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

Recommended Job Search Websites
Many of these sites allow you to set email alerts

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

USA.Jobs.gov
Zip Recruiter
The Muse
VLS login: Username vemont
Password: law
Connect2Justice Jobs
NSCRS (RJ)

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

**WHAT IS A FELLOWSHIP?**

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

**Does a fellowship pay?**

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

**How do I find out more?**

To learn more about fellowships and to search for one, check out:

[Profellow.com](http://Profellow.com)

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

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**EXTERNSHIPS**

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

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

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

Internships at WRI are learning experiences designed for current students, recent graduates, or other candidates who wish to gain knowledge about a specific area of our work. We strive to attract diverse, intellectually-driven candidates who have a passion for sustainability and development. WRI provides many internship opportunities throughout the year in all our programs.

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

Global Electric Transportation Program Overview – In this role, you will be part of the electromobility team in the Urban Efficiency and Climate workstream, working within the WRI Ross Center for Sustainable Cities. The electromobility work at WRI focuses on facilitating the successful and strategic expansion of electric vehicles throughout the world, to help achieve global climate objectives.

The WRI Ross Center for Sustainable Cities helps create accessible, equitable, healthy, and resilient urban areas for people, businesses, and the environment to thrive. Together with partners, we enable more connected, compact, and coordinated cities.

Internship Summary – As an electromobility intern, you will work with other members of the electromobility team at WRI to help research, document, and publish findings. One of your primary tasks will be to help populate and launch the team’s electric transportation database, which is a resource that will provide detailed information on a wide range of global issues related to enable mass adoption of electric vehicles. Through this position, you will communicate both with staff in Washington DC and with staff across WRI’s international offices.

- Conduct and coordinate research and analysis on various electromobility topics.
- Organize information and research to input to the team’s online electric transportation database.
- Assist team members with collecting and organizing data from various sources.
- Contribute written and graphic content to publications, reports, papers, and presentations.
- Lead the development of a monthly global electric transportation newsletter.

Learning Outcomes – The intern will gain experience in the following areas:

- Program design and management
- Technical research & writing
- Electric transportation technologies & policy development
- Event planning
- Website development

Internship Qualifications

- Superb and detail-oriented writing skills
- Excellent editing, research, and oral communication skills
- Demonstrable previous experience in creating original projects, products, or research activities
- Detail-oriented, organized and independent thinker
- Demonstrable previous work experience and enthusiasm regarding sustainable transportation
- Demonstrated ability to work well in multi-disciplinary and multi-cultural teams, juggle multiple priorities and work under tight deadlines
- Adaptable to rapidly changing priorities and ability to manage multiple projects with varying deadlines and competing demands
- Fluency in English (required)
- Fluency in another language, particularly Spanish or Chinese is desirable

General Internship Requirements

- Applicants must have personal health insurance coverage.
- US work authorization is required for this opportunity. WRI does not sponsor interns for visas.

Compensation – This is a paid internship.

Duration – This is a full-time, six-month (24 week) internship with flexible start and end dates based on the student’s availability and need for the project.

How to Apply – Please submit a resume and cover letter with your application. Applicants must apply through the WRI Careers portal to be considered.
The World Resources Institute (http://www.wri.org) is an environmental and development research and policy organization that creates solutions to protect the Earth and improve people’s lives. As an Equal Opportunity Employer, it is WRI’s policy to recruit, hire, and provide opportunities for advancement in all job classifications without regard to race, color, religion, sex, national origin, age, citizenship, marital status, sexual orientation, gender identity, parental status, protected veteran status, or disability. WRI’s global agenda requires a staff that is diverse – with respect to race, gender, cultural, and international background. Diverse perspectives and experience enhance the way WRI selects and approaches issues, as well as the creativity and applicability of WRI’s policy research and analysis. WRI, therefore, encourages applications from U.S. minorities, persons from other countries (especially developing nations), and from women of all backgrounds.

Sustainability Intern | City of Fridley | Fridley, MN

This listing closes on 8/8/2019 at 11:59 PM Central Time (US & Canada).

Salary: $14.80 Hourly

General Duties: The City of Fridley (population 28,800) is undergoing many new and exciting changes in the community. Come be a part of an exciting time in our history and join a team that is driven, responsive and friendly. We are seeking a skilled, dynamic and self-motivated individual to serve as a Sustainability Intern with our Community Development Department. This position is responsible for assisting in review of GreenStep Cities best management practices, innovative recycling programming, and Environmental Planning support.

Apply: To apply go to www.fridleymn.gov Applications must be received no later than August 8, 2019. For questions, call Human Resources at 763-572-3504.

Website: https://www.governmentjobs.com/careers/mncities Agency: Minnesota City Jobs

GRID Alternatives SolarCorps Fellowship Program | SolarCorps Workforce Development Fellow| Various locations

Mission: GRID Alternatives has a mission to make renewable energy technology and job training available to underserved communities.

About GRID Alternatives: GRID Alternatives is a national leader in making clean, affordable solar power and solar jobs accessible to low-income communities and communities of color. GRID is an entrepreneurial, high-growth non-profit organization that provides direct solar installation and project development; workforce training and service learning opportunities; and low-income solar policy advocacy. Our vision: a transition to clean, renewable energy that includes and benefits everyone.

At GRID, we care about each other and know that each employee has a whole self that includes life outside of GRID. Our culture supports learning, growth and well-being of all of our team members.

Based in Oakland, California, GRID has ten regional offices and affiliates serving all of California, Colorado, Washington D.C., Virginia, Maryland, and Delaware. GRID also has staff on the ground in Nicaragua, Mexico and Nepal GRID has a dedicated staff of 400 and growing!

About the SolarCorps Fellowship Program: GRID Alternatives’ SolarCorps Fellowship Program is an opportunity for highly motivated and enthusiastic people to join GRID Alternatives for a 13-month term. In this position you will gain valuable experience in the solar and non-profit industry to help launch your career while making significant contributions to GRID Alternatives and the broader community. More than 250 people have completed the program.

Position Description: We are seeking a full-time SolarCorps Workforce Development Fellow to engage with the workforce and volunteer team to support GRID’s workforce development initiatives. Fellows will get training and supervision from GRID Alternatives’ regional staff. Fellows will gain a broad range of skills and experience to qualify for a range of different renewable energy and nonprofit careers, while helping under-resourced families receive solar services from GRID Alternatives.

Compensation and Benefits:
- A living stipend of $26,860 for the first 10.5 months (August 2019 - July 2020)
- Health, dental, and vision insurance.
- Professional development opportunities.
- Segal AmeriCorps Education award of $5,920 upon successful completion of fellowship.
- Hourly wage of $15 per hour for 2.5 months (July 2020 - September 2020)
Schedule:
- Fellows average 40-43 hours per week (AmeriCorps has a service requirement of 1700 hours in 10.5 months).
- Some positions require weekend, early morning, and evening schedules.

Office Location:
- GRID Alternatives Bay Area office is located in Oakland, CA. This positions requires some travel throughout the Bay Area as well as to specific offsites (e.g. all staff summit).

Job Duties:
- Build and maintain partnerships with local job training organizations, workforce development partners and the general public.
- Develop systems to track our workforce development efforts more rigorously including the ability to track the number of GRID Alternatives participants who go on to find employment in the green jobs sector.
- Build relationships with local and national solar installers to help connect trainees with job opportunities.
- Research and develop best practices to enhance the overall efficacy of GRID Alternatives’ regional office workforce development programs, both through our network and with key constituencies and targeted communities.
- Assist in managing participant workdays.
- Participation in recruitment, selection and management of GRID Alternatives’ regional office Workforce Development participants.
- Recruit and manage local participants and job trainees.
- Coordinate and organize participants communications.
- Conduct participant orientations for new program participants.
- Schedule participants on GRID Alternatives’ projects.
- Participate in activities associated with National Days of Service.
- Serving as primary contact and support for the local participant base.
- Other duties as assigned

Requirements and Qualifications:
- 13-month commitment.
- Excellent communication skills and ability to represent GRID Alternatives positively.
- Comfortable being part of a team.
- Strong organizational, multi-tasking, and decision-making skills.
- Strong computer skills.
- Clean, valid driver’s license and clean driving record.
- To be eligible for AmeriCorps, applicants must be a U.S. citizen, national, or legal permanent resident alien of the United States.
- Flexibility and willingness to embrace change, go the extra mile, and bring ideas and energy to a rapidly evolving organization.
- Interest and enthusiasm for renewable energy, community development, green jobs and/or helping families and communities in need.
- Every SolarCorps Fellow must participate in the organization’s equity, inclusion, and diversity initiatives.

Mandatory Program Training:
- Weeklong Orientation in Oakland, CA.
- Mid-year SolarCorps Fellowship Training Retreat.
- Quarterly check-ins.
- Monthly SolarCorps training calls/online collaboration.

Apply: Submit both a resume and cover letter online at https://gridalternatives.org/get-involved/careers/open-positions. Mailed and emailed applications are not accepted. Due to the high number of applications please do not call or email additional inquiries.

Application Timeline and Deadline: Applications will be reviewed on a rolling basis. All positions start on August 26th, 2019.

Partnership with AmeriCorps: The SolarCorps Fellowship Program is part of the AmeriCorps network of programs. SolarCorps is made possible with funding support from AmeriCorps, AmeriCorps VISTA, and Bank of America. AmeriCorps is a program of the Corporation for National and Community Service, the federal agency for volunteering, service, and civic engagement. CNCS engages millions of Americans in citizen service through its AmeriCorps and Senior Corps programs and leads the nation’s volunteer and service efforts. For more information, visit NationalService.gov.

GRID Alternatives provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability or genetics.

Women, the formerly incarcerated, and people of color are urged to apply.

From: https://newton.newtonsoftware.com/career/jobintroduction.action?clientid=4028f88b1caef460011ce2335cdd0820&parentUrl=https%3A%2F%2Fgridalternatives.org%2Fget-involved%2Fcareers%2Fopen-positions%3Fgqk%3Djob%26gni%3D%20ca645d02&q=8a7883a96ad77023016b2f20ca645d02&source=
Intern, Food Access Council | The Mayor’s Office of Food Access | Boston, MA

The Mayor’s Office of Food Access is seeking an intern to support the Boston Food Access Council. The Boston Food Access Council (BFAC) will convene a collaborative group of partners and community members to tackle food access and food insecurity issues in the City of Boston through policy and programmatic efforts.

We are excited for the BFAC to transition into a new structure that increases civic engagement beginning in September 2019. Anyone can be a member of the BFAC, and members who attend 2 of 4 quarterly meetings will be able to vote on steering committee membership. Moreover, BFAC meetings will be a continuous opportunity for members to voice their concerns, share ideas, and offer input to the work of the BFAC.

We need support to transition into this new era of the BFAC. Please visit the following link for more information and to apply for this internship role: https://docs.google.com/forms/d/e/1FAIpQLScjsOYQKSv3iL5NztCLdD5zRIVhtgM15rKdIDX_a8c5Ym-A/viewform?usp=sf_link

APPLICATIONS ARE DUE BY FRIDAY, AUGUST 2. This internship is open to all, including students and community members.

For more information, please email bostonfoodaccesscouncil@boston.gov with questions. Additionally, please email us if you would like to be added to the mailing list to get news and updates about the BFAC.

Fellow, Climate Campaign | Environmental Investigation Agency | Washington, DC

Application Deadline: August 10, 2019

Join the dynamic team that makes up the most influential environmental NGO leveraging intelligence and investigations to safeguard the world’s natural resources. EIA has a 30 year record of successfully changing the rules of the global trading system by combining our unique investigations with hard-hitting campaigns to enact historic new policies and legislation.

EIA is seeking a part- or full-time Fellow to support our Climate Campaign, which centers on efforts to rid the world of the worst climate super-pollutants, including hydrofluorocarbons (HFCs) which are thousands of times more destructive than CO2. Ten years ago, EIA launched the campaign to amend the Montreal Protocol and phase out HFCs, which culminated in the recent Kigali Amendment. This will be a paid position based in our Washington DC office. The position will entail a diversity of activities, including:

- Conducting research and developing content that promotes a phase-down of HFCs domestically and internationally;
- Supporting advocacy of an HFC phase out in different fora, as well as low-GWP refrigerant alternatives to HFCs;
- Reviewing and analyzing scientific and technical documents including on industry standards, cooling technologies, energy efficiency, and other materials related to broadening uptake of low-GWP alternative technologies;
- Researching the current science and technical aspects; interfacing with experts in this field; reviewing and producing summary results for internal EIA briefing documents;
- Supporting production of blogs, reports, fact sheets and briefing papers for a variety of audiences, including policymakers, enforcement officials, NGOs, and the private sector;
- Monitoring relevant news and media, and supporting in social media messaging and other communications activities;
- Assisting the Climate Campaign in other tasks as and when needed;
- Maintaining a general knowledge of recent and relevant information on climate change policy and debates.

Requirements:

- Previous exposure to and general understanding of the issues surrounding sustainable development and climate change;
- Min bachelor degree or equivalent in chemistry, engineering, environmental science/policy and/or forestry;
- Intermediate skills in Microsoft Excel are a must; basic statistical/econometric skills desirable;
- Ability to summarize and communicate complex technical concepts and ideas in written form understandable to lay audience;
- Must be able to be located in EIA’s Washington, DC office;
- Fluency in Chinese and/or Spanish a plus.
- Attention to detail, strong organizational skills and willingness to work under time constraints and pressure.

How To Apply – Contact: Send cover letter and resume/curriculum vitae with subject line: Climate Intern to: hr@eia-global.org , or Fax: 202 986 8626. Only applicants invited for an interview will be contacted. Due to the large volume of applicants, we are not able to answer emails or phone calls. Applicants must be currently legally authorized to work full time at EIA, a U.S. non-profit and be able to provide proof of same

2 Internships - Policy Research Intern, Development & Communications Intern | Massachusetts Rivers Alliance | Cambridge, MA

Internships with the Massachusetts Rivers Alliance: Internship applications are accepted on a rolling basis at Mass Rivers. Our preference is to have interns work with us for a minimum of 10 hours per week for at least three months. Internships are unpaid, but provide an excellent opportunity to learn first-hand about how things work at a small, statewide-focused environmental advocacy organization.

Intern Positions
- **Policy Research Intern**: Policy Research Interns are tasked with providing research support on water-related policy topics. An ideal applicant will have an interest and enthusiasm for water issues, experience doing short-term research projects on environmental topics, strong attention to detail, and advanced data management skills.
- **Development and Communications Intern**: Development and Communications Interns play a key role in creating new content to reach a varied audience about the work of Mass Rivers. Projects may include website updating, social media outreach, event planning, fundraising campaign development and general administration. An ideal applicant will have strong writing and organizational skills, experience with social media and web design, and an interest in fundraising and event planning.

Application Instructions: To apply, please submit a PDF with a one-page cover letter and one-page resume to gabbyqueenan@massriversalliance.org. Please address your cover letter to the Massachusetts Rivers Alliance. The cover letter should note which internship you are applying for, why you are interested in interning at Mass Rivers, the skills you will be able to contribute and your availability.

Food Recovery Network Seeks TWO Program Fellows | Food Recovery Network | College Park, MD

**APPLY**

**Application Deadline: August 12, 2019** | **Salary:** This position pays $2,000 / month before taxes.

Food Recovery Network is seeking two motivated people dedicated to continuous learning to join our National team for two-year Fellowships:

- **The Program and Special Events Fellow** will lead and support programmatic events across the country through virtual coordination and in-person attendance. Events include Regional Summits, Move Out for Hunger, National Food Recovery Dialogue and regional gleaning (the rescue of surplus produce from the field or farmers market). The person will work closely with the Program Manager and Program Team on the four pillars of the Program Goals: to increase the size and capacity of the Network, support leadership development and facilitate engagement opportunities for members of the Network. This position offers opportunities for skill development in project planning, management, and implementation; collaboration; communication skills — both written and spoken; travel and experience supervising within a national nonprofit. The role will also increase your technical understanding of hunger, food waste, logistics of food recovery and social justice. More position details can be found [here](http://massriversalliance.org/about/employment-opportunities/).

- **The Resource and Development Support Fellow** will lead the advanced development of FRN’s Student Portal. In Fall 2018, FRN launched its first ever Student Portal — with modules for training, data sharing, connecting with other members of the network, and more. Now, in our second year, we’re looking to multiply the impact of this tool. The fellow will work closely with the Program Manager and Program Team to further develop the Portal and engage directly with FRN participants. The fellow will join a team working towards four main goals: increase the size and capacity of the Network, support leadership development, and facilitate external engagement opportunities for members of the Network. The position will require creativity, flexibility, a deep commitment to working in teams to solve problems, and a strong ability to balance the big picture with the nitty gritty details. This position offers opportunities for skill development in project planning, management, and implementation; resource development; collaboration, communication skills written, verbal, internal and external, and experience working at a national nonprofit. The role will also increase your technical understanding of hunger, food waste, social justice, and logistics of food recovery. More position details can be found [here](http://massriversalliance.org/about/employment-opportunities/).

**About FRN:** Founded in 2011, Food Recovery Network (FRN) is the largest national student-led food recovery movement working to bring food recovery programs to colleges across the country. FRN is currently comprised of more than 200 chapters at colleges and universities (and growing) across the country and has recovered more than 3.9 million pounds of food. We are coming to the close of our 3-year strategic plan and will soon begin a new strategic plan that will take FRN to the next level in
the food recovery space. Our team is composed of multitalented individuals that are dedicated to the mission of fighting waste and feeding people.

**Commitment:** The position requires 40 hours per week. Work hours are from 9:30 am to 5:30 pm; occasional work after traditional hours may be required. Food Recovery Network is located in the heart of College Park, Maryland in close proximity to the University of Maryland, College Park. The College Park metro station is a 15 minute walk from the office; from here you can travel throughout the Washington, DC metro area. Please note that you must commit to working from the FRN National office; we are not considering any remote employees.

**Benefits:** Staff receive paid Federally-recognized holidays, the week between Christmas and New Year’s, and 12 paid sick/personal/vacation days.

**How To Apply:** Email a resume, a cover letter, list of references and a writing sample to careers@foodrecoverynetwork.org with the name of the position you’re interested in listed in the subject line. Applications will be accepted on a rolling basis (the earlier the better), but preferred before August 12, 2019.

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**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](https://www.idealist.org/en/nonprofit-job/2a42ce3ef5d84852bd70c688dd8e82d-food-recovery-network-seeks-two-program-fellows-food-recovery-network-college-park?email_id=8e84fd5d4237497fa55008bdd48e875&utm_source=idealist-org&utm_medium=email&utm_campaign=email-alerts). 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
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) 474-6988 or via email at info@goer.ny.gov.


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 resumé by Wednesday, August 7, 2019 to fellowship@northbrooklynnighbors.org with the subject line “Environmental Justice Fellow.”
Associate Director | The Northeast Sustainable Agriculture Research and Education Program | University of Vermont | Burlington, VT

The Northeast Sustainable Agriculture Research and Education (SARE) program seeks applications for an Associate Director who will manage a wide range of administrative and operational functions as part of the program's leadership team. Northeast SARE is a 12-state competitive grants program funded by USDA with an annual budget of $8.3 million. Learn more about Northeast SARE at www.northeastsare.org.

The Associate Director serves as Northeast SARE’s chief operating officer that supervises and supports 5 program staff, coordinates grant proposal review teams, assists grantees with administration of projects, works with an administrative council to assure overall program effectiveness, monitors program finances, and provides public information about the program. The ideal candidate will be highly organized, understand sustainable agriculture and grant making, and be eager to work with a diversity of people. This University of Vermont Extension position is full-time, with benefits, located in South Burlington, Vermont. Desired start date is Jan 2, 2020.

The deadline to apply is Sept 15, 2019. For the full description and application information, please see www.northeastsare.org/associate_director.

The University of Vermont is an Equal Opportunity/Affirmative Action Employer.

Applications from women, veterans, individuals with disabilities and people from diverse racial, ethnic, and cultural backgrounds are encouraged.

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 for protection 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 accompaniment 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


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, 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 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.

[The Nature Conservancy](http://www.nature.org)
Interested in Restorative Justice in the setting of sustainability and access to food?

Sustainability and Food Systems Analyst - Job ID: 19-031 | Douglas County and the City of Lawrence | Lawrence, KS

This position reports directly to the Sustainability Director for Douglas County and the City of Lawrence.

This professional position requires knowledge of sustainability, public administration, and County operations. This professional position carries out specialty assignments to strengthen the community-wide efforts towards sustainability initiatives and local food system development.

**Work performed includes**
- project and program management (principally community garden coordination,
- Food System Plan implementation, and county recycling and energy monitoring),
- community engagement and stakeholder collaboration (including serving as staff liaison for the Food Policy Council), and
- policy research.

This position works on complex issues and deals on a continuing basis with delicate, controversial, or confidential matters. This position may also do research and prepare reports. Work requires the exercise of initiative, independent judgment and discretion in various administrative duties. Problems and issues may be resolved at this level without reference to a higher authority, policies, or guidelines.

This position requires active learning, restorative problem solving, great communication/facilitation skills, initiative to assure multiple assignments are completed in a timely manner, and the ability to build authentic relationships (including with racially, ethnically, and socio-economically diverse and rural communities).

The ideal candidate will bring passion for sustainability, local food systems, and/or the environment; and will have experience with project/program management; stakeholder partnership development; local policy and planning processes; developing and tracking indicators/metrics for evaluation; and working directly with people from diverse racial, ethnic, socioeconomic, and geographic backgrounds.

**Essential job functions include:**
- Monitor and manage key sustainability and local food system initiatives and indicators;
- Engage residents, and public, private, and non-profit stakeholders;
- Enhance knowledge, skills, and reputation of Sustainability Office and Douglas County;
- Research and advocate for integrated solutions in Douglas County through planning and policy development;
- Collaborate with local government and public agency staff to support implementation of sustainability in internal operations.

**Required qualifications include:** a Bachelor's degree from four-year college or university or equivalent combination of education and experience closely related to the duties of the position.

**Preferred qualifications include:** a Master's degree and one to five years relevant experience and/or training closely related to the duties of the position; or equivalent combination of education and experience.

*People of color are encouraged to apply. Douglas County is an Equal Opportunity Employer.*

**Starting Salary and Benefits:** Positions' salary is $48,796 to $60,382 with an excellent benefit package.

**Application Deadline:** Monday, 08/05/2019 at 5:00 p.m.


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Research Analyst Assistant | Center for Sustainable Energy | San Diego, CA

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

**Essential Functions and Responsibilities:** Depending on the services needed and the skill set of the Research Analyst Assistant, responsibilities may include the following.

- Compile, read, and summarize existing literature to frame research efforts and inform policy.
- Program and test survey questions in online platforms.
- Assemble, manipulate and analyze data.
- Review analyses conducted by other research analysts for quality.
- Document research procedures and help develop SOPs.
- Contribute to written reports describing results.
- Work under the guidance of senior members of the R&A team to achieve objectives.
- Support the development of web-based data visualization and reporting tools.
- Support program staff or senior members of R&A team in developing presentations.
- Perform other related duties as assigned.

**QUALIFICATIONS**

**Essential Knowledge, Skills and Abilities:**

**Required**

- Working knowledge of Excel or R
- Extraordinary attention to detail, organizational and problem-solving skills
- Strong oral and written communication skills
- Demonstrated ability to follow instructions and meet deadlines
- Demonstrated propensity to proactively communicate with teammates and seek feedback on work
- Interest in working with data, research and sustainable energy initiatives
- Basic knowledge of customer service principles and best practices with data entry and documentation.

**Preferred**

- Familiarity with one or more of the following:
  - Statistics or other quantitative analysis methods
  - Data visualization software (e.g., Tableau)
  - Survey platforms (e.g., Survey Gizmo)
  - Relational database development, maintenance and reporting
  - GIS mapping software (e.g., ESRI ArcMap 9+, QGIS)
  - Python
  - JavaScript

**Education:**

- Associate’s degree or equivalent coursework in statistics, economics, computer science, social science, environmental science, public policy, engineering or related field. Coursework should show substantial analytical content.
- Additional work experience may be substituted to satisfy the education requirement.
- Bachelor’s Degree preferred

**Experience:** 0-1 years of related experience

**Licenses, Certificates or Registrations:** None required

**WORKING CONDITIONS**

**Work Environment:** Works in an office environment

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must have manual dexterity sufficient to operate a computer keyboard and other equipment customarily present in an office environment.

APPLY FOR THIS JOB THROUGH OUR ADP JOB PORTAL

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

From <https://energycenter.org/careers/research-analyst-assistant>
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 25 lbs

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.

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.ultipro.com/NAT1047NWF/JobBoard/1ca8346a-33cc-401d-90d9-d7f752f0fd7d/OpportunityDetail?opportunityId=57971d52-000f-4b16-8f1d-e0b58228d191>

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PROJECT COORDINATOR, NEW CLIMATE ECONOMY & ECONOMICS | World Resources Institute | Washington, DC

**Job Summary:** The Global Climate Program seeks a reliable and dynamic Project Coordinator to support the work of the New Climate Economy project and a dedicated team of cross-Institute economic experts developing and delivering impactful research, policy, and implementation projects. In this role, you will provide a variety of support functions, including: financial management, grants management, proposal development, contracts coordination, event organization, database management, communications efforts and administrative tasks. This role requires excellent attention to detail, strong time- and priority-management abilities, good understanding of team dynamics, and demonstrated aptitude for project management and nonprofit organization operations.

**Job Responsibilities**

- Support team leads on internal financial management, to include: create, manage, and update project budgets, review and track project expenses, provide reports to managers.
- Manage NCE global grants, NCE Finance Initiative, and core Economics team budget; provide close collaboration and support to other NCE teams and diverse Economics-linked projects across WRI.
- Monitor and manage contracts and payment requests for all subgrants and contracts ensuring all paperwork is up to date and that payments are made in timely manner.
- Manage project grants to ensure compliance with grant and funder rules, responsible management of funds, meeting funder reporting deadlines, preparing financial reports, and invoicing for payments.
- Coordinate project fundraising efforts, including development of proposal budgets, collection and submission of complete application packages, tracking and communicating opportunities via Salesforce, and navigating internal review process.
- Support internal tracking and facilitate the inclusion of Economic staff in appropriate projects across WRI’s global programs, centers, and international offices.
- Assist in internal project planning and reporting processes, including annual project plans, and quarterly project and financial reports.
- Help organize internal and external events in collaboration with partners.
- Coordinate outreach and develop communications materials around project events, publications, press releases, web development, and blogs.
- Support the project staff with other administrative duties as needed: maintaining contact database, scheduling team meetings, drafting correspondence, circulating meeting notes, ensuring follow-up on action items as appropriate, booking travel, tracking project deliverables and timelines, preparing expense report, recruitment and onboarding new staff and interns, etc.

**Job Qualifications**

- Minimum of 1 year of relevant full-time work experience
- Bachelor’s degree required
- Must be adaptable to rapidly changing priorities and have the ability to manage multiple projects with varying deadlines.
- Ability to work independently with minimal supervision.
- Strong process orientation with sensitivity to quality, timelines, and organizational systems.
- Strong computer skills including high level of comfort with Microsoft Office (Excel, Word, PowerPoint, Outlook), web-based communications (Skype, Zoom); experience with CRM databases (esp. Salesforce) or advanced budgeting (Microsoft Cognos) preferred.
- US work authorization is required for all WRI US opportunities. WRI cannot offer visa sponsorship for this opportunity.

**Program Overview:** WRI’s Global Climate Program works to advance practical solutions to reduce and remove greenhouse gas emissions, deploy clean energy solutions, improve resilience to climate impacts, and achieve a strong, clean economy that benefits all Americans. We do so through rigorous peer-reviewed expert analysis, consultation, convening, coalition building, and clear communications. We work at all levels of government in targeted countries across the world. Our experience, reputation and connections place us in a unique position to help shape international, national, and subnational climate policy efforts and generate new ideas and practices for global low-carbon development.

**How to Apply:** Applicants must apply through the WRI Careers portal to be considered. Please submit a resume and cover letter with your application. Final candidates will be required to take a writing/analytical test.
**WRI Overview:** World Resources Institute (WRI) is an independent, nonprofit global research organization that turns big ideas into action at the nexus of environment, economic opportunity and human well-being. We are working to address seven critical challenges that the world must overcome this decade in order to secure a sustainable future for people and the planet: climate change, energy, food, forests, water, sustainable cities, and the ocean.

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

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

We have been growing rapidly: our staff has doubled in size over the past 5 years and our operating budget is now $120 million. Founded in 1982, WRI has a global staff of 900+ people with work spanning 60 countries. We have offices in Africa, Brazil, China, Europe, India, Indonesia, Mexico and the United States as well as a growing presence in other countries and regions.

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

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

**APPLY**

From <https://jobs.jobvite.com/wri/job/o6Lwafwh>

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**PROJECT COORDINATOR II , US CLIMATE INTIATIVE | World Resources Institute | Washington, DC**

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

**Job Responsibilities**

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

**Grant Management (40%)**
- Assist in the collection & submission of formal proposals for project- and Initiative-level grants and supports Program-wide or cross-Program grants greater than $1M as appropriate.
- Support proposal development, including donor research, proposal budgeting, and coordinating application packages for review and/or final submission.
- Prepare detailed financial reports for submission to external funders as needed.
- Assist the WRI-US Director in ensuring compliance with the terms and conditions of grants and contracts.
- Ensure the timely and accurate submission of progress and financial reports, and compliance with any funder requirements.
- Maintain timely and accurate information on donors and contacts, including regular updates of donor and grant management database software.
Administration (20%)

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

Job Qualifications

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

Program Overview: WRI Climate Program works to advance practical solutions to reduce and remove greenhouse gas emissions, deploy clean energy solutions, improve resilience to climate impacts, and achieve a strong, clean economy that benefits all Americans. We do so through rigorous peer-reviewed expert analysis, consultation, convening, coalition building, and clear communications. We work at all levels of government and with leading businesses across the United States. Our experience, reputation and connections in the policy arena, the private sector and beyond place us in a unique position to help shape federal and state climate policy and generate new ideas and practices for low-carbon development over the coming years.

This position will also support a city data access project in partnership with the Global Covenant of Mayors for Climate & Energy. The goal of this effort is to empower cities with the data necessary to begin to understand their greenhouse gas emissions and start climate action planning. It is designed to compile and package existing national and regional data sets in an open data platform, making them available and relevant for cities to use for climate action planning and GHG inventory development. The project covers countries across the globe.

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

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

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

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

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

APPLY

From <https://jobs.jobvite.com/wri/job/orK79fwb>
**Youth Services Manager (Licensed MSW/MFT) | Social Justice Learning Institute | Inglewood, CA**

**Position Summary:** Responsible for academic and career development, manage career coordinators, manage Youth Services team and volunteers within the Programs area, and act as a community liaison.

**Responsibilities:**
- Manage day-to-day activities and career support activities for Youth Services Programs.
- Plan, direct, or coordinate program activities and field trips.
- Act as a liaison between the Social Justice Learning Institute (SJLI), Urban Scholars, and partnering schools.
- Provide direct service and program support.
- Establish and maintain relationships with partner agencies and organizations in the community and to ensure services are not duplicated.
- Manage tutor support and academic support services including teachers.
- Evaluate the work of staff and volunteers to ensure that programs are of appropriate quality and resources are used effectively.
- Prepare and maintain records, databases, and program reports including but not limited to budgets and training manuals.
- Provide in-class instruction and curriculum development support.
- Develop partnerships for job/career pipelines.
- Develop college pipelines for Persistence work.
- Assist with policy planning and engage in advocacy efforts.
- Assist with youth organizing and engagement activities.
- Coordinate and manage alumni engagement programs.
- Make services available to youth and alumni.
- Ensure new team members are oriented and trained.
- Additional duties as assigned.

**Working Roles:**
- Establish, maintain, develop constructive and cooperative working relationships with school staff and volunteers.
- Manage volunteers.
- Communicate with Program Director on program needs.
- Curriculum development - establish program goals.
- Manage school and partnership sites.
- Develop team building activities.
- Oversee and mentor tutors and volunteers.
- Evaluating program goals, objective and outcomes and ensure they are being met.
- Assist in planning events such as end of year graduation ceremony and annual fundraising events.
- Provide monthly program updates and reports.
- Supervise youth activities.
- Participate in fundraising and in-kind support.
- Enforce established safety policies and protocols.
- Create awareness for Urban Scholar’s program.
- Act as community liaison.
- Sets agenda & conducts staff team meetings.
- Assist with civic engagement when needed.

**Working Community Relationships:**
- Assist with facilitating, collaborating, and partnership with the community members, public agencies, non- and for-profit organizations.
- Assist with the community participation and volunteerism.
- Assist with the increase of organizational visibility in the community.
- Identifies opportunities for new community partnerships.

**Internal Relationships:**
- Assist with program staff leadership and development.
- Assist the Program Director with the development of strategic and operational plans for managing the organization.

**Knowledge, Skills, & Abilities:**
- Exceptional interpersonal, written, and oral communication skills.
- Able to demonstrate a commitment to the goals, guidelines, and principles of SJLI.
- Able to maintain confidentiality.
- Possesses a valid California Driver’s License.
- Able to obtain a live scan clearance.
- Availability to occasionally work on weeknights and weekends.
- Able to form strong relationships with a wide range of constituents, including, but not limited to, parents, students, staff and leadership.
Ability to collaborate in a team environment.
Experience in working with young people from a youth development perspective.

Desired Qualifications
- Licensed Master of Social Work (LMSW) or Licensed Masters of Family Therapy (LMFT)

Level of Language Proficiency: English proficiency required, Spanish proficiency desired.

How To Apply: Please apply directly at: https://socialjusticelearninginstitute.bamboohr.com/jobs/view.php?id=27

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/17CE0B63C5>
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: 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 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. 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 nations most powerful polluters (Dominion Energy), and we are pushing the most effective climate policies in the Commonwealth.

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

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

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

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

- Commitment to the mission of fighting climate change
- At least 2 years of demonstrated experience building climate 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.
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, wildlife, 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/PublicLands Advocate](https://cvnm.link/PublicLands Advocate)

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.
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: September 5, 2019 |** Salary: $55,000 - $60,000 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

**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

THE OPPORTUNITY: The Community Organizer is a member of our Oakland Organizing Project team working towards APEN’s vision of building healthy, fair and just neighborhoods. The Community Organizer plays a crucial role in organizing low-income Chinese immigrants, developing their leadership to engage in advocacy, campaign, and electoral actions, and providing interpretation and translation to make these processes accessible to monolingual members. The position reports to the Lead Organizer and works within the local organizing component of APEN, which strives to integrate bold and authentic Asian immigrant and refugee leadership throughout the organization.

The Oakland Organizing Project focuses on Anti-Displacement work and Housing Justice as well as Energy Democracy and Climate Justice Initiatives. Key Strategies we engage in are tenant protections and connecting community with free legal services, policies and projects that preserve existing affordable housing and policies and projects that promote equitable development.

THE ORGANIZATION: APEN was founded in 1993 with the belief that all of us have the right to a clean and healthy environment, in which we can live, work, learn, play and thrive. APEN amplifies the voice of low-income community members, setting the agenda for environmental, social and economic justice. By building an organized movement, we are bringing fundamental changes to economic and social institutions to make them prioritize public good over profits and honor the right of every person to a decent, safe, affordable quality of life, and the right to participate in decisions affecting our lives. APEN holds this vision of environmental justice for all people.

ROLES AND RESPONSIBILITIES

1. Basebuilding: Outreach, Transformational Organizing, Leadership Sustaining & Development
   - Contribute to setting organizing goals and plans for recruitment
   - Conduct outreach and various activities to gain new members and new constituencies
   - Ensure member participation in various leadership development and campaign activities that engages members in the Environmental Justice movement
   - Contribute to developing organizing systems and methods
   - Interpret and translate activities and materials or support interpreters/translators to do so
   - Coordinate & implement logistics for various activities, including providing transportation, arranging childcare, etc.
   - Data Management: Document & track the participation of members
   - Supporting general community members and APEN members in accessing necessary resources as is within the scope of APEN’s work
   - Support members to improve needed skills (e.g. public speaking, grassroots fundraising, critical thinking & analysis, campaign strategy, electoral phone-banking)
   - Work with members to deepen political consciousness (e.g. critical analysis of political context; understanding of the importance of transformative organizing; shared commitment to vision; exposure to different social justice issues)
   - Contribute to culturally relevant and accessible curriculum and messaging towards leadership development

2. Project Development and Management
   - Manage projects that create local economic alternatives to advance Just Transition*
   - Conduct research and leverage relationships with existing resources and models
   - Engage our members in furthering Just Transition strategies

3. Campaign & Alliance Building
   - Support local policy and electoral campaigns, including political strategy development and alliance building
   - Conduct research and analysis of policy/legislative changes that are needed
   - Work with members to identify progressive campaign demands
   - Plan and implement campaign goals and activities
   - Support members to lead campaign strategy and implementation
   - Build relationships, alliances and coalitions to win campaigns, integrating those relationship with APEN’s membership
   - Share, learn and exchange with other social justice allies

4. Organizational Development
   - Contribute to overall organizational integration and planning processes, including yearly & strategic planning
   - Participate in grassroots and foundation fundraising as needed
   - Build new narratives, act as a spokesperson, and engage with communications work
   - Manage volunteers and interns when needed
   - Contribute to the APEN culture of team-building, emotional intelligence and feminisms
   - Develop personal and professional growth and leadership

Qualifications
   - Commitment to the mission and principles of APEN and social justice
   - Fluency in Cantonese required, Mandarin proficiency also preferred. Confident with interpretation and translation
• English communication skills (written and verbal)
• Access and knowledge of using WeChat
• Self-motivated, responsible, proactive, and disciplined
• Team-oriented, with a commitment to principled struggle
• Willing to work some evenings and weekends
• Willing to travel
• Must have a valid driver’s license and access to a car with valid insurance

Preferred Experience
• Working within Social/Environmental Justice movement
• Outreach and recruitment; willingness to talk to strangers
• Facilitation in small to large groups (5-100 people)
• Working with API community, especially elders
• Supporting community members in building up their confidence to participate

SALARY and BENEFITS
Salary DOE, competitive salary range. APEN also offers its staff a generous benefits package that includes, health, dental and vision; vacation and sick time; 401k contributions and an opportunity to qualify for a sabbatical. APEN is a family-friendly employer.

APPLICATIONS: Applications are due electronically to: JingJingHe@apenATapen4ej.org. Please use “Oakland Organizer hire” in subject line. The email must include:
• Resume
• Cover letter describing interest in the position and qualifications
• Three references, including at least one previous supervisor

Incomplete applications will not be accepted.

APEN is an equal opportunity employer. Women, people of color, queer and gender non-conforming people are encouraged to apply.


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.

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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/


**Outreach Program Manager | Save The Redwoods League | San Francisco, CA**

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

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

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

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

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

**Program Management:**
- Manages all outreach elements of the Parks & Public Engagement program: develops programs and materials, annual plan, budget, and reports
- Identifies and implements recreational infrastructure projects in parks; serves as project management lead or assigns and supports other project managers in collaboration with Program Directors
- Establishes metrics, tracks and assesses data related to all outreach programs

**Internal Collaboration:**
- Collaborates with the Education & Interpretation Program Manager, Parks Program Manager, and the Science, Restoration and Land Protection teams to foster strategic alignment of programs
- Works closely with the Marketing & Communications Department to develop, support and promote interdependent and complementary programs and events
- Collaborates with the Development Department and Director of Government Affairs & Public Funding to ensure that programs are promoted, a growing audience of diverse stakeholders are engaged in efforts to support redwood projects, and funding opportunities are identified and leveraged

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

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

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

Save the Redwoods League is an Equal Opportunity Employer Fluent English speakers who are bi- or multi-lingual are encouraged to apply.
The Community Water Center (CWC) acts as a catalyst for community-driven water solutions through organizing, education, and advocacy. We seek to build and enhance leadership capacity and local community power around water issues, create a regional movement for water justice in California, and enable every community to have access to safe, clean, and affordable drinking water.

At CWC, we believe that safe, clean, and affordable water is a human right, not a privilege. Our organizing and advocacy work, community collaborations, and organizational culture all reflect a concern for equity, mutual respect, appreciation for diversity, and environmental and social justice. We are looking for candidates who share our values, who bring a willingness to contribute to our mission and to the growth of a new organization, and who are open to developing their skills.

**Position Description**

The Water Leadership Strategist is primarily responsible for coordinating the Community Water Leaders Network (CWLN) and supporting efforts to build regional power. CWLN is a network of 22 elected representatives from city councils, county board of supervisors, local water boards, public utilities districts, community service districts, school boards who have made a commitment to supporting efforts to build regional power, and 3) increase access to safe and affordable water for all Californians.

The Water Leadership Strategist is a full-time position based out of either our Visalia or Sacramento offices. The Water Leadership Strategist will report to the Regional Water Management Coordinator, and will work with CWC staff, the Executive Director, Valley community members, as well as members of partner organizations and agencies, and various interns.

**Major Responsibilities:**

**Program Strategy**

- Work closely with the Regional Water Management Coordinator and Executive Director to develop and refine the program and campaign strategy to sustain and grow the Network, set goals, identify resources needed, and evaluate progress toward those goals.
- Work with the Director of Strategic Partnerships and Communications Manager to articulate the vision of the Network, highlight successes, and identify ongoing needs to sustain and grow the network to inform fundraising efforts, grant applications, funder communications and CWC online newsletters and other fundraising materials.
- Implement core components of the Network with the goal of engaging current members and advancing their motivation and ability to secure safe and affordable drinking water.
- Get to know each member and identify their specific needs and goals as it relates to leadership on drinking water issues and provide one-on-one for mentorship, guidance and support.
- Provide tailored, ongoing technical assistance and support to members and connect them to additional support and resources as needed (legal, technical, etc.);
- Coordinate and host quarterly roundtables including developing agenda, event materials, translating materials, providing interpretation, coordinating speakers, and managing event logistics. Roundtables are an opportunity for CWLN members to build connections with one another and to learn skills information about a relevant drinking water topic such as affordability, groundwater management, and board member responsibilities;
- Compose and distribute monthly CWLN newsletter with relevant drinking water information including policy updates, funding opportunities and status updates on relevant local water processes;
- Maintain CWLN google listserv: send periodic emails with reminders and opportunities;
- Curriculum development: revise existing materials and develop bilingual curriculum for trainings to support local elected leaders;
- Facilitate interactions between CWLN members and other local, regional, and state decision makers in order to build relationships and to advocate for drinking water policy.
- Develop a strong sense of network leadership development throughout all programming and strengthen network connections between different CWLN cohort groups.
- Developing CWLN bilingual communications including program outreach, recruitment materials and website updates.
- Identifying and promoting mentorship opportunities between members to support the promotion of best practices and peer learning.
- Other duties as assigned.

**Salary:** At least $60,000 Competitive salary based on experience and qualifications.

**Other duties as assigned.**
Community Outreach and Network Promotion:
- Support ongoing analysis and maintain up-to-date information about local water board vacancies and seats up for elections in key water districts.
- Develop and revise education and outreach materials on how to run for a local water board.
- Coordinate community meetings to share information about the importance of local water boards and about the steps community leaders can take to run for their board.
- Encourage and provide support for community leaders interested in running for their local water board.
- Coordinating the CWLN cohort formation process including identifying potential new members and promoting their participation, conducting interviews and selections with the help of the CWLN Steering Committee, and facilitating the introduction of new members.
- Develop community awareness of CWLN and build positive connections with other water leadership programs, resources, and networks in the Central Valley.
- Work with the Community Water Center Action Fund to develop and implement an electoral strategy for endorsing community leaders running for their local water board.
- Coordinate local and regional candidate forums, as needed.
- Other duties as assigned.

General Duties
- Foster an environment that promotes trust and cooperation amongst CWC staff, community members, and affiliate organizations.
- Actively participate in program strategy, staff meetings, and staff retreat.
- Support the tracking and reporting of CWC’s activities for internal evaluation, grants reports and contractual obligations.
- Actively participate in CWC fund development activities, such as donor drives, online appeals, and other events.
- Other duties as assigned

*Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.*

Required Qualifications:
- Strong passion for and commitment to social and environmental justice.
- Experience with political organizing, developing political campaigns, or political strategy.
- Experience with leadership network development.
- Experience working with low-income communities and/or communities of color.
- Experience working in the Central Valley.
- Fluent in Spanish (written and oral).
- Proficient in Microsoft and Google Office Suites.
- Excellent communication skills, typing, good organizational skills and willingness to learn new programs.
- Proven ability to work in a collaborative, fast-paced office environment and meet deadlines.
- Ability to accept praise and critical feedback – the ideal candidate would value self-improvement and seek evaluation.

Preferred Qualifications:
- Graduate degree in sustainable local water management planning and/or policy or related fields
- 3-5 or more years’ experience in successful local leadership development programs or political campaigning/organizing.
- Direct experience with local drinking water policy or project development

Starting date: OPEN UNTIL FILLED

Salary: Competitive salary based on experience and qualifications.

Benefits: We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance; generous vacation, family and sick leave and holiday policies; flexible work schedule; professional development opportunities and more. (Benefits guidelines and eligibility vary based on tenure and employment status, among other factors.)

To apply: Email your resume and cover letter to Adriana Renteria adriana.renteria@communitywatercenter.org.

Community Water Center is committed to providing equal opportunity to qualified job applicants and employees and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, gender, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

To learn more about the Community Water Center and our programs, visit our website at www.communitywatercenter.org.

Education Program Manager | Wilderness Inquiry | Minneapolis, MN

TIME/WAGE: Full-time, exempt position with benefits | SUPERVISOR: Director of National Partnerships and Programs

The Education Programs Manager develops, plans and safely implements Canoemobile, Adventure in the City, and other local and national youth programs. The position manages and directs all aspects of education and youth-related programs including staffing, trip/event planning, partner relations, training, evaluation, and budget management.

Overview: Founded in 1978, Wilderness Inquiry has served more than 500,000 individuals of all ages, backgrounds, and abilities. Over 40+ years, several new programs have emerged which currently account for almost 50% of Wilderness Inquiry’s operations and budget. The primary program is Canoemobile, which reaches 30,000+ youth annually in more than 60 cities coast to coast. A sub-set of Canoemobile, Adventures in the City, allows students to earn school credits via outdoor placed based learning. Wilderness Inquiry also conducts numerous extended and backcountry youth trips each year.

Primary Responsibilities:
• Provides logistical planning and support for Canoemobile, Adventures in the City and other educational programs
• Manages database for trip destinations and contracts.
• Staffs and supervises all Canoemobile trips and events, and leads them as necessary.
• Serves as liaison between partner agencies and school district staff.
• Facilitates integration of all education programs curricula into the standard curriculum and teacher training programs of participating schools.
• Develops and implements education programs teacher training.
• Develops and implements education programs student recruitment strategies.
• Manages database for trip destinations and contracts.
• Writes and edits print and web related marketing materials.
• Assists with staff, equipment, and food for programs.
• Assists with communications from all WI constituencies in a professional manner, and decides upon the appropriate course of action.
• Provides excellent customer service; covers scheduled phone answering shifts.
• Promotes WI’s mission by providing high quality customer service to all WI constituents.

Program Oversight:
• Oversees safe and effective implementation of youth programs.
• Achieves program goals.
• Utilizes WI program models such as the Pyramid of Engagement to enhance outcomes of youth programs.
• Leads execution of strategic initiatives including the expansion of Canoemobile to additional cities and maintaining relationships in core Canoemobile cities across the country.

Operational Excellence:
• Ensures education programs are delivered with the highest level of operational excellence.
• Develops and provides training for education programs and youth leaders.
• Develops and implements education curricula based on best practices in the field.
• Stays current and up-to-date in best practices for youth development, education, and building cultural competency.
• Collaborates with partners to ensure WI programs capitalize on existing resources and meet the educational and emotional needs of youth.
• Mobilizes the resources and equipment necessary for youth program implementation.

Financial Ownership:
• Manages annual program budget.
• Achieves program revenue goals.
• Proposes expenses based on annual goals and plans.
• Ensures timely and accurate program/grant reporting.

Outreach and Partnerships:
• Strengthens current multi-sector partner relationships and cultivates new strategic partners ranging from school district superintendents to corporate leaders to local naturalists.
• Assists with multi-modal outreach campaigns to grow programs and partners.
• Assists with messaging for external audiences regarding program purpose, goals, outcomes, and impact.

Evaluation and Improvement:
• Implements program evaluation systems.
• Responds to program feedback to make systematic improvements.
• Shares outcomes and impact internally and externally.
These and other duties may vary at the discretion of the supervisor. The work of WI changes in order to achieve WI’s mission. All of WI’s staff team members must be flexible and able to adapt to short and long-term shifts in their job responsibilities.

**Professional Qualifications:**
- BA/BS degree
- Five years or more experience in education, youth development, or related field
- Professional experience leading outdoor, camping and paddling pursuits preferred
- Track record of continuous process improvement and operational excellence
- Personable and flexible, with a team-based, customer service framework
- Demonstrated success in a fast-paced environment with a culture of high performance
- Able to think strategically and execute tactically
- Possesses refined and well-organized multi-tasking skills
- Demonstrates high energy and the ability to motivate others to action through a positive, can-do attitude
- Able to lift 25 lbs and drive a car.

**HOW TO APPLY:** Apply on-line at [www.wildernessinquiry.org/jobs](http://www.wildernessinquiry.org/jobs)


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**Communications Specialist | Delaware Center for the Inland Bays | Rehoboth Beach, DE**

**Communications Specialist**

**Full-Time Employee with benefits.**

**Description of the Position**

The Communications Specialist supports the activities of the Outreach and Education Program under the supervision of the Outreach and Education Coordinator. This position works closely with all Center staff and works to familiarize themselves with all Center activities in order to craft powerful conservation stories. The Specialist is responsible for creating, developing, and managing content and communications to increase public awareness, understanding, and appreciation of the Inland Bays watershed. S/he has a deep understanding of what resonates with a diverse audience and values working collaboratively with colleagues and partners to accomplish shared goals. The Specialist increases the Center’s visibility to the general public through in-person interactions and well-written communications. The Specialist works directly with numerous volunteers and maintains existing and creates new volunteer initiatives and outreach activities. The Specialist is adaptable, detail-oriented, and can set priorities to meet project milestones.

**Duties and Responsibilities**

- Assist in the development of a targeted communication strategy to support the Center’s strategic plan.
- Write, edit and distribute press releases, factsheets, electronic newsletters, and other publications.
- Manage and create compelling content for the Center’s website and outreach displays.
- Assist in the development of temporary and permanent educational exhibits, signage, and other education/outreach tools and materials following the Center’s style guidelines.
- Create a robust and effective social media presence that supports the Center’s mission; produce videos, capture, edit and caption images, craft engaging and accurate posts and collaborate with other staff to acquire relevant content.
- Manage all aspects of the volunteer program including recruiting, training, managing, reporting, and planning volunteer recognition and appreciation events.
- Document and photograph outreach events, restoration projects, the Inland Bays ecosystem and more.
- Document metrics and determine outreach impact. Produce outreach and communication reports for staff, board, and others.
- Provide outreach and education for groups and events; create and deliver presentations, represent the Center at events, and support evening and weekend Center activities.
- Set and track a budget throughout a project.
- Work as a team member with other Center staff and partners to meet goals set in the strategic plan and CCMP.
- Other tasks as assigned by the Outreach and Education Coordinator and/or Executive Director.

**Qualifications**

- Bachelor’s Degree in interactive media, communications, English, education, environmental science or a related field.
- Experience in developing science-related outreach & communication for non-science populations or the general public.
- Knowledge of science communication principles, media, and public education techniques.
- Ability to handle multiple projects at a given time, set priorities, and to establish and meet deadlines in a productive manner.
- Superior writing and editing skills.
Candidates should have excellent writing skills, a problem-solving orientation, the ability to thrive under deadlines, and the ability to think critically and present persuasive arguments. We’re looking for individuals with a track record of academic success and proven leadership ability. Familiarity with quantitative analysis is a plus; as is experience in debate, public speaking, journalism, political belief, sexual orientation, gender identity, veteran or military status, genetic information, and marital or familial status.

Physical Demands and Work Environment: Work is performed in both an office environment and in the field. Field assignments may require bending, climbing, crawling, kneeling, lifting up to 25 pounds, pulling, reaching, sitting, standing, stooping, walking in rough terrain, in-water work, and occasionally contending with adverse weather conditions requiring special clothing and safety precautions. Evening and weekend work to host and attend meetings and events is regularly required. A flexible schedule is permitted. The position is subject to the Center’s Office Policy Manual. Funding for this position is contingent on the continued availability of grant funding. All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information, and marital or familial status.

HOW TO APPLY: Application deadline is August 19, 2019. Interested candidates should submit an electronic resume, cover letter, three professional references, and a sample press release, professional social media post, or article to:

Amy Barra, Outreach & Education Coordinator  abarra@inlandbays.org – Subject Line: Communications Specialist Application


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

research associates job description:

Representative responsibilities of a Research Associate would include:

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

Qualifications: Research Associates should have a strong undergraduate background that includes research-based academic report writing. No professional experience is required, though 1-2 years of professional work in writing or research-based positions is a plus. Candidates should have excellent writing skills, a problem-solving orientation, the ability to thrive under deadlines, and the ability to think critically and present persuasive arguments. We’re looking for individuals with a track record of academic success and proven leadership ability. Familiarity with quantitative analysis is a plus; as is experience in debate, public speaking, journalism, political campaigning, fundraising, and/or grassroots political organizing.

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

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

HOW TO APPLY: Fill out our online application here: https://workforprogress.org/the-public-interest-network/?id=256

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.

From <https://www.conservationjobboard.com/job-listing-research-associate-for-environmental-nonprofit-denver-colorado/4034163190>
Legislative Coordinator | Alaska Wilderness League | Washington, DC


Background: Alaska Wilderness League is the only nationally-based conservation group devoted full-time to protecting the iconic public lands and waters in Alaska including the Arctic National Wildlife Refuge and the Tongass National Forest. Founded more than 25 years ago, League’s mission is to galvanize support to secure vital policies that protect and defend America’s last great wild public lands and waters.

Primary Role: The Legislative Coordinator supports and coordinates the League’s federal legislative advocacy work. This includes educating congressional and administrative targets, researching and developing important advocacy materials, setting up congressional visits, constructing target lists, writing fact sheets and providing other campaign support.

Primary Job Duties and Responsibilities

Federal Advocacy Activities:
• Manage Congressional targets for hill activities (including but not limited to blasts, drops, advocacy, dear colleague letters);
• Sends emails through Congress Plus, including creating target lists and ensuring that messages are meeting best practice guidelines to avoid spam filters;
• Keep up-to-date and perform research on relevant Congressional activities including hearings, legislation, and other activity;
• Regularly meet and contact hill staff to educate on relevant issues;
• Attend Congressional hearings;
• Lead research on identified Members of Congress and administration officials in order to develop effective political strategies;
• Track politics as relevant to lobby strategies;
• Track votes, manage coalition targeting and provide regular coalition updates;
• Serve as DC lead for all diverse consistency fly-ins and other fly-in activities;
• Manage Hill drops, including recruiting and assigning walking lists for volunteers as well as printing and compiling materials.

Campaign Support:
• Write letters, fact sheet, blog posts and other campaign materials as needed;
• Regularly update issues briefing website;
• Monitor administrative announcements for relevant statements of administrative policy;
• Attend all campaign related coalition calls/meetings;
• Takes notes for coalition and internal calls.

Requirements
• Bachelor’s degree and 1-3 years’ experience on legislative, political or nonprofit advocacy work ;
• Proficiency with Microsoft Office Suite (especially sorting and lookup functions in Excel);
• Proficiency with Congress Plus or similar Congressional tracking software (i.e. Knowlegis);
• Solid internet research skills;
• Strong interpersonal skills: ability to work with colleagues, volunteers/interns, coalition partners, hill staff and others;
• Proven cultural competency working with communities of color, particularly Native American or Alaskan Native communities, is strongly preferred;
• Ability to juggle multiple priorities and be flexible;
• Knowledge and interest in politics;
• Excellent writing skills;
• Comfortable working in a business suit or animal suit;
• Sense of humor.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to lift up to 10 pounds.

Alaska Wilderness League 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, handicap, pregnancy, sexual orientation, or gender identity. Alaska Wilderness League is continually seeking to diversify its staff, particularly to broaden opportunities for individuals from demographic groups that are historically underrepresented in environmental advocacy.

How To Apply: Please send resume, cover letter, a relevant writing sample, salary requirements, and the names and contact information for three references to jobs@alaskawild.org.
Project Coordinator | Farmworker Justice | Washington, DC

Duties and Responsibilities: The Project Coordinator is a part-time position that provides an exciting and unique opportunity to provide technical and programmatic support to farmworker-serving organizations nationwide. The Project Coordinator, under the supervision of FJ’s Senior Health Policy Analyst, will:

- Track farmworker media and websites
- Coordinate website maintenance, including posting resources and blogs, monitoring website activity, and supporting website updates
- Support the implementation and utilization of FJ’s Salesforce platform
- Assist in monitoring and reporting of project activities
- Assist in design of educational materials for service providers and advocates
- Support general organizational activities

Qualifications:
- Bachelor’s degree
- Experience using Salesforce or comparable CRM/project management tool (highly desirable)
- Ability to work independently as well as collaboratively with a multidisciplinary team
- Well-organized and detail-oriented
- Experience in website design and maintenance
- Experience in basic graphic design programs such as Adobe InDesign (preferred)
- Spanish or Haitian Creole proficiency (preferred)
- Strong commitment to the mission of Farmworker Justice

To apply, submit a cover letter explaining interest and qualifications, and a resume to Alexis Guild at aguild@farmworkerjustice.org.

No phone calls, please.

https://www.farmworkerjustice.org/

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 with experience including an excellent benefits package.

Green Amendments For the Generations (GAFTG) is a grassroots, national nonprofit working to secure passage of Green Amendments—constitutional Bill of Rights provisions that protect rights to pure water, clean air, a stable climate, and a healthy environment as inalienable rights on legal par with our rights to free speech, due process, and freedom of religion—across the nation, state by state. GAFTG is seeking a Green Amendment Coordinator to provide high level support for the founder and leader of the organization.

GAFTG works with communities to inspire and support passage of Green Amendments and to ensure their strong and meaningful 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/


Writer for Food Systems | Vision Prize Toolkit | San Francisco, CA

Skills required:
• Strong writing skills
• Strong research skills
• Strong information synthesis skills
• Highly detailed / organized

Bonus:
• Ability to work in SF (at least a few hours / week)
• Food systems knowledge / experience
• Experience creating toolkits

The Role: Estimated 20 hours / week | Timeline: End of July -- Oct 12 (With possibility of extension through February 2020)

Context: Supported and conceptualized by The Rockefeller Foundation, the Food System Vision Prize 2050 team is comprised of SecondMuse, OpenIDEO, and the Rockefeller Foundation.

The Food System Vision Prize 2050 is a first-of-its kind, bold initiative to reimagine the future of our global food system. The Prize will convene and curate networks of individuals and organizations to displace dystopian depictions of our collective future with positive future visions that can inspire the transformation of local, regional, and global food systems. There will be a $1M fund attached to the prize for winning teams, and an accelerator program at the end.

This role would involve owning and creating one of the cornerstone assets of this ambitious program: the Vision Prize Toolkit. Rooted in Human-Centered Design, the Prize Toolkit will provide an overview of opportunities and challenges with our food system, and provide pathways to support participants to engage effectively in the Prize. Through outreach and promotion, we expect hundreds of thousands of eyes on this Prize, with this Toolkit being one of the key assets generated and promoted.

This Prize will also inform much of the Rockefeller Foundation’s ongoing investment strategy, which has the opportunity to positively impact millions of lives in the future.

Contact: Rebecca Chesney, rchesney@ideo.com

Jail Services Advocate | Brooklyn Defender Services | Brooklyn, NY

BDS is one of the largest public defense providers in the United States. We represent more than 35,000 clients per year in a variety of legal proceedings in Brooklyn, New York, primarily indigent clients facing charges in criminal, family, and immigration courts. BDS represents clients who have diverse, complex and multi-faceted needs in a fast-paced environment.

Position Overview: Brooklyn Defender Services seeks a passionate individual to advocate for incarcerated clients in New York City. The ideal candidate will have a strong social justice background, excellent written and oral advocacy skills, experience working with people
who are currently or formerly incarcerated, and a demonstrated commitment to working on behalf of this population. A strong candidate for Jail Services Advocate should be comfortable working with a broad range of people including clients and their families, attorneys, agency officials, law enforcement agents, social workers and other advocates. They must be comfortable working amongst a small team that includes a Jail Services Social Worker and the Project Director.

**Position Description:**
- Provide supportive visits to incarcerated clients
- Serve as a liaison between clients and BDS services: Criminal Defense, Immigration, Civil Justice, Family Defense, Re-Entry
- Advocate in city jails with Corrections officials to resolve client concerns
- Draft and submit advocacy letters to agency officials regarding client concerns including safety, medical and mental health, personal property, staff abuse and neglect, and other rights violations
- Document and investigate rights abuses reported by clients in city jails
- Meet with agency officials to advocate for clients’ best interests
- Attend regulatory body meetings to advocate for clients’ best interests
- Maintain data collection on conditions of confinement
- Work closely and maintain open communication with the Jail Services team

**Qualifications:** Applicants must have at minimum a Bachelor’s Degree in Social Work with related social work experience. Bi-lingual individuals are strongly encouraged to apply

*BDS is an equal opportunity employer which supports a policy of non-discrimination in all employment practices including, but not limited to, hiring, transfer, promotions, training, compensation, benefits, lay-offs, and terminations.*

**How to Apply:** Please submit resume and cover letter to Kelsey De Avila, Jail Services Project Director, at kdeavila@bds.org.

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**Energy Policy Analyst | The Breakthrough Institute | Oakland, CA**

**Salary:** Competitive salary commensurate with experience.

*The Breakthrough Institute* is an environmental think tank based in Oakland, California. We identify and promote technological solutions to environmental problems in three areas: energy, food & agriculture, and conservation.

We are currently hiring an Energy Policy Analyst who will assist the Director of Energy in completing original research and analysis, writing articles for our website and external publication, and developing new projects. Ability to think creatively and work in a group is essential. This role is full time, based in our office in downtown Oakland.

**Why join the Breakthrough team?**
1. Learn from the best in the business. We convene a powerful network of social scientists, journalists, scholars, academics, innovators, and entrepreneurs. As a part of the team you will get to learn from the thought leaders and influencers in energy and the environment.
2. Brilliant coworkers who love what they do. We are in this for the same reason – to make a positive impact on the world around us – so we build each other up, support each other, and put our mission above our egos. We’re a friendly and collaborative group. That means you will be able to learn and work with a wide variety of people.

**Essential Functions/Major Responsibilities**
- Undertake qualitative and quantitative research for internal and external use, including memos, reports, working papers, and peer-reviewed publications
- Write articles for the Breakthrough website and external publications
- Contribute to research and funding proposals as needed
- Engage with key audiences on social media such as Twitter
- Follow discourse on energy issues and propose new areas of research
- Continuously develop quantitative and qualitative research methods and skills
- Scope out projects for our Breakthrough Generation Fellowship program and potentially supervise Generation fellows

**Required Qualifications**
- Bachelor’s degree
- Experience or academic background in energy, climate, or environmental policy
- Demonstrated experience writing for non-technical audiences
- Experience critically reviewing and synthesizing academic literature
Preferred Qualifications

- Motivation to learn new skills, propose ideas, and take ownership on projects.
- Experience conducting statistical analysis in Excel, R, or similar programs.
- Social media presence or desire to develop thought leadership profile in area of expertise

Job Conditions: Normal. Additional hours may be required to meet deadlines. Some travel and evening time may be required depending on events, invitations, presentations, meetings, and other job-related work outside of the office.

Salary: Competitive salary commensurate with experience. Health insurance, vision, dental, and vacation

Application Instructions: Please submit a cover letter, resume, and writing sample to jobs@thebreakthrough.org. We encourage you to submit materials as soon as possible, as we will interview and hire on a rolling basis.

Benefits: Excellent health insurance, paid leave, cell phone reimbursement, and commuter benefits. We are located in downtown Oakland, right above the 12th Street Oakland BART station.

Communications Coordinator - Conservation COORD01073 | Healing Our Waters Great Lakes Coalition (HOW), National Wildlife Federation (NWF) & National Parks Conservation Association (NPCA) | Ann Arbor, MI

APPLY NOW

Job Details

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 (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.

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.

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Corrections Services Specialist I | State of Vermont | Newport, VT

**Class Definition:** Specialized professional casework, counseling, unit program direction, or restorative services for the Department of Corrections providing services to offenders in a correctional facility or a field office. Duties include designing, administering, and monitoring services for a client’s (or facility unit’s) immediate and long-range needs including some specialized living situations and treatment. Duties also include addressing the needs of victims and the community through restorative case planning. Incumbents must form working relationships with clients, act as role models, and work with other staff, community service providers, and community boards as appropriate; and may act as living unit coordinators within a facility. Supervision may be exercised over subordinate workers, paraprofessionals or trainees on a regular, temporary, or case basis in accordance with workload, unit responsibility, or institutional staffing needs. Liaison with other correctional units and human service agencies, both public and private, may be required. Duties are performed under direction of a program superior or director. All employees of the Agency of Human Services perform their respective functions adhering to four key practices: customer service, holistic service, strengths-based relationships and results orientation.

**Who May Apply:** This position, Corrections Services Specialist I (Job Requisition #2265), is open to all State employees and external applicants.

If You Would Like To Be Considered For More Than One Level, You MUST Apply To The Specific Job Requisition

This position is being recruited at multiple levels.

CSS I: Job Requisition #2265
CSS II: Job Requisition #2231

If you would like more information about this position, please contact Karen.Marchant@vermont.gov

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

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

**AHS BACKGROUND CHECKS:** Candidates must pass any level of background investigation applicable to the position. In accordance with AHS Policy 4.02, Hiring Standards, Vermont and/or national criminal record checks, as well as DMV and adult and child abuse registry checks, as appropriate to the position under recruitment, will be conducted on candidates, with the exception of those who are current classified state employees seeking transfer, promotion or demotion into an AHS classified position or are persons exercising re-employment (RIF) rights.

**DOC PREA Requirements:** **Conviction History Requirements:** Candidates who have any felony conviction record or who, within the past five (5) years, have been placed under supervision or sanctioned for a misdemeanor conviction must receive a waiver from the
Commissioner of Corrections in order to be considered for employment. You may access the application and corresponding documents by clicking here. Once you have completed the application, please send it directly to the hiring manager identified as the contact person in this job posting.

**PREA (Prison Rape Elimination Act) Requirements:** In accordance with federal regulation, any person applying for employment in the Department of Corrections must provide relevant information. Previous institutional employers will be contacted and required to provide information regarding substantiated incidences of sexual abuse or resignation during a pending investigation of an allegation of sexual abuse. By submitting this online job application, you certify all information furnished is true and complete. The information you provide in accordance with this regulation may be used, and previous employers may be contacted for the purpose of investigating and verifying your work history.

**Environmental Factors:** Work is performed in a field office or in a correctional facility. Significant interaction with potentially dangerous correctional clients is involved. High stress may be present, as is some danger of physical assault. Evening, weekend, and alternating shift duty may be required to provide necessary services or emergency coverage. Field travel is necessary and incumbents may be required to provide private means of transportation. Work related court appearances may be anticipated.

**Minimum Qualifications**

Bachelor’s degree.

OR

High school graduation or equivalent AND EITHER four (4) years or more of experience in a role assigned to work directly with a client population in a human services setting on a full-time basis OR four (4) years or more in a protective services or correctional setting.

OR

Two (2) years or more of college coursework in a human services or criminal justice field and EITHER two (2) years or more of experience in a role assigned to work directly with a client population in a human services setting on a full-time basis OR two (2) years or more in a protective services or correctional setting.

**Preferred Qualifications:** Experience in the delivery of casework, planning, and evaluation of offenders in a correctional setting.

**Special Requirements:** Possession of a valid driver’s license is required.

**Benefits:** The State’s total compensation package features an outstanding set of employee benefits that are worth about 30% of your total compensation, including

- 80% State paid medical premium
- Dental Plan at no cost for employees and their families
- Flexible Spending healthcare and childcare reimbursement accounts
- Two ways to save for your retirement: A State defined benefit pension plan and a deferred compensation 457(b) plan
- Work/Life balance: 11 paid holidays each year and a generous leave plan; many jobs also allow for a flexible schedule
- Low cost group life insurance
- Tuition Reimbursement
- Incentive-based Wellness Program
- Qualified Employer for Public Service Student Loan Forgiveness Program

Want the specifics? Explore the Benefits of State Employment on our website. AHS Affirmative Recruitment APPLY HERE

The Vermont Agency of Human Services strives to build a diverse and inclusive community. It is our fundamental belief that in order to create and sustain a healthier Vermont, we as an organization must honor the cultures, beliefs and values of those we serve in order to foster an environment of mutual respect, acceptance and equal opportunity. We are committed to building and maintaining a multicultural and diverse workforce which reflects the increasing diversity of Vermont. To view the State of Vermont’s Equal Employment Opportunity/Affirmative Action Policy, please click here.

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

From <https://www.linkedin.com/jobs/view/1393767200/?eBP=NotAvailableFromVoyagerAPI&recommendedFlavor=IN_NETWORK&refId=7f749aa1-01d7-45a0-98f7-ce53a1b90353&trk=d_flagship3_search_srp_jobs>
conduct product compliance checks in a wide range of establishments and industries; collect enforcement and routine monitoring samples; investigate complaints of pesticide misuse and write technical investigative reports with findings.

The successful candidate will have knowledge of Vermont’s agricultural crops and production methods and principles and practices of pest and plant disease control, including the handling and application of pesticides. The ability to communicate effectively with the regulated community and the public is considered a key component of this position. The individual must also be willing to learn the myriad of state and federal regulations that guide these programs. The successful candidate will qualify for a Vermont Pesticide Applicators certificate within 3 months of employment.

This position works from home and in the field, and the selected candidate must be located in either Washington, Addison, or Orange County.

Who May Apply: This position, Agriculture Resource Management Specialist II (Job Requisition #2184), is open to all State employees and external applicants.

If you would like more information about this position, please contact Linda.Boccuzzo@vermont.gov

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

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

Environmental Factors: Duties are mostly performed in the field, with some work such as writing reports done at home. Duties in the field may include hazardous situations such as climbing up on trucks or farm equipment, walking along stream banks and in agricultural fields where one might encounter livestock. Field work may require carrying of heavy equipment while traversing rough terrain and bodies of water, in all weather conditions. Travel statewide is required. Some work outside of regular working hours, including inspection of regulated activities at night or on weekends, may be required. Work will often be performed in a dynamic and engaging committee-style forum where strong differences of opinion may be encountered on a regular basis.

Minimum Qualifications: Bachelor’s degree in plant science, soil science, biological science, botany, animal science, environmental science, agriculture or agricultural production, entomology, plant pathology or an allied scientific discipline AND two (2) years at or above a technical level in agricultural production, horticultural greenhouse operations, nursery production, plant pest control, structural pest control, landscape management and pest control, agricultural pest control, crop consulting, or other plant disease or weed control activities, or in sales of agricultural feeds, seeds or fertilizers.

Benefits: The State’s total compensation package features an outstanding set of employee benefits that are worth about 30% of your total compensation, including

- 80% State paid medical premium
- Dental Plan at no cost for employees and their families
- Flexible Spending healthcare and childcare reimbursement accounts
- Two ways to save for your retirement: A State defined benefit pension plan and a deferred compensation 457(b) plan
- Work/Life balance: 11 paid holidays each year and a generous leave plan; many jobs also allow for a flexible schedule
- Low cost group life insurance
- Tuition Reimbursement
- Incentive-based Wellness Program
- Qualified Employer for Public Service Student Loan Forgiveness Program

Want the specifics? Explore the Benefits of State Employment on our website. Equal Opportunity Employer The State of Vermont is an Equal Opportunity Employer. Applications from women, individuals with disabilities, veterans, and people from diverse cultural backgrounds are encouraged.

From: https://www.linkedin.com/jobs/view/1393766830/?eBP=NotAvailableFromVoyagerAPI&recommendedFlavor=COMPANY_RECRUIT&refId=7f749aa1-01d7-45a0-98f7-ce53a1b90353&trk=d_flagship3_search_srp_jobs>

Sustainable Agriculture Legislative Campaign Manager | CarbonWA | Seattle, WA

APPLY

Salary: Hourly equivalent range of $22-$40 per hour, DOE.

About Carbon Washington: Carbon Washington is a statewide, nonpartisan organization. Our vision: Net zero carbon greenhouse gas emissions and a prosperous, healthy future for Washington State. Carbon Washington is an active participant in state government and works closely with elected officials to pass meaningful climate legislation. Specifically, we focus on building bipartisan coalitions with lawmakers from districts around the state, including representatives from both urban and rural communities. Carbon Washington believes that Washington can take on a leadership role in this fight and provide a blueprint for other states to follow by implementing smart and effective policies that work for as many people as possible. Learn more at Carbonwa.org.
About the Sustainable Farming Campaign: In Washington State, rural communities are often the hardest hit by climate change impacts like wildfire, flooding, drought, pests, and other harms to natural resources. Rural economies can also potentially benefit from climate change solutions that create market-based systems to reward practices that sequester carbon in the soil and reduce carbon pollution. This potential has been neglected by many groups that focus on climate change. Agriculture accounts for roughly 7% of Washington’s direct greenhouse gas emissions. However, farmers can adopt proven technologies and practices that completely offset those emissions and more, by sequestering carbon in soil and forest while producing valuable economic outputs in food, feed and materials. The 2019 Washington State Legislature explored the creation of a grant program, spearheaded in part by Carbon Washington, to fund agricultural practices that reduce climate pollution and sequester more carbon in trees and soil. That program generated bipartisan sponsorship and broad interest.

The sustainable farms campaign will harness the potential to advance sustainable agriculture practices to increase their usage and create momentum for statewide policy action to encourage sustainable farming while exploring interest in similar policies for forested landscapes.

About the Position: The sustainable farming campaign manager will oversee and execute a statewide campaign of outreach, education and advocacy on behalf of sustainable farming practices and legislation to incentive broader usage of these practices.

Outreach
• Reach out directly to farmers and industry groups across the state to learn about what they are already doing to address climate change to share potential practices and technologies that exist to sequester carbon emissions.
• Meet with local elected officials.
• Develop and execute events that showcase sustainable farming practices and share them with the agricultural community.
• Build a broad database of potential events for Carbon Washington to attend.

Policy
• Listen and learn from the agriculture community regarding concerns, barriers to sustainable practices, and methods/practices that are already working. Report back to the broader working group on these findings.
• Participate in bi-weekly policy and legislative strategy calls.

Advocacy
• Work with farmers and the agricultural community to advocate for public policy that can encourage sustainable farming practices.
• Maintain regular engagement with, and expand Carbon Washington’s grassroot network interest in sustainable farm and forestry practices

Location: Travel throughout the state is expected and candidates from all parts of Washington State will be considered. Experience and connection with agricultural communities is highly desired. Work will be primarily remote with regular conferences and phone meetings with the rest of the team.

How To Apply:  APPLY https://carbonwa.org/summer-update/

Responsibilities
- Develop and implement campaign strategies and policy goals, focusing on outreach and advocacy components to support the Food & Environment program’s policy agenda, which includes the agroecology, conservation, nutrition programs, and agricultural research.
- Establish and maintain effective working relationships with supporters, stakeholders, and coalition and environmental justice partners. Participate in coalition activities and support community-based allies, representing UCS as needed.
- Engage and cultivate partners and allies in target states, such as community leaders, and city and local officials, and train them to take action.
- Develop and execute targeted outreach activities, including organizing events, generating letters and calls to decision makers, social media campaigns, op-eds, and other media.
- Develop and implement outreach plans associated with major new UCS reports and campaigns.
- Identify meaningful ways to interact with relevant experts and encourage their further participation with our campaigns.
- Organize and attend events, including convenings, conferences, UCS receptions, webinars, and briefings for target constituencies and decision makers.
- Participate in research projects.
- Develop and maintain comprehensive knowledge relevant to the program’s issues.
- Ensures that racial equity and social justice are fundamental in our outreach.
- Participate in regular cross-organization outreach meetings and activities.

Qualifications and Experience: Completed Bachelor’s degree preferred. Work requires three to five years of successful comparable and relevant experience in an outreach, organizing, campaign, or advocacy position. Must have demonstrated competency in campaign planning and strategy, as well as outreach/organizing, legislative and media strategies, and program coordination. An understanding of basic scientific principles and the ability to quickly digest and translate scientific content for lay audiences is helpful. Education or experience in food and agriculture policy issues is helpful. Experience with organizing in and with marginalized communities is preferred; an understanding of racial equity and social justice issues in the U.S. food system is required.

Ability to work independently, balance a multitude of tasks, and collaborate as a member of a multidisciplinary team is necessary. A solid understanding of tools key to effective organizing such as social media, online organizing platforms, and Microsoft Office is required. The position also requires strong writing, interpersonal, and organizational skills, the ability to coordinate collaborative activities and projects, and the ability to communicate effectively with individuals from a wide range of backgrounds, including representatives of marginalized communities, grassroots coalition partners, and professionals who may be experts and/or prominent in their fields.

Little or no exertion; may require extended periods at a computer and occasionally moving heavy boxes. Some late hours and/or weekends may be required in connection with events or critical deadlines.

Some required travel (up to 20% time).

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

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 is around $52,500. UCS offers excellent benefits and a rewarding work environment. Information about the organization is available at http://www.ucusa.org. A listing of all open jobs is available at https://www.ucusa.org/about/jobs-ucs.

Deadline: August 30, 2019 or until filled.

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. https://www.workable.com/j/EADD8457D2

Taillink Research Analyst and Writer | Rails-to-Trails Conservancy | Washington, DC

**APPLY**  Salary: $14 to $18 per hours

Rails-to-Trails Conservancy, an environmental organization promoting multi-purpose bike trails, alternative transportation and active sustainable living, is seeking a Taillink Research Assistant/Writer who will help execute research and compile multi-media content for historic people and places along the Great American Rail-Trail, RTC’s new coast-to-coast trail project.
The RailLink Research Assistant/Writer works as an integral part of the RailLink team and will perform research on a prioritized list of trail records along the Great American Rail-Trail which spans from Washington, DC to Seattle and will compile multi-media content for historic people and places along the route.

Qualified candidates must have 1-3 years of experience executing a broad spectrum of research, planning, writing, and content editing in a professional capacity and have strong familiarity with AP style. The salary is $14-18/hour depending on experience lasting approximately 6 to 8 months. The position does not include benefits. If have the skills we are seeking, enjoy active and sustainable living, this is a job experience for you.

A detailed job announcement will be posted on our website by the close of business on Monday, July 29, 2019. www.railstotrails.org.

How to Apply: Please use one form of transmitting your resume. No phone calls please. Recruiters, please do not contact our offices. Mail, fax or email cover letter, résumé and three professional references to: Human Resources Office, Rails-to-Trails Conservancy, The Duke Ellington Building, 2121 Ward Court, NW, 5th Floor, Washington, D.C. 20037, Email: elton@railstotrails.org, Fax: 202.223.9257. Diverse applicants are encouraged to apply. EOE

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Populations & Sustainability Communications Associate | Center for Biological Diversity | Tucson, AZ

APPLY Salary: Salary is commensurate with experience.

General position overview: The Center for Biological Diversity seeks a part-time communications associate in our Population and Sustainability program to manage the online presence for innovative campaigns addressing the impact of unsustainable human population growth and overconsumption on wildlife and the planet. This position reports to the Population and Sustainability Director.

This is a 25 hour/week position.

The Population and Sustainability program creates groundbreaking, creative campaigns and outreach projects focused on human population growth and reproductive rights, a just transition to wildlife-friendly energy and food systems reform to minimize waste and reduce meat and dairy consumption and production.

Working closely with the population and sustainability team, the communications associate oversees our social media presence, manages websites and helps create online content for campaigns such as our Endangered Species Condoms Project, Take Extinction Off Your Plate, Wild Energy and more.

The communications associate will play a key role in developing our social media and web strategies and creating high-impact communications including social media posts, memes, fact sheets, web pages and creative media products that drive the national discussion about the human impact on wildlife. This an exciting and challenging opportunity for a creative person interested in changing how people think about and act on some of the most important issues of our time.

Main duties:
• Develop and execute online communication strategies to raise public awareness and inspire action.
• Manage social media accounts across several platforms.
• Oversee website maintenance and updates to multiple campaign websites.
• Write and edit online content for social media and webpages.
• Work collaboratively with program staff to develop social media campaign strategies.
• Work collaboratively with program staff to produce outreach materials, including but not limited to web content, fact sheets, reports and creative media.
• Create engaging online graphics for social media and webpages.
• Engage with supporters and allies on social media.
• Track news, trends and social media conversations around our key issues.
• Provide other communications support for campaigns, as assigned.

Essential qualities, qualifications and skills:
• A minimum of two years’ experience as a professional communicator, with a preference for work in the environmental or nonprofit field.
• Experience producing professional social media communications and managing social media presence for a team.
• A demonstrated understanding of social media strategy.
• Demonstrated knowledge of multiple social media platforms and interest in emerging social media trends.
• Exceptional written and verbal communications skills.
• A demonstrated ability to research, synthesize and translate information on a variety of topics into clear communication for a lay audience.
• Graphic design skills preferred.
• Website management skills and experience with Adobe Dreamweaver preferred.
Experience creating and editing short videos desirable.

Experience working collaboratively with diverse groups of people.

Proven ability to think creatively and strategically, and manage multiple projects.

A demonstrated ability to work well independently and as part of a team.

Strong work ethic and time-management skills.

Interest in and passion for sustainability and environmental and wildlife protection.

Benefits Package

- Generous time-off policies
- Relaxed work atmosphere

Application process: Please submit a resume and thoughtful cover letter outlining your relevant experience and interest in the position. The position will remain open until filled. No telephone calls, please. Only candidates selected for interviews will be contacted.

https://biologicaldiversity.org/about/jobs/

Environmental Permitting Specialist | SWCA Environmental Consultants | Amherst Center, MA

SWCA Environmental Consultants is seeking Environmental Permitting Specialists to support our offices and projects along the eastern seaboard. This is an excellent opportunity to join a growing team of professionals working on fast-paced projects in the energy sector. Candidates should be located in New England or in the Raleigh, North Carolina area.

- Support permitting leads and senior project managers in the planning, scheduling, and completion of tasks necessary to obtain environmental clearances for energy projects
- Prepare, review, and comment on internal and external project deliverables
- Assist in monitoring and maintaining project schedules and budgets; identify creative or alternative paths for resolution of environmental issues or mitigation constraints
- Interact with internal and external clients as well as local, state, and federal agency staff
- Identify and communicate key permitting issues, milestones, challenges, and resolutions that precede, flow from, or intersect with other project development tasks and milestones
- Assist permitting lead in developing complex permitting strategies and public outreach efforts
- Coordinate field studies as needed
- Provide summary progress reports to permitting lead
- Some travel required
- A minimum of a Bachelor’s degree in natural resources management, environmental studies, or a related field required
- Understanding of environmental permitting obligations for energy projects in the eastern and central United States
- Understanding of relevant environmental laws including Clean Water Act, Endangered Species Act, Migratory Bird Treaty Act, National Environmental Policy Act, and laws protecting cultural resources, among others
- Experience with oil and gas permitting preferred
- Excellent verbal and written communications skills and a highly professional demeanor
- Reliable, autonomous, and proactive team player who thrives in a fast-paced environment coordinating numerous projects at one time

SWCA Environmental Consultants is a growing employee-owned firm, providing a full spectrum of environmental services. With offices across the United States, SWCA is one of the largest environmental compliance firms and ranks among Engineering News-Record’s Top 200 Environmental Firms.

If you would like to contact SWCA regarding the accessibility of our website or need assistance completing the online application process due to a disability, please email accommodations@swca.com or call 800-828-8517. This contact information is for disability accommodation requests only. All other inquiries will not receive a response.

EOE - women, minorities, individuals with disabilities and veterans are encouraged to apply.

https://www.linkedin.com/jobs/view/1381560908/?alertAction=markasviewed&savedSearchAuthToken=1%26AQHVCnLlqgq3OAAAWwpSmkfboHUNrzZMAEWPwMLeE27hEAGEkNQgNRLwBecOsCICPP5SEhfgurNCBv_yMzFnLqyVdjuZmPiMWzD9q7XOT4_b4zGR4snN_82xqYsYJUHbHV2i7VppBrxOxqG3afPiFspxrDP1Zw1pxwoaqtDz7VwvKzbp5fEY2j0v76w8iOrp7pjoXgAh_0qoBDG3_i4CV2bVznP-QyF8YVdXyK8_pFLGw4h4MN0_bNBW9eWLY2oal0IUdzc-xihzo7pO1OuKuh-aJaNM95iwf%26AVf75yoFt_UCsyf9Q2wam4EqU%844&savedSearchId=219279373&refId=2edbbf4f-23cd-4a48-ba2a-0018b6c77bc3&trk=eml-job-alert-member-details&midToken=AQHvNJ_hw79Phw&t&kEmail=eml-email_job_alert_single_02-null-12-null-null-9ieop%E7jwipuk7%7Efx-null-jobs%7Eview-
Environmental Protection Specialist | Department Transportation | Phoenix, AZ

Summary: This position serves as an Environmental Protection Specialist for the Office of Airports (ARP), Phoenix Airports District Office (PHX ADO), Western-Pacific Region in support of the Airport Improvement Program (AIP).

Responsibilities: This position serves as an Environmental Protection Specialist for the Office of Airports (ARP), Phoenix Airports District Office in support of the Airport Improvement Program (AIP). Serves as the principal Federal Aviation Administration (FAA) organization responsible for all program matters in environmental compliance, and noise abatement.

- The incumbent provides specialized technical services to ensure compliance with National Environmental Policy Act (NEPA) and other federal environmental laws for the airport development and planning projects. These services include, but are not limited to: tracking and providing guidance on the environmental analysis, agency consultation, public involvement and preparation of environmental documents in accordance with NEPA and FAA requirements. These include Categorical Exclusions (CATEX), Environmental Assessments (EA) and/or Environmental Impact Statements (EIS). Participates in the development of Findings of No Significant Impact (FONSI) and Records of Decisions (ROD).
- The incumbent provides specialized technical services related to the Airport Noise Compatibility Studies prepared pursuant to 14 CFR Part 150 and Notice and Approval of Airport Noise and Access Restriction prepared pursuant to 14 CFR Part 161. He/She assists in the preparation of Federal Register Notices, Records of Approval, and other documents.
- The incumbent provides technical input and guidance to Planners, Engineers, and airport sponsors in the development of Airport Capital Improvement Plans and Master Plans to ensure compliance with NEPA and other environmental laws.
- The incumbent provides technical input and guidance to Part 139 inspectors and other lines of business to minimize environmental impacts while promoting airport/aviation safety. This includes participation in the development and review of Wildlife Hazard Assessments and Management Plans.
- The incumbent reviews Scopes of Work, payment requests and related project documents. He/She reviews grant applications, payment requests and other grant-related documents and determines eligibility of work on projects involving environment studies or assessments.
- The incumbent reviews and prepares correspondence including Congressional correspondence, briefing papers, approval letters and guidance to sponsors associated with all aspects of airport development.
- The incumbent participates in national teams to review current policy and guidance and makes recommendations for changes to national policy.
- Performs other duties as assigned.

Travel Required: 25% or less - The job may require up to 25% travel.

Requirements

Conditions of Employment
US Citizenship is required. Selective Service Registration is required for males born after 12/31/1959. Must submit an SF50 (See Required Documents) A recent SF-50 is required (See Required Documents for requirements) Some, all or none of the applicants may be interviewed.

Qualifications
To qualify for this position all applicants must demonstrate in their application that you possess at least one year of specialized experience equivalent to the FV-H, FG/GS-10-12 in the Federal Service. Specialized experience is experience that has equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of the position. To be creditable this specialized experience must be at least equivalent to the next lower grade or band level in the normal line of progression for the occupation in the organization.

Specialized experience may include but not limited to: Synthesizing written work products across a wide variety of environmental disciplines, editing technical documents, writing for a wide audience so that complex issues can be conveyed to the general public, and overseeing the environmental regulatory process, including scoping, public participation and public notice and the ability to communicate this process to others.

Qualification requirements must be met by the closing date of this vacancy announcement.

This Position is being announced separately at the FV-H and I Pay Bands.

Concurrent consideration is being given to all candidates applying under Vacancy Announcements AWP-ARP-19-BDA6482-61873, AWP-ARP-19-BDA6482-61874 and AWP-ARP-19-BDA6482-61895.

In addition to the minimum qualifications, the following has been determined to be a selective factor for this position. This means possession of this criterion is part of the minimum qualifications and is essential to perform the duties and responsibilities of this position. Applicants who do not possess this criterion are ineligible for further consideration.

Please describe your experience with reviewing and preparing NEPA environmental documents, such as Environmental Impact Statements (EIS), Environmental Assessments (EAs), or Categorical Exclusions (CATEX).
IMPORTANT: Ensure that your work experience supports your Knowledge, Skills and Abilities (KSA), and Other Factors answers. Your answers and associated work experience will be evaluated further to validate whether the answers that you selected are appropriate.

Education
Make sure your resume includes detailed information to support your qualifications and answers to the job questionnaire.

Additional Information
We may use this vacancy to fill other similar vacant positions. Position may be subject to a background investigation. A one-year probationary period may be required. The person selected for this position may be required to file a financial disclosure statement within 30 days of entry on duty. FAA policy limits certain outside employment and financial investments in aviation-related companies.

As a part of the Federal-Wide Hiring Reform Initiative (streamlining the hiring process), the FAA is committed to eliminating the use of the Knowledge, Skills and Ability (KSA) narratives from the initial application in the hiring process for all announcements. Therefore, as an applicant for this announcement, you are NOT required to provide a narrative response in the text box listed below each KSA.

In lieu of providing a KSA narrative response in the text box listed below each KSA, in your work history, please include information that provides specific examples of how you meet the response level or answer you chose for each KSA. Your work history examples should be specific and clearly reflect the highest level of ability. Your KSA answers will be evaluated further to validate whether the level that you selected is appropriate based on the work history and experience you provided. Your answers may be adjusted by a Human Resource Specialist as appropriate.

Eligible applicants meeting the minimum qualification requirements and selective factor(s), if applicable, may be further evaluated on the Knowledge, Skills and Abilities (KSA); listed in the announcement. Based on this evaluation, applicants will be placed in one of the following categories: score order, category grouping, or priority grouping and referred to the selecting official for consideration.

Applicants may be asked to verify information on your application for employment with the FAA.

Please ensure you answer all questions and follow all instructions carefully. Errors or omissions may impact your rating or may result in you not being considered for the job.

This is a bargaining unit position.

How You Will Be Evaluated: You will be evaluated for this job based on how well you meet the qualifications above.

IMPORTANT: Applicants may be rated on the extent and quality of experience, education, and training relevant to the duties of the position(s). All answers provided in the on-line process must be substantiated. Ensure that your application package/resume supports your responses.

Background checks and security clearance: Security clearance | Drug Test Required? No

Required Documents: Report of Separation from Active Duty (DD214)

Applicants must apply on-line to receive consideration for this vacancy announcement. Faxed, mailed or e-mailed applications cannot be accepted. Only supplemental documentation, e.g. transcripts or veteran's documentation, will be accepted in combination with your online application. Supplemental documentation can be faxed to 424-405-7365.

Applicants claiming eligibility for the Expanded Veterans Hiring Opportunity (EVHO), MUST submit a DD Form 214 reflecting character of service to verify eligibility by the closing date of the announcement as requested by the Human Resource Office. Eligibility for EVHO will be considered based on applicable documentation submitted by the closing date.

If you are a current or former Federal employee (including a current FAA employee), you MUST provide a copy of your SF-50 (Notification of Personnel Action) containing information in Blocks 15, 17, 18, 19, 22, and 24 so it can be used to verify your position title, series, grade, tenure, and organization of record by the closing date of the announcement. You may fax your SF-50 or upload it into the on-line application. If faxing the SF-50, please ensure you include the vacancy announcement number on the faxed copy.

If you are a current Federal employee and need a current copy of your SF-50, please contact your personnel office. If you are an FAA employee, you can access and print your SF-50 from the eOPF system. If you are a former Federal employee, you can obtain a copy of your SF-50 by writing the National Personnel Records Center Annex, 1411 Boulder Boulevard, Valmeyer, IL 62295. Additional information is available from this link: .

Expanded Veterans Hiring Opportunity (EVHO) are those veterans who are honorably discharged from the Armed Forces after completing at least three (3) years of continuous active service. Applicants claiming eligibility for EVHO, MUST submit a DD Form 214 reflecting character of service to verify eligibility by the closing date of the announcement as requested by the Human Resource Office. Eligibility for EVHO will be considered based on applicable documentation submitted by the closing date.

If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from.
Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits: A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply: You must apply online to receive consideration. Your application must have a status of “Received” by 11:59 PM Eastern Time on the Close Date for it to be accepted. If you are applying for positions associated with FAA registers, your application must have a status of “Received” each time a referral list is created in order to receive consideration for positions associated with register.

IN DESCRIBING YOUR WORK EXPERIENCE AND/OR EDUCATION, PLEASE BE CLEAR AND SPECIFIC REGARDING YOUR EXPERIENCE OR EDUCATION.

We strongly encourage applicants to utilize the USAJOBS resume builder in the creation of resumes.

Please ensure EACH work history includes ALL of the following information:

- Job Title (include series and grade if Federal Job)
- Duties (be specific in describing your duties)
- Employer’s name and address
- Supervisor name and phone number
- Start and end dates including month, day and year (e.g. June 18 2007 to April 05 2008)
- Full-time or part-time status (include hours worked per week)
- Salary

Determining length of General or Specialized Experience is dependent on the above information and failure to provide ALL of this information may result in a finding of ineligible.

You may upload completed documents to your USAJOBS Account. This will provide you the opportunity to utilize the uploaded information again when applying for future vacancies. Please see this guide, , for more information on uploading and re-using the documents in your applications.

Agency contact information: Angela Jackson, Human Resources Assistant
Fax: (424) 405-7365
Federal Aviation Administration
AWP Regional HR Services Division
777 S. Aviation Blvd. - Suite 150
AHF-W300
El Segundo, CA 90245, US

Next steps: Candidates for FAA positions are evaluated using our Automated Vacancy Information Access Tool for Online Referral (AVIATOR) system. AVIATOR compares your skills and experience as described in your application with the requirements of the position. If you are found to be an eligible, highly-qualified candidate, you will be referred to the selecting official for further consideration. (In some cases, individuals with priority for special consideration must be considered and selected before other candidates.) Whether or not you are contacted for an interview depends upon the location of the position and the judgment of the selecting official.

Important - If you make any change to your application, you must resubmit it. If you change your application and do not resubmit it, your changes will not be considered part of your application package, and your previous application will be considered.

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, gender, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation will be made on a case-by-case basis. Additional information on reasonable accommodations procedures or on EEO Programs is available on or by contacting the local FAA Civil Rights Office.

Fair & Transparent: The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy: Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in
the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when: An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job. An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace. An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

From
https://www.linkedin.com/jobs/view/1385008778/?alertAction=markasviewed&savedSearchAuthToken=1%26AQHVCgnLgqx3QAABWwpSmkfbaoHLINrzZMAEwpMLe2pxHEEQkNorglRTNJLRGBedCJfpl5HejfurNQCBY_yMzfNlrMdVdxluZjmMWRd9q97XOT4_f4zGR4sN_BZxyYFJ8UHtH0v2Z3VpPBxoxDxaG3affPIFsprDP1Zw1pxwoAqtdZ7bVwKZbp5rEEY2JalAVT6w8iQRpjpaaXqAh-0pDdBO3_s4CV2HZnsP-6fVRjYVOxyH8_pfLGuOn4hMN0_bNBW9eWLZrB2ali0qUduc-xiho7p01OuKuhl-aJaNM95lw%26AV1f5YafY_UCsyfZ9Q2wnamEajUij&savedSearchId=219279373&refid=2ebdbf4f-23c4-4a48-ba2a-0018bc77bc3&trk=empl-job-alert-member-details&midToken=AQHvNJ_hw79Phw&trkEmail=empl-email_job_alert_single_02-null-14-null-null-null-%7Ejyipfuk7-%7Efx-null-jobs%7Eview>

External Affairs/Climate Policy Associate – 47874 | The Nature Conservancy | Los Angeles, CA

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 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 Policy Associate provides policy and communications support to the California Climate Change Team and the External Affairs Department to affect public policy and advance conservation in support of The Nature Conservancy’s mission.

Essential Functions: The Policy Associate provides research and policy analysis in support of The Nature Conservancy’s climate change and conservation priorities, including, but not limited to, nature-based climate change mitigation and resilience strategies. Duties include research and policy development, tracking and drafting input for regulatory processes, development of communications materials and content, and occasional contact with legislative and administrative staff on matters pertaining to policy development. The Policy Associate builds and facilitates internal communications and related climate change strategy development, coordinates meetings, agendas, information, and presentations. They also assist in influencing the outcome of climate policy initiatives at the state level.

The position also provides some operational support to the California Climate Change Team. Duties include, assisting in the development of fundraising, communications and/or educational materials and producing narrative reports as needed. They support the Director in budget, contract, and event development and tracking, as well as other financial transactions.

Responsibilities & Scope
• Provides research and policy analysis in support of the Conservancy’s climate change and policy priorities.
• Develops reports, fact sheets, comment letters, web-based materials and content, and other materials to influence or communicate policy initiatives and outcomes.
• Maintains regular contact with Conservancy staff to support internal communications and climate policy strategy development.
• Coordinates events in support of climate change policy priorities.
• Supports budget and contract development and tracking, fundraising and related reporting, and other financial transactions.
• May need to gain cooperation from individuals or groups (inside and outside the Conservancy) over whom there is no direct authority in order to accomplish program goals.
• Supervises no staff, but may help plan and direct the work of volunteers or interns.
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.

From https://www.linkedin.com/jobs/view/13992231254/?alertAction=markasviewed&savedSearchAuthToken=1%26AQE8qGqlxnRDQAAAARwSpwSmIdACDrUJ63X14WGljqMgCEXCHmzl4w6idp4G4LzZeCFOOeog0Gc7noD0UV2udSBawgkYfcOX2t1Lmgb833hOQ6PWozlREl0aG6-rh65vm2vYC- BduUvkcdgh36Dqww1VhuICYT7yo_kuxX7TZZsOnMU1WZ52cyhyhTm9XjQuml5EduB0zX9TPQ0qmap3je0ZQov7TpgAv4nxkiviwy- ymYBC99pOYbiOi9mla2625s42ZX8eddINhpExPXZVvlTlma5gq82xPWP7DA%264e_VUfcrb8tw5r1KcmezNRWQ3bu&savedSearchId=219279123&eXtref=2878b37-01a5-4585-a107-1002712b257&tkr=eml-job-alert-member-details&midToken=AQHvUN_hw79Phw&tkrEmail=eml-email_job_alert_single_02-null-10-null-null-9ieop7Ejpfuh%7E34-null-jobs%7Eview>

**Development Assistant - 47857 | The Nature Conservancy | Chicago, IL**

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 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 Development Assistant provides a full range of administrative support to the Development department of the Illinois chapter.

**Essential Functions:** The Development Assistant performs various administrative tasks, including some or all of the following: gift coding, database updates and reporting, handling correspondence, maintaining files, answering phones, purchasing, maintaining equipment, meeting logistics, event assistance, expense reports, time sheets. The Development Assistant performs various administrative tasks, including some or all of the following: gift coding, database updates and reporting, handling correspondence, maintaining files, answering phones, purchasing, maintaining equipment, meeting logistics, event assistance, expense reports, time sheets and travel arrangements.

**The Development Assistant is the lead gift processor and database point person for the IL Development team. S/he will use available systems and resources to maintain and track data and produce reports as needed. S/he handles pledge tracking and reminders and serves as department contact for audits. S/he handles list generation including mailing lists,**
donor recognition lists and lists for tracking and forecasting in addition to correspondence such as solicitation letters and acknowledgements. S/he maintains electronic and paper files. S/he updates process documents and informs the team of Standard Operating Procedures and other critical information. She/he is a contact for donor/member general inquiries. S/he provides general support as needed and will provide other staff with information they need to make decisions and solve problems. S/he may communicate on behalf of the supervisor with internal and external sources, including staff, partners, government officials and donors. S/he will have frequent interaction with staff throughout the program and in other Conservancy offices, and with vendors.

Responsibilities And Scope
• Does not supervise any staff, but may help plan and direct the work of volunteers or interns.
• Duties are performed according to instructions or established practices.
• Limited financial responsibility, which may include processing invoices, preparing accounting forms, petty cash, purchasing, or travel expense reports.
• May serve as a team member for assigned projects.
• Prioritize tasks in the absence of specific instructions and make day-to-day decisions within the scope of work assignments.
• Supervisor will resolve any problems or questions.
• Work environment involves only infrequent work out of doors/exposure to disagreeable elements and minor physical exertion and/or strain.
• Work overtime as needed.

Minimum Qualifications
• Associates Degree plus 2 years of experience or equivalent combination.
• Experience organizing time and experience managing diverse activities to meet deadlines.
• Experience with organizational skills and attention to detail required.
• Excellent interpersonal and oral and written communication skills.
• Experience providing administrative support including some or all of the following: database management, phones/customer service, mail distribution, office equipment maintenance, coordinating travel arrangements and meetings, organizing files or related activities.
• Experience working and communicating with a wide range of people, including trustees, donors and other volunteers in person or by phone with the highest level of professionalism.
• Experience writing, editing, and proofreading written materials.

Desired Qualifications
• Ability to analyze available information for the purpose of preparing reports and solving problems.
• Familiarity with standard business communications.
• Good “customer service” skills and focus.

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.

Urban Ag Fellowship & Certification Director | Tricycle Urban Ag | Richmond, VA

Website

ORGANIZATION SUMMARY: Tricycle Urban Ag Culture is Richmond’s leading urban agriculture nonprofit organization, and we are on a mission to grow a healthy future through urban agriculture. Since breaking ground on our first garden, we have engaged thousands of neighbors and shown that the simple act of growing food is an incredibly powerful way to impact the overall health of the environment and our community. This work addresses a myriad of challenging issues, and ultimately our mission is about FOOD:
FOCUS ON COMMUNITY NEEDS

OUTREACH & EDUCATION

OPPORTUNITIES FOR HEALTHY FOOD ACCESS

DESIGN OF BEAUTIFUL SPACES

Tricycle has sprouted and grown across our region and our programs include:
- Urban Ag Fellowship & Certification – recognized by USDA-Natural Resources Conservation Services (NRCS)
- Corner Farm: Richmond’s Healthy Corner Store Program
- VCU Massey Cancer Center Farm Stand
- Way to Grow! Educational Tours & Volunteer Programs
- Supporting Policies that Support Beginning Farmers, Healthy Food Access, and Urban Ag.
- Urban Ag Sites: RVA’s Urban Farm, Nine Mile Food Garden, 31st Street Baptist Church Urban Farm, Church Hill Urban Orchard, Charlotte Acres Incubator Farm, Sixth Mount Zion Summer Farm, Partner Sites, and Community Gardens

Tricycle is committed to acting as a catalyst for the growth of a thriving local food ecosystem, contributing to the health, sustainability and abundance of the communities we serve.

JOB SUMMARY: Tricycle Urban Ag Culture seeks a highly-qualified and self-motivated candidate to join its dynamic and growing team as Urban Ag Fellowship and Certification Director. This new position is a critically important role in developing successful urban agriculturists who increase local food production to feed our communities. The person in this position will utilize the urban ag curriculum, subject matter instructor partnerships, and on-farm skill requirements developed by Tricycle to direct our Certification in Urban Agriculture and Fellowship Program.

KEY RESPONSIBILITIES: The Urban Ag Fellowship and Certification Director will manage our developed and refined programs and processes in order to direct the program as an inspirational leader on the farm and in the classroom. Through utilization of our farm sites and your small-scale sustainable ag and education expertise, you will:

On the farm:
- Work with urban ag staff and fellows to maintain high levels of production, function and aesthetics at all Tricycle Urban Ag Sites, and provide an inspirational model of urban ag, year round;
- Instruct fellows in on-farm tasks, provide hands-on guidance, and follow up with instructional feedback;
- Manage fellow time with labor and learning needs at Tricycle’s Urban Ag Sites;
- Conduct seasonal Skills Assessments for each fellow;
- Provide continuity between classroom learning and on-site learning to ensure fellows’ understanding of the relationship between the curriculum and hands-on application of this knowledge;
- Provide group dynamics guidance and support to the cohort, including conflict resolution strategies and solution-oriented collaboration;
- Maintain, communicate, and enforce farm rules and procedures;
- Maintain a high standard of safety, including conducting seasonal safety reviews;
- Conduct weekly educational farm walks to showcase and educate in on-farm happenings;
- Create, communicate, manage and complete daily farm schedule;
- Guide classroom content and curriculum with Urban Farming expertise;
- Serve as an occasional classroom instructor;
- Prepare farm sites for fellowship program.

In the Classroom:
- Serve as Instructor of Record for Tricycle Certificate in Urban Agriculture (CUA);
- Establish calendar of classes for the year;
- Reserve classroom space for the year;
- Coordinate with outside instructors to teach classes not taught by Tricycle staff, including management of the following:
  - Provide developed curriculum objectives and course materials;
  - Manage program budget;
- Negotiate details (fee, time, location, pre-reading assignments, handouts and class activity materials) and complete instructor agreement for signature;
- Update curriculum materials as advised prior to and after class (when needed);
- Purchase class materials and prepare class activities;
- Support instructor during class with content continuity, logistics support, and track content for curriculum updates;
- Provide connection to other classes and current on-farm activities during class discussion;
- Submit instructor fee invoices for payment.
Manage academic requirements for Tricycle Certificate in Urban Agriculture (CUA) in accordance with best practices for college-level certificate programs. You will:

- Review past programs and update CUA syllabus as needed;
- Manage attendance and implement attendance policies, including oversight of ‘Outside Educational Opportunities’ fellow reports;
- Manage fellows’ homework assignments (update, assign, grade and provide feedback);
- Conduct seasonal quizzes (update content, grade and provide feedback);
- Provide Business Plan support through LivePlan;
- Provide Individual Urban Ag Project oversight;
- Conduct final exam (update content, grade and provide feedback).

Plan and conduct seasonal Fellow supervision days;
Individually meet with fellows to:
Conduct farm skills assessments;
Review individual learning plan updates;
Review progress in fellowship;
Provide feedback/evaluation;
Connect fellows to community support as needed.

Plan and present other relevant seasonal topics and activities
Maintain an online academic platform (currently Google Classroom) for Fellowship cohort classwork, which includes:
Post-class materials, handouts, resources, and instructor contact info;
Program documents (syllabus, policies, procedures);
Opportunities to communicate with students;
Other resources as relevant.
Purchase textbooks and supplies for use by fellows:
Track loaned items

Coordinate Program Rotations:
Create Fellow Schedule and coordinate with Tricycle staff to schedule four, 3-week rotations in the following areas:

**Required Qualifications:**

**DESIRED SKILLS:** The ideal candidate will have the following:
Competencies in sustainable, organic or biological agricultural practices, with 3-5 years farm management experience. Experience managing adult learners.
Experience or willingness to work within a diverse community and with individuals from diverse backgrounds.
Demonstrated experience managing and delivering educational programing. Interest and familiarity with issues related to local food, food access, sustainable agriculture, and the urban environment. Strong organizational and written/verbal communication skills. Ability to work independently and as part of a collaborative team. Experience leading, planning, and managing in a dynamic setting. Excellent talent management, communications, and interpersonal skills. Strong strategic vision and agility, including leadership, management, and communication skills. Ability to develop productive working relationships with a variety of internal and external individuals and groups. Demonstrated ability to prioritize, negotiate, and work with diverse staff and groups of external partners. Enthusiasm, passion, patience, flexibility, and a sense of humor. Strong emotional intelligence, self-motivation, and strong analytical skills. Advanced Degree in a related field preferred, such as Horticulture, Agriculture, or Education. Experience collaborating with low-income communities preferred. Joy for good, hard work. Personal Values & Management Style: Strong interpersonal skills with great integrity and sound judgement. Orientation to communicate well and work collaboratively across the organization openly and with respect. Ability to multitask and thrive managing concurrent and diverse programs. Proactive, continually looking for ways to avert problems and improve systems. Agreement and alignment with Tricycle’s mission. Solution-oriented inspirational leader.

**Salary:** Commensurate with experience

**Benefits:** Health Benefit package (beginning 60 days after start date); two weeks (ten days) of paid vacation; nine paid holidays; up to six sick leave days; and local produce as crop results permit.

**How to apply:** TO APPLY: Tricycle Urban Ag Culture is committed to workplace diversity and inclusion. We are an equal opportunity employer and an open and affirming community. We encourage applications from non-traditional applicants and those who are underrepresented in the field. For consideration, please email resume and cover letter detailing how your experience meets the needs of this role to jobs@tricyclegardens.org, using subject line: Urban Ag Fellowship Director. The position will remain open until filled. No phone calls, please. Thank you for your interest!
SUPERVISORY STRUCTURE: The Urban Ag Fellowship and Certification Director reports to the President & CEO. The Urban Ag Fellowship and Certification Director works as part of an organizational team with the President and Urban Ag Team, and provides direction and supervision for the Urban Ag Fellowship program.

From <https://www.connectva.org/job/urban-ag-fellowship-certification-director/>

Program Manager | Square Roots | Brooklyn NY

(View all jobs)

About Square Roots: Square Roots is an urban farming company. We grow nutritious food, year round, using indoor vertical farming systems. Our mission is to bring local, real food to people in cities by empowering next-gen leaders in urban farming—because the more of us working to shape the future of food, the better.

That’s why we set up the Square Roots Next-Gen Farmer Training Program—to share the nuances of indoor urban farming and bring fresh, locally-grown food to ever-increasing populations in cities. If we’re going to change the food system, we need to create more pathways for young people to launch successful careers in farming. Each year we recruit and train a cohort of Next-Gen Farmers, providing an onramp into the agriculture industry and a world of opportunity.

We’re a young company (just pushing three years old) with the potential and ambition to change the way people connect to their food. Everyone on the Square Roots team—from farmers to software developers, from brand strategist to financial analyst—is ready to make a massive impact in urban farming and the future of the global food industry.

About the Role: We’re now looking for a Program Manager to fit seamlessly into our mission-driven, busy team and help us launch our first satellite campus. This position is responsible for coordinating and administering the Next-Gen Farmer Training Program as developed by SR HQ.

In collaboration with the Farm Manager, the Program Manager will prepare for, implement, and act as co-lead educator and coordinator for our Next-Gen Farmer Training Program utilizing training materials developed by Square Roots HQ. The Program Manager will be accountable for farmer success throughout the program and will also help farmers explore what comes after. This position reports to the Head of Programming in Brooklyn.

Duties and responsibilities include, but are not limited to

- Program management / administration:
  - Onboard and offboard each cohort of farmers.
  - Run weekly program check-in meetings.
  - Coordinate farmer schedules.
  - Review and manage farmer PTO requests, timesheets.
  - Manage Program budget, deploying resources as needed.
- Program implementation:
  - Lead and support educational programming including lectures, hands-on training, workshops, and farm visits on the topics of farming, entrepreneurship, communications, and marketing.
  - Coach and mentor farmers to support their professional growth and development, including guidance around industry networking.
  - Coordinate field trips and other offsite learning experiences.
  - Provide feedback and help to iterate existing program curriculum.
  - Interface with sales team to coordinate farmers’ involvement in sales and marketing activities.
  - Build and maintain relationships with local organizations in order to execute program and support the long term success of farmers, including local CRAFT, mission-aligned non-profits, and other partners.
- Program evaluation
  - Ensure KPIs are met through data collection and analytics.
- Communication
  - Communicate regularly with broader team for data reporting, company updates, and issue escalation.
- Recruitment
  - Actively participate in recruiting and hiring each new cohort of the Next-Gen Farmer Training Program.
- Farming
  - Floating labor for harvest, transplanting, seeding
  - Willing and able to take the reins and manage farm operations in the event the farm manager is absent.
  - Promote culture of food safety as a member of farm management team
Experience and Qualifications

- Bachelor’s degree or higher and 2 year relevant work experience in program management, education, agriculture, environmental studies, public health other related field OR 3+ years relevant work experience
- Demonstrated experience managing educational, vocational or training programs
- Strong interpersonal skills and capable of communicating with individuals and groups throughout the organization.
- Willingness to work occasional long hours
- Proven ability to take direction and meet required deadlines
- High level of integrity with strong emphasis on result oriented outcomes
- BIG PLUS: Food service or on farm experience
- BIG PLUS: Familiarity with and connections to local/regional food scene
- BIG PLUS: Experience with effective diversity, equity and inclusion practices
- BIG PLUS: Fan of local, real food & excited to transform the industrial food system

Please note, this is a physical job, so the right candidate should be able to lift 40 lbs and comfortable standing for long hours.

Work Style

- Ability to move and iterate quickly
- Flexibility to switch focus between multiple projects, with a willingness to contribute to tasks and activities outside of a prescribed job description (i.e. comfortable with a startup environment)
- Nimble, calm under pressure, and a master problem solver
- Naturally inclined to take initiative with a motivated, proactive attitude
- Ability to work both independently and collaboratively
- Super-organized, energetic all-rounder, with a positive outlook on life and a belief in the power of for-profit companies to change the food system for the better.
- Transparent and honest approach to problems
- Expert in taking projects through to completion

The full compensation package includes mid-level salary, healthcare, and other benefits - including as many locally grown greens as you can possibly eat.

From [this link](https://boards.greenhouse.io/embed/job_app?for=squareroots&token=1773294&b=https%3A%2F%2Fsquarerootsgrow.com%2Fapply%2F)

Engagement Manager; Climate | National Audubon Society | Remote, CA

APPLY For MELPs with previous professional experience

Now in its second century, Audubon is dedicated to protecting birds and other wildlife and the habitat that supports them. Audubon’s mission is engaging people in bird conservation on a hemispheric scale through science, policy, education and on-the-ground conservation action. By mobilizing and aligning its network of Chapters, Centers, State and Important Bird Area programs in the four major migratory flyways in the Americas, the organization will bring the full power of Audubon to bear on protecting common and threatened bird species and the critical habitat they need to survive. And as part of BirdLife International, Audubon will join people in over 100 in-country organizations all working to protect a network of Important Bird Areas around the world, leveraging the impact of actions they take at a local level. What defines Audubon’s unique value is a powerful grassroots network of nearly 500 local chapters, 23 state offices, 41 Audubon Centers, Important Bird Area Programs in 50 states, and 700 staff across the country. Audubon is a federal contractor and an Equal Opportunity Employer (EOE).

Position Summary: Reporting to the California Director of Policy, the Outreach and Engagement Program Manager (OEM) acts as a key individual in building political power and advancing the National Audubon Society’s climate and conservation priorities in California. They will be responsible for organizing and mobilizing constituents in Audubon’s network (including reaching out to new constituencies and strengthening our current network of chapter members, partners, and volunteers) to help execute and win Audubon’s state-based policy campaigns, with a particular focus on climate goals.

The OEM is a highly energetic, adaptable, relationship-oriented, and a results-driven team player who effectively engages volunteers, partners and non-traditional allies towards policy outcomes. They will be responsible for a number of activities to include volunteer trainings, lobbying days, sign-on letters, opinion media, gathering signatures, regular statewide travel, and more. Additionally, the OEM works closely with Audubon’s state leadership and staff to bring the organization’s ambitious conservation focused strategic plan to life in communities from coast to coast, helping to contribute to the overall goal of becoming the most effective conservation network in America.

This person will be based in California, the specific location is open to the best candidate. Additionally, this role is grant-funded and anticipated to last three years, with the potential to continue pending funding and programmatic needs.
Essential Functions

- Drive city and county-level implementation of Audubon’s statewide climate and conservation policy campaigns aligned with the organization’s strategic conservation goals;
- Manage issue campaigns that align with Audubon’s conservation goals, mobilizing the grassroots network toward increasing engagement;
- Provide advocacy trainings to engage constituents and empower volunteer leaders;
- Coordinate and staff a variety of organizing activities, from lobbying days to phone banking events;
- Work with volunteers and partners to raise the profile of Audubon’s work and mission in the community through presentations, earned media, and other outreach activities;
- Support strong connections between state and national programs with Audubon’s robust chapter network;
- Ensure chapter leaders are connected with chapter resources available from Audubon;
- Responsible for tracking contact, engagement, and other advocacy activity and outcomes on a weekly basis;
- Deliver input from volunteers and partners to Audubon leaders to help inform strategies;
- Establish and build positive working relationships with Audubon’s state leadership and employees and leverage local knowledge, relationships and expertise to help meet campaign objectives;
- Continuously look for ways to expand the organization’s community of supporters, volunteers, and partners through recruitment and partnership building aligned with long-term goals;
- Other responsibilities as appropriate and necessary to achieve campaign objectives.

Qualifications and Experience

- 5-7 years’ issue organizing experience, including volunteer management, leading community events and training required ideally working in roles with increasing responsibility and independent leadership;
- Experience in campaign leadership at any level: city, county, state, federal;
- Excellent leadership and interpersonal skills; ability to motivate volunteers and partners essential;
- Experience working across difference and with diverse constituencies, including bipartisan coalitions and communities of color;
- A self-starter, one who is motivated, able to work in a decentralized work environment with minimal supervision, and juggle multiple projects simultaneously;
- Excellent time management skills, with a proven track record of meeting deadlines and goals;
- Ability to work both independently and in a team-oriented, collaborative environment;
- Strong problem solving skills, including ability to respond quickly and effectively to unforeseen challenges;
- Effective listening, probing, and assessment skills;
- Tech-savvy, with proficiency in MS Office applications, campaign/advocacy tools (or a willingness to learn) and other online software;
- Excellent written and verbal communications skills and the ability to build consensus among a wide range of individuals Comfort with presenting and engaging in public speaking events necessary;
- Willingness to travel across California, as well as throughout Audubon network, including the possibility of some regional or national travel;
- Must have a flexible approach to work, including comfort working evenings and weekends as the job responsibilities demand;
- Strong commitment to resource conservation, climate solutions, and to the mission of the National Audubon Society.

How To Apply: https://careers-audubon.icims.com/jobs/4129/engagement-manager--climate/job

• Conceptualize an incentive system based on the pricing of avoided emissions to encourage agencies to go above and beyond their specified emissions targets and assist each other in reaching their targets.

The Analyst also may undertake additional responsibilities, including helping to:
• Support NYC agencies in their efforts to reduce emissions through energy efficiency upgrades and renewable energy projects.
• Identify and connect agencies with relevant energy programs and grant opportunities.

Preferred Skills and Experience
• A master’s degree in a relevant field, such as business, climate science, engineering, energy management, sustainability, or urban planning and three years’ full-time professional experience working in energy or sustainability.
• A bachelor’s degree in a relevant field and five years’ professional experience in energy or sustainability.
• Knowledge of NYC’s energy and emissions reduction efforts, including relevant policy, legislation, and programs.
• Experience working in City government or knowledge of City government operations.
• Strong background in building energy efficiency.
• Experience doing energy master planning or climate action planning.
• Expertise in data analysis.
• Strong research and writing skills.
• Capacity to operate as an independent self-starter who takes initiative and is highly productive.
• Strong capacity to manage multiple responsibilities and deadlines simultaneously.

Other Details: The person will be based out of DCAS DEM’s offices near City Hall, and will work under the guidance of DCAS’ Deputy Assistant Commissioner, Strategic Planning. The position will require local travel and occasional evening meetings. This is a two year position with the possibility of extension.

Solar One is an EQUAL OPPORTUNITY EMPLOYER. We are committed to diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender identity, sexual orientation, national origin, age, and disability status. EOE/AA/Women and minorities are encouraged to apply.

How To Apply: Please email resume and cover letter to: jobs@solar1.org, Subject line: NYC Emissions Reduction Analyst. No phone calls, please. The position will remain open until filled.

jobs@solar1.org

From: https://www.idealist.org/en/nonprofit-job/1eea02fb147f485ba2497f87b28b554c-nyc-emissions-reduction-analyst-solar-one-new-york?email_id=8e84f05d423749765508bbd6d4be875&utm_source=idealist-org&utm_medium=email&utm_campaign=email-alerts

Program Coordinator | 350Vermont | Burlington, VT

APPLY | Application Deadline: August 9, 2019 | Salary: $35,000 - $40,000 (Negotiable).

We are seeking 1 or 2 talented new team members to coordinate one or two key programs including Fundraising & Finances, Movement-building, and Operations & Digital Communications. Are you aligned with 350Vermont’s mission and core values? Are you ready to support a rapidly growing network of activists, organizing to reverse the climate crisis? Do you seek meaningful work in this time of great transition? We are building a diverse staff collective, with respect to people’s identities and lived experiences. We strongly encourage applications from people of color, LGBTQ people, indigenous people, people from underrepresented and/or marginalized communities, and women.

350Vermont is currently in a planned succession phase, as our current director transitions out of their role. The staff and board of directors are creating a new staff collective governance model. Are you someone interested in collectives and cooperatives? Are you willing to lead and willing to support other’s leadership?

The ideal candidates for our small staff collective will have an entrepreneurial spirit coupled with an anti-capitalist, decolonizing approach to their work. Are you able to take initiative, remain flexible to changing needs, and handle a diverse and demanding workload? Are you committed to movement-building and investing in genuine and trust-based relationships for the long haul? Because you would be joining our staff during a succession phase, you must be comfortable with uncertainty and willing to possibly adjust job responsibilities as our new staff collective structure is finalized.

We are looking to hire 1-2 new team members who can assist with some, but not all, of these tasks and roles:
• Co-create strategy and vision
• Lead or assist with development and grassroots fundraising efforts
• Co-manage data, financial planning, budgeting, and other internal systems
• Lead or assist with advocacy for state-level or city/town-level policies
• Network and outreach to build partnerships and alliances
• Lead or assist with 350Vermont operations including office management and administrative tasks
• Lead or assist with event planning
- Serve as one of many spokespeople for the organization and the network
- Mentor, coach, and support other staff and volunteer leaders
- Lead or assist with digital communications
- Understand 350Vermont and 350.org’s history, campaigns, and theory of social change, and keep current with basic climate science and policy. From time to time, use this knowledge to represent 350Vermont’s perspective in varied public venues.

**QUALIFICATIONS:** We’re looking for an individual who is dedicated, organized, cooperative, dependable, and nimble.

**Skills:**
- 1-5 years of experience in grassroots organizing, paid or unpaid.
- Fundraising and development skills
- Comfortable with budgeting, spreadsheet management, and number-crunching
- Experience using a CRM, like Nationbuilder, Action Network, CiviCRM, etc.
- Commitment to and passion for the 350Vermont mission of building a local movement to reverse the climate crisis.
- Ability to navigate diverse cultures and political contexts.
- Self-starter with the passion, creativity, and drive to make things happen.
- Strong verbal and written communications skills.

**Assets:**
- Proven ability to work both independently and in close coordination with a team.
- Commitment to empowering others and building grassroots power.
- Demonstrated experience in online meeting tools, social media platforms, Google suite.
- Willingness to work some evenings and weekends for events, workshops, and trainings.
- Must be organized, thorough, and have a strong work ethic.
- Interest in working in a staff collective required, experience in that a plus.

**Benefits:** Health insurance, Short-term Disability, 6 weeks paid vacation & sick time, professional development, flexible & remote work hours, paid parental leave, sabbatical policy.

**Level of Language Proficiency:** English. Bilingual a plus.

**How To Apply:** Send a brief cover letter in the body of your email including which of the core responsibilities you are most qualified for, resume, and an example from your work portfolio (i.e., publication, video, art piece, bad-ass spreadsheet, etc.) to maeve@350vt.org with STAFF COLLECTIVE PROGRAM COORDINATOR in the subject line.

https://350vermont.org/opportunities/

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**Policy Associate | Coalition for Clean Air | Sacramento, CA**

**APPLY | Salary: $43,000 - $53,000**

The Policy Associate is a key member of Coalition for Clean Air’s policy team, engaging in the development and execution of CCA advocacy efforts and campaigns. Objectives include the implementation of policies to clean up the port and freight transportation system in California, especially in the South Coast region. The position requires an individual comfortable working in a team setting while also being able to work independently and take initiative. The Policy Associate is based in downtown Sacramento and reports to the Policy Director. The ideal candidate should be able to work 40 hours a week, including occasional weekends and evenings when needed. This position requires substantial discretion in determining how to meet assigned goals and competing deadlines.

**Duties and Responsibilities**
- Advocate for CCA’s positions in regulatory proceedings, legislative hearings, and other venues where air quality decisions are made.
- Analyze complex policy issues related to air quality and climate change and write fact sheets, blogs, comment letters and other clear and concise documents about those issues.
- Build relationships with manufacturers of advanced clean vehicles and equipment.
- Coordinate and participate in educational forums and meetings with elected and appointed officials.
- Inform and involve community groups in clean air advocacy and education.
- Collaborate, lead and build coalitions with other public-interest advocates, businesses, labor unions and other interests.
- Communicate with media.
- Support the Policy Director in a variety of advocacy, organizing and communications tasks.
Position Qualifications
Qualified individuals should be able to demonstrate the following skills and experience:

- At least 2 years of work or related experience in policy analysis or development, preferably on air quality or other environmental issues.
- Education: Bachelor’s degree (B.A./B.S.) in Environmental Studies, Public Policy or related discipline.
- An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.
- Ability to think strategically and act diplomatically while working well with others.
- Analytical and problem-solving abilities with an attention to detail.
- Ability to communicate effectively in writing and verbally.
- High level of computer literacy with advanced knowledge of information technology systems.
- Bi-lingual in English and Spanish preferred.
- Passionate about air quality and environmental justice.

Physical Demands

- 70-85% of time sitting; 5-15% of time standing; and 5-15% of time walking.
- Less than 5% of time lifting, carrying, pushing or pulling up to 50 lbs.
- Less than 10% of time kneeling, balancing, reaching, crawling, crouching or climbing.
- More than 65% of time using eye, hand and finger coordination and more than 40% of time using a computer (keyboarding) and telephone equipment.
- Some travel is required.

Additional Information: The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. CCA reserves the right to modify or change the duties and essential functions of this job at any time. Nothing in this job announcement should be considered as an offer or guarantee of employment.

Benefits: Generous benefit package including medical, dental, vision, fsa, and 3% matching simple IRA.

Level of Language Proficiency: Bi-lingual English and Spanish preferred

How To Apply: Interested applicants should submit a cover letter and resume in .pdf format to jobs@ccair.org, subject: Policy Associate Position. Coalition for Clean Air is an Equal Opportunity Employer. Women and people of color are encouraged to apply. Position will remain open until filled.

http://www.ccair.org

From <https://www.idealist.org/en/nonprofit-job/ff0f80f668b54ec793da8b9071b7d4-policy-associate-coalition-for-clean-air-sacramento?email_id=8e84fd5d4237497f555008bddd48e875&utm_source=idealist-org&utm_medium=email&utm_campaign=email-alerts>

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.
• Maintain NAEM methodology, policies and procedures for each survey.
• Provide guidance to NAEM team for research best practices when determining report content and direction.
• Collaborate with NAEM colleagues, members and research partners to produce research and content.
- Track and identify trends in the EHS and Sustainability field at large and within NAEM membership and use this information to inform annual research planning.
- Create and maintain internal planning timelines for research projects.
- Ensure that all published materials comply with NAEM requirements including confidentiality and anonymity where indicated in the data gathering process.
- Assist in guiding investments in research infrastructure and maintain annual subscriptions to software tools used for research analysis and production.

**Required Experience, Skills & Attributes**
A successful candidate will possess most, if not all, of the following:
- Bachelor’s Degree in a relevant field.
- Master’s Degree or minimum 2 years of work experience in the corporate EHS and/or sustainability field.
- Knowledge of, and a passion for, the corporate EHS and Sustainability landscape and key issues.
- Basic knowledge of statistics.
- Proficient in Microsoft Excel and PowerPoint.
- Experience with survey writing.
- Ability to operate effectively in a collaborative environment, and also work independently and prioritize tasks efficiently.
- Ability to accommodate change and adapt accordingly.

**Preferred Experience, Skills & Attributes**
- Experience presenting technical information to non-technical audiences.
- Experience with data visualization tools.
- Familiarity with Qualtrics survey platform, Infogram report design, SPSS Statistics and PollEverywhere.

**Salary and Benefits**
Salary will be based on experience and demonstrated past performance. Benefits include:
- Full health, dental and vision care for the employee.
- Employee retirement savings plan with matching funds available after one year.
- 2 weeks paid vacation to start. 10 personal/sick days.
- A flexible work environment

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

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**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
**Qualifications/Requirements**

- BA or equivalent college degree
- Zero to two years of post-college work
- Excellent analytical, reading and writing skills
- Ability to organize and efficiently process significant amounts of correspondence
- High degree of attention to detail
- Experience with use of Salesforce or other comparable database programs
- Willingness to travel throughout California
- Demonstrated interest in social justice

Please visit [www.prisonlaw.com](http://www.prisonlaw.com) for more information about our work.

**Benefits:** Medical and dental coverage, 10 days (one additional vacation day for every year worked) paid vacation, 12 paid sick days, and 11 paid holidays.

**Level of Language Proficiency:** Spanish preferred but not required.

**How To Apply:** Please send resume, cover letter and writing sample in an single attachment to jobs@prisonlaw.com.

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**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 AFT's Midwest portfolio evolves. The Midwest Program Assistant will initially work with two long term AFT projects, the Illinois Sustainable Ag Partnership and the Vermilion Headwaters Watershed Partnership as described below, to provide coordination across diverse groups of partners and programs. This is a remote work position and will report directly to the Midwest Deputy Director.

**Supported Programs**

**Illinois Sustainable Ag Partnership**

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

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

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

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

The 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  PI111122072


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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 Clean Air Act, the Clean Water Act, 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 staff have been working for nearly four 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 raise awareness, but win results on the 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 public, 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/

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.

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 stringent environmental standards for coal plants, lawsuits challenging government or industry failure to implement such standards, and challenges to utility proposals to spend hundreds of millions of dollars or more on aging coal plants rather than investing in clean energy. While most of our work is domestic, we also have a growing engagement on coal 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 tables of contents and authorities, 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.

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

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

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

Representative responsibilities of a Research Associate would include:

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

Qualifications: Research Associates should have a strong undergraduate background that includes research-based academic report writing. No professional experience is required, though 1-2 years of professional work in writing or research-based positions is a plus. Candidates should have excellent writing skills, a problem-solving orientation, the ability to 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.

Policy Fellow | Environment America | Baltimore, MD

Salary: The target annual compensation for this position is $27,000 in the first year | Deadline: August 12, 2019

Become an Environment America Fellow

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

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

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

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

WHAT YOU’LL DO

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

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

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.

**How To Apply:** To be considered, please send an email to jobs@centerforfoodsafety.org with the words “Outreach and Development Associate” in the subject line. Please include a cover letter explaining your interest in the position, a resume, and three references. Applications will be reviewed on a rolling basis.

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

Visit our website at 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
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 of 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.
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!