- Direct the planning and implementation of TRK’s community outreach events
- Record and analyze different outreach strategies and partner building methods
- Work with staff, board and volunteers through equity, diversity and inclusion trainings to shift structure, perception and power within the organization
- Assist in planning and implementing TRK’s annual fundraising events
- Work closely with staff on grant writing and reporting to support this program
- Present at meetings, conferences, and community groups on Tualatin Riverkeepers and relevant projects
- Other tasks as assigned
Required qualifications

- Cultural competency and experience working with culturally diverse populations
- Commitment to and experience with environmental work at the grassroots level
- Experience leading conversations on diversity, equity and inclusion
- Comfortable speaking to the public
- Able to work with staff in a team atmosphere
- Highly organized and self-motivated
- Ability to work some nights and weekends

Preferred qualifications

- Proficient in Spanish
- Bachelor’s Degree in relevant field or three years of experience in community organizing or similar field
- Understanding of natural resources and fresh water issues
- Experience planning and supervising large scale events in a professional atmosphere
- Fundraising and grant writing experience

Benefits: Benefits, including health insurance, paid vacation, paid sick leave, flexible schedule, mileage reimbursement for work events, and monthly retirement contribution

How To Apply: Send a resume, cover letter, and 3 references in a single Word or PDF document to kris@tualatinriverkeepers.org. Position open until filled, but an immediate hire is preferred.

http://tualatinriverkeepers.org/about-us

Litigation Assistant, Coal | Earthjustice Headquarters | Chicago, IL & Philadelphia, PA

Earthjustice is now accepting applications for a full-time Litigation Assistant to join the Coal Program and provide administrative and litigation support services to our team of lawyers and advocates who are working to reduce the U.S.’s dependence on coal-fired power and to promote clean energy in its stead. The position is available immediately and will be based in either our Philadelphia or Chicago office. Our ideal candidate would be available to start as soon as possible. We may hire 1-3 candidates for the role.

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, supporters, individuals, and communities 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, Tallahassee, Miami, Honolulu, New York, Philadelphia, Denver, Seattle, Bozeman, Chicago, and Washington, DC.

The Coal Program uses hard-hitting litigation and administrative advocacy to work to end our nation’s reliance on dirty, expensive, and outdated coal-fired power, and to transform our country’s energy section into one that is clean, renewable, and modern. Our docket includes litigation to defend and strengthen then stringent environmental standards for coal plants, lawsuits challenging government or and, and challenges to utility proposals to spend hundreds of millions of dollars or more on clean energy. While most of our work is domestic, we also have a growing engagement on issues internationally. For more information about the Coal Program, please visit https://earthjustice.org/about/offices/coal.

Responsibilities: The Litigation Assistant provides administrative and litigation support services for fourteen active Coal Program attorneys practicing in state and federal courts, in public service commissions, and in various administrative forums. Tasks may include but are not limited to the following:

- Preparation and editing of documents for filing, including: proofreading, cite checking, bluebooking, formatting, producing and assembling exhibit lists, etc.
- Filing and service of paper and electronic filings.
- Ensuring all court rules are being met.
- Creating, organizing, and maintaining case files and contacts.
- Computing and calendaring court deadlines.
- Assisting in the collection, processing, and review of incoming and outgoing discovery productions.
- Assisting attorneys with deposition and hearing preparation, including: organizing document binders, printing exhibits, creating exhibit lists, communicating with court reporters, etc.
- Supporting attorneys in gaining admission to courts, registration renewals, and creating and managing e-filing accounts.
- Drafting basic pleadings and other case-related documents under attorney supervision, including: case initiating documents, proposed orders, cover letters, FOIA requests, pro hac vice applications, etc.
- Communicating with courts, experts, co-counsel, opposing counsel, and government officials as requested or approved by attorneys.
- Tracking relevant dockets and issues related to the work of the Coal Program via the Federal Register, agency web sites, various distribution lists, media outlets, etc.
- Participating in conference calls and meetings when relevant to the position and/or assigned projects.
- Operating and performing minor trouble-shooting of all office equipment (copier, Stamps.com equipment, fax machines, etc.) and providing basic technical assistance to staff (word processing, e-mail software, etc.).
- Engaging in general operations management and administrative support (e.g., receiving packages, scanning mail, managing office supplies, taking notes, greeting visitors).
- Providing backup to Legal Practice Manager and Legal Practice Assistant.

Qualifications:
- Bachelor’s degree or equivalent experience.
- Paralegal experience or training a plus.
- To qualify for Litigation Assistant II, at least three years of paralegal or legal assistant experience in a litigation setting, and experience with discovery management programs.
- Interest in and knowledge of environmental or social justice issues a plus.
- A can-do attitude, meticulous attention to detail, and an unrelenting commitment to high performance standards.
- Excellent computer and writing skills (word processing, databases and spreadsheets, Internet, etc.).
- The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure.
- The ability to work effectively with remote staff and to maintain confidential information.
- The ability to coordinate work flow and assignments with fellow Litigation Assistants in the Coal Program.
- Flexible, punctual, highly reliable, and available for occasional evening and weekend work.
- 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 more mundane administrative work.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Commits and contributes to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.

Salary: based on experience and location | Salary range in Chicago, IL: $58,300 - $64,800 | in Philadelphia, PA: $55,300 - $61,400

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.

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

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

For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

To Apply: Interested candidates should submit through Jobvite (https://app.jobvite.com/j?cj=o6Dwafw9&s=Idealist) a:
- Resume.
- One- or two-page cover letter that addresses at least the following subjects: (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 colleagues and clients.
- Writing sample.
- List of three references.

Applications will be reviewed on a rolling basis until the position is filled. Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

From: https://www.idealist.org/en/nonprofit-job/a8f0b1c077774443a72a0c3e786851b7-litigation-assistant-coal-earthjustice-headquarters-chicago?email_id=6b3f411b29bb484ba6c39f66711bb78&utm_source=idealist-org&utm_medium=email&utm_campaign=email-alerts
Research Associate | Work for Progress | Santa Barbara, CA

Application Deadline: August 12, 2019 | Salary: At least $26,500

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

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

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

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

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

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

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

Compensation: Target annual compensation for this position is $26,500. The Public Interest Network offers a competitive benefits package.

Location: Denver, CO and Santa Barbara, CA

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

To Apply: Fill out our online application here.

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

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.

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.

LEARN MORE AND APPLY AT OUR WEBSITE.


Outreach and Development Associate | Center for Food Safety - San Francisco | San Francisco, CA

Application Deadline: August 22, 2019 | Salary: CFS salaries are competitive and based on experience, and include a strong benefits package.

About CFS: CFS empowers people, supports farmers, and protects the earth from the adverse impacts of industrial food and farming production, and promotes organic and sustainable food systems. CFS uses legal actions, policy initiatives, scientific and policy reports, and corporate and grassroots campaigns to reduce the impacts of industrial agriculture on the environment and human health. CFS has an integrated suite of issue areas, including: GMOs, organic foods, climate change, factory farming, pesticides, pollinators, food labeling, food safety, nanotechnology, and more.

Position Overview: CFS’s Outreach and Development Associate assists with outreach and correspondence to CFS members, donors, and the general public. This role will serve as the primary contact for CFS’s members, and as such is an ideal way to get involved in cutting-edge food and farming issues, develop outreach and strategic communication skills, and represent CFS to the public. In addition to the core membership and outreach responsibilities, this role will also oversee certain office administrative functions as needed. The ideal candidate will be committed to sustainable agriculture, excited about building their skills in outreach communications, and membership and development management, and eager to support CFS’s growth and evolution. This is a full-time salaried position. This role is based in CFS’s San Francisco office.

Responsibilities Include:
- Manage member correspondence via phone and email.
- Conduct public outreach through tabling at conferences and other events.
- Assist with donor correspondence and mailings, including a year-end fundraising campaign and mailing.
- Write thank you letters and other donor correspondence.
- Assist in planning fundraising events.
- Assist in foundation research and outreach.
- Manage member data and database and query and analyze membership data as needed.
- Provide administrative and office management support as needed.
- Other activities and special projects as directed.

Benefits: CFS offers a strong medical, retirement, and vacation benefits package.
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, 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.


**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);
   - Assist clients in navigating social service agencies;
   - Advocate on behalf of clients to social service agencies.
   - Advocate orally and in writing on behalf of clients to judges, programs and Assistant District Attorneys.
8. Work primarily at NDS’ main office when not in Court.

**QUALIFICATIONS:** The ideal candidate will bring:
1. A demonstrated commitment to criminal justice, indigent defense, racial equity and social justice issues and the Wayne County communities.
2. Doggedness and resilience combined with people and situation smarts.
3. An ability to quickly build relationships across varying identities, income levels, races and ethnicities.
4. A high level of organizational and administrative skills to handle a high caseload and multi-task in a very fast-paced environment.
5. Clear and effective communication skills, both orally and in writing.
6. A bachelor’s degree.
Benefits: Full medical and dental benefits, as well as other benefits, are provided.

Level of Language Proficiency: Bilingual (Spanish or Arabic) Individuals are encouraged to apply.

How To Apply: Interested applicants should email a cover letter, resume, and writing sample to DetroitHiring@nds DETROIT.org with the subject line, “Detroit Client Advocate.” Please send your application as one document, preferably PDF. For more information about NDS, please visit our website at www.nds DETROIT.org.

The Neighborhood Defender Service is committed to creating a diverse environment that reflects the community we serve. NDS is proud to be an equal opportunity employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. NDS encourages people with incarcerated loved ones, formerly incarcerated people, people of color, women, queer, transgender, gender non-conforming, and gender fluid people to apply.

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**Project Manager | Watershed Restoration Group | Missoula, MT**

Watershed Restoration Group (WRG) is hiring a Project Manager.

Visit our website at [www.watershed-restoration.com](http://www.watershed-restoration.com) for an overview of our company and services. Position will be open until filled.

As Project Manager with WRG, at a minimum, you would take on logistics and prepare for specific projects; be on-site during projects to coordinate with our clients: document as necessary; provide facilitation of our implementation crews; oversee quality assurance; and labor like the rest of us! You must be able to travel away from home for extended periods of time.

This is a non-traditional position in that we are looking to hire a permanent, but seasonal, employee. Expect to work extensive hours in the spring and fall months. As the position develops there will be increased opportunities for hours in the summer and winter off-seasons. We are a small company, and therefore, are looking for someone that can eventually, over time, fill a diversity of possible roles beyond field work – assisting with maintenance, marketing, administration, research, cost estimating, business development, or other possibilities that the successful applicant may have to develop with us.

There are a myriad of possible backgrounds and experience levels that the right person could have. You might be a restoration practitioner, an ecologist, a budding botanist, a construction manager, a management-minded laborer, or a proficient generalist. Applicants might be schooled in Restoration Ecology, Land or Watershed Management, or one of the Ecosystem/Forestry/Earth/Hydrologic Sciences; or, instead, might have passed on a formal education but have hands-on experience in the field. An ideal candidate would have both.

Experience in land-based restoration, familiarity with native plants of the intermountain west, a labor background, and proven management skills are preferred. However, again, the right person could be looking for a shift in their career or beginning their career. But you must, at a minimum, be physically capable, have astute leadership potential, strong communication, problem-solving, and organizational skills, and the enthusiasm to join our team. Please don’t apply if you’re just looking for job – have a desire for this job!

Applicants could have an array of other skills to offer, or the initiative to quickly learn them:
- Specialty areas of expertise or interest that the company could help develop  
- Native plant and invasive weed identification  
- Land management prescriptions  
- Ability to operate skidsteers, mini excavators, augers, chainsaws, and other small power equipment  
- Fencing or construction experience  
- Ability to perform maintenance – vehicles, equipment, tool cache  
- Skilled working in Excel – potential for cost estimating or bookkeeping  
- Good technical writing skills – potential for proposal writing  
- Aptitude for administrative support  
- First responder training

Because we are willing to consider a range of experience levels, and a variety of options of what this position might grow into, wage will be determined reflecting this range. Please know, however, we believe in a very fair living wage.

We have high retention in our crews because we do pay well, along with being mutually respectful, quality oriented, flexible, and demanding but fair. This is a good gig – a great opportunity for the right person!

**HOW TO APPLY**

Please send resume to:

Brooks Priest  
Operations Manager  
brooks@watershed-restoration.com

I will respond to all serious and qualified inquires as soon as possible. We look forward to meeting you.
LAND PROTECTION MANAGER | Adirondack Land Trust | Keene, NY

Founded in 1984, the Adirondack Land Trust protects farms and forests, undeveloped shoreline, scenic vistas, and lands and waters contributing to the quality of life of Adirondack communities as well as the region’s wildness and rural character. We work with partners to fulfill the promise of the Adirondack Park as a place of resilient lands, waters and communities.

Land trusts harness three fundamental values: private initiative, community cooperation and a deep connection to the land. The Adirondack Land Trust has protected 26,628 acres since 1984. We currently oversee 16,200 acres under conservation easement in 78 ownerships, and we own ~1500 acres of lands in fee. ALT received Land Trust Alliance (LTA) accreditation in March 2019.

**POSITION SUMMARY** Adirondack Land Trust (ALT) seeks a detail-oriented, creative, collaborative and experienced professional to manage the acquisition of lands and conservation easements. ALT’s projects are often large-scale and involve working with public and private partners. The Land Protection Manager will lead and facilitate fee-simple and development-rights transactions from inception to closing.

Tasks include conservation easement and fee title negotiation and acquisition, management and critical review of due diligence, budgeting and financial reporting, and project-management consistent with ALT’s policies and the highest ethical standards. This position will also work closely with the conservation team to identify and evaluate projects for fee or easement protection, including management and stewardship needs. The position will engage in landowner outreach, represent ALT to key constituencies, and help identify funding sources and build collaborative partnerships.

This position offers a tremendous opportunity for an entrepreneurial conservation professional to lead the next generation of Adirondack partnerships and projects. The Land Protection Manager will work directly with a growing team comprising the executive director and conservation staff, and work with natural resource consultants as needed. This staffer will work from ALT’s headquarters in the High Peaks Region of the Adirondacks.

**KEY RESPONSIBILITIES**

**Land Protection Project Identification and Completion:** Implement ALT’s conservation priorities through strategic prioritization, proactive outreach and responsive landowner communications. Determine conservation options for projects and prepare project summaries for staff and board review. Coordinate with local partners, governments and stakeholders to ensure project success.

**Transaction Management:** In coordination with the executive director and legal counsel, lead all aspects of fee simple and conservation easement projects including contract negotiation and easement drafting. The candidate must be skilled in overseeing and evaluating real estate appraisals, Phase I environmental investigations, property surveys and legal descriptions, title work and other due diligence. Work includes managing project-related records in compliance with ALT’s policies and Land Trust Alliance Standards & Practices.

**Partner and Community Outreach:** Represent ALT’s conservation programs in stakeholder meetings and other forums.

**Conservation Program Support:** Work with E.D., board and staff to develop annual goals and work plans. Assist in identifying funding sources as well as writing proposals and reports.

**QUALIFICATIONS**

- A passion for conservation and the Adirondacks
- Excellent communication and listening skills to engage potential and existing partners, including private land owners, foresters, farmers, government agencies and communities
- A track record of negotiating, financing and managing fee and conservation easement projects
- Experience in details of real estate transactions - such as appraisals, surveys, environmental assessments, tax law and land use planning
- Experience building long-term partnerships with stakeholders to develop successful projects
- Experience obtaining funds from public and private sources for land and conservation easement acquisitions, with fulfillment of funding requirements, including reporting
- Experience working effectively both unsupervised and with teams
- Strong commitment to high standards and personal accountability
- Minimum bachelor’s degree or equivalent professional training in natural resource management, conservation real estate, planning, law and/or a related field
- Ability to travel throughout northern New York and occasionally within/outside of New York State, including some evening and weekend work
- Ability to navigate by foot over rough terrain, and in sometimes inclement weather
- Ability to use GIS and GPS, and to manage project information in land conservation software

**BENEFITS AND COMPENSATION** Full-time, competitive salary | Benefits: Paid vacation and holidays; matching contribution to 403b; health, vision and dental.

**Admin support:** Must be prepared to handle own correspondence, filing and record keeping.
Adirondack Land Trust is an equal opportunity employer and does not discriminate on the basis of race, gender, age, disability, sexual orientation, color, creed, marital status, national origin, or veteran status.

We strive for a collegial environment of people who generate innovative ideas and work hard to implement them. We also understand the value of work/life balance.

HOW TO APPLY: Submit resume and cover letter by August 30, 2019, to:
Adirondack Land Trust
PO Box 130
Keene, NY 12942
info@adirondacklandtrust.org

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Plastic Pollution Coordinator | Surfrider Foundation | San Clemente, CA

Application Deadline: August 15, 2019  |  Salary: At least $45,000

ABOUT US: The Surfrider Foundation is a non-profit grassroots organization dedicated to the protection and enjoyment of the world’s ocean, waves and beaches through a powerful activist network. Founded in 1984 by a handful of visionary surfers in Malibu, California, the Surfrider Foundation now maintains over 500,000 supporters, 84 chapters and 130+ youth clubs nationwide.

ABOUT THE POSITION: The Plastic Pollution Coordinator will support the Surfrider Foundation’s mission to reduce plastic pollution at its source and eliminate the impacts of plastic on the marine environment through outreach and coordination with our Chapter network, supporting businesses and the public.

Coordinator duties will include:

- Assist in the management of Surfrider Foundation Plastic Pollution initiative, with a focus on program support for our Ocean Friendly Restaurants and Beach Cleanup programs in furtherance of plastic pollution initiative goals.
- Assist in the management of the Beach Cleanup program and the Better Beach Alliance, including tracking of the Surfrider Chapter and Youth Club network beach clean ups; ensuring full deployment and utilization of the beach cleanup data tool; communicating with chapters, NGO partners and corporate partners to develop the most effective program to reduce plastic pollution on beaches and waterways.
- Assist in the management of the Ocean Friendly Restaurants (“OFR”) program, including tracking and communication with participating restaurants; implementation of consistent guidelines and policies throughout the network; assistance in the expansion of the scale of program and number of participating restaurants, supporting the chapter network to engage restaurants in their communities; assisting in calculating the impacts the OFR program in reducing plastic pollution and building public awareness; building revenue and partnership engagement opportunities.
- Apply OFR and Beach Cleanup (“BCU”) programs to reduce top forms of litter and inform advocacy for expanded polystyrene foam, cigarette butts, plastic straws, plastic bottles and other top forms of litter.
- Represent the Surfrider Foundation within plastic pollution coalitions and movements, where appropriate; effectively collaborate with local business councils, state agencies and other coalitions to improve Surfrider OFR and BCU programs and overall plastic pollution goals.
- Assist in the development of resource support materials for our chapter and club networks.

Reports to: The Plastic Pollution Coordinator will work under the supervision of the Plastic Pollution Manager to help advise and guide OFR and BCU programs.

QUALIFICATIONS:

- Knowledge of plastic pollution issues, including beach cleanup efforts, current outreach and advocacy trends;
- Aptitude for working with others, including the public, various experts, coalitions and grassroots advocates;
- Ability to effectively communicate, both orally and in writing, with the public, chapter members, business owners, and other stakeholders;
- Ability to engage and communicate with stakeholders with diverse backgrounds and experiences;
- Ability to be highly organized with strong follow through;
- Experience in project management including coordinating teams of diverse individuals.
- Experience in tracking, reporting and communicating project results to diverse audiences.

DESIRED EDUCATION & EXPERIENCE:

- Associate or Bachelor’s Degree with preference for educational experience in environmental or marine science, higher level math, statistics or accounting and/or related field;
- Familiarity with Surfrider Foundation’s network, the Beach Cleanup program and/or Ocean Friendly Restaurants program;
- Experience working in citizen organizing, public outreach, environmental science, policy and/or advocacy;
- Proven ability to effectively manage multiple, complex tasks and to establish and regularly evaluate priorities;
• Training and experience in grassroots organizing, community outreach, business development and coalition building;
• Willingness and ability to travel; and
• Willingness to work flexible hours (potentially including some weekends and evenings).

Benefits: The Plastic Pollution Coordinator is a full-time position based in San Clemente, California and offers a salary that is competitive with the candidate’s level of experience. Benefits include medical, dental and vision coverage monthly premiums compensated 100% by Surfrider Foundation, Long-Term Disability Insurance, Employee Assistance program (EAP), Section 125 Flexible Spending Account (FSA), 401(k) plan with partial employer matching. Surfrider provides paid holidays, vacation and sick time.

How To Apply Please send cover letter, resume, references (optional) and any other supporting information to: careers@surfrider.org with subject Plastic Pollution Coordinator Position. Visit https://www.surfrider.org/initiatives/plastic-pollution for more information. Deadline for receiving resumes is August 15, 2019. Earlier submissions are encouraged. Phone inquiries or walk-ins will not be accepted, thank you for understanding.

http://surfrider.org

Surfrider Foundation highly values diversity, equity and inclusion. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, age, disability, veteran status, sexual orientation, or any other protected class under law.
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!