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 visconnect (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.

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

A note on where we find these jobs

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

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

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

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

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 Chandra Anderson at canderson@vermontlaw.edu

“TWO MANY PEOPLE OVERVALUE WHAT THEY ARE NOT AND UNDERVALUE WHAT THEY ARE.”

-- MALCOLM FORBES

Recommended Job Search Websites

Many of these sites allow you to set email alerts

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

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

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](#). You can log into the [Current Student information page](#) with your VLS credentials.

You may also contact [Elijah Gleason](#) for questions.
Could be a good Externship for a MELP based in Denver

Environmental Nonprofit Graduate Intern Volunteer | Institute for Environmental Solutions | Denver, CO

The Institute for Environmental Solutions (IES) is an independent non-profit organization that delivers scientific solutions to improve our health and environment. IES seeks motivated students, interns, and volunteers who are passionate about protecting the environment! We are working on exciting projects to reduce air and water pollution, improve human health, teach children to become environmental stewards, and restore trails and open space.

These are part-time, unpaid positions (4 to 12 hours/week) based in Denver with a flexible schedule.

IES does not have a central office. Interns and volunteers work independently, and participate in Institute and Project meetings once a week in Denver. To learn more about IES projects, visit www.i4es.org.

ENVIRONMENTAL PROGRAMS: IES seeks enthusiastic graduate students and intern volunteers to join one of our two project teams: The Tree Project or the Chemical Footprint Project.

Intern responsibilities include:
- Program work in all phases of the projects, including project planning, environmental analysis, school workshops, tree planting, water pollution prevention, community involvement, budgets, landscape design, business and citizen outreach
- Independent research and analysis on environmental and urban planning issues
- Project design, implementation, community workshops, and educational programs.
- Grant proposals to support project work.
- Social media

QUALIFICATIONS: We look for interns who are:
- Self-motivated
- Have a high attention to detail
- Excellent written and oral English communication skills
- Able to tackle challenging problems with minimal guidance
- Graduate student or college graduate (bachelor’s degree required)
- All levels of experience are welcome. Training provided.
- Completed studies in environmental science, chemistry, biology, engineering, urban planning, landscape architecture, public health, economics, marketing, or nonprofit management are desired, but not mandatory.

IES helps interns gain experience to advance their careers. Interns are able to self-guide their involvement in IES, creating the opportunity for them to meet their own goals with team member input and support. Students are encouraged to apply IES work to academic courses, if desired, with support from IES staff members.

HOW TO APPLY: Interested candidates should submit a resume and cover letter to Solutions@i4es.org. Include why you are interested in this position and your availability in Denver.

Marian Langan Conservation Young Leader | National Audubon Society | Gibbon, NE

Job Type Paid Internship
Salary Details Competitive

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: Within Audubon Nebraska, Spring Creek Prairie Audubon Center (SCP) focuses on grassland bird conservation by restoring and maintaining the tallgrass prairie ecosystem, and the Iain Nicolson Audubon Center at Rowe Sanctuary (Rowe) focuses on conservation of the Platte River ecosystem and the birds that rely on it. Habitat restoration and maintenance is a critical need for a thriving bird community in both large landscapes and in small yards. In Nebraska, public and conservation lands are limited in number, so habitat managers at both Centers are actively experimenting with different management techniques and monitoring the results. These results are shared among conservation partners and with local landowners to influence habitat management beyond each Center.

Audubon Nebraska seeks to hire a one-year position that will work primarily at Rowe Sanctuary, but will spend time working at Spring Creek Prairie. By the end of the year, the Conservation Young Leader will have gained experience in ecosystem restoration techniques (invasive species removal, prescribed burns, grazing), monitored habitats and species, established contacts with multiple conservation partner organizations, and conducted several outreach activities. This individual will also be responsible for building community connections and partnerships to increase the use of native plants through Audubon’s Native Plant PRO program that includes community proclamations, community resolutions and ordinances that favor native plant use. This Conservation Young Leader will also spend one week at an Audubon center in another state to enhance their experience and network.

Audubon Nebraska is dedicated to building a culturally diverse organization and strongly encourages applications from people of color and women.

Essential Functions: The intern will conduct habitat restoration and management activities and be assigned other duties primarily at Rowe but also at SCP.

- Help implement habitat management plans.
- Work closely with habitat management leads, state and Center staff, and volunteers.
- Assist with maintenance and monitoring duties such as livestock handling and fence repair, conducting prescribed fire, and woody plant control (including chain-saw work).
- Assist with invasive species control work using various techniques, including herbicide application.
- Work with all staff, interns, students, and volunteers assigned to inventory and monitor flora and fauna.
- Meet with community officials regarding native plant use within local communities.
- Identify opportunities for additional native plant use in local cities and towns.
- Work with volunteers to increase awareness of native plant benefits for birds locally.
- Meet with local plant nurseries to increase available native plants for landscaping.
- Help with visitor center operations as well as public outreach and education programs related to species and habitats.
- Assist with building and vehicle maintenance and repair, light landscaping, walking trail maintenance, and other duties as assigned.
- Help communicate the importance of habitat work through required writing and photography for social media posts, newsletters, etc.
- Receive on-the-job and/or formal training opportunities in prescribed fire implementation, herbicide application, field survey techniques, etc.
- Project leadership opportunities available for individuals with advanced experience in using GIS, photography, or plant or bird id/survey techniques.

Qualifications and Experience

- Degree preferred. Experience will be considered in lieu of education with training or education in a science related field, environmental education or natural sciences.
- Must have a team-focused attitude, and the ability to professionally represent Audubon Nebraska and the network.
- Must have comfort working independently, as a leader and part of a team. Ability to follow instructions from colleagues, with little supervision, and at irregular hours.
- Must be comfortable organizing meetings and building relationships.
- Some/Occasional evening and weekend hours required.
- Must have access to reliable vehicle and current valid driver’s license with ability to provide for own transportation to Spring Creek Prairie near Lincoln, Nebraska, when necessary. Ability to work for extended multiple days at Spring Creek Prairie. Travel between Centers will be compensated.
- Ability to operate – or willingness to learn to operate – various types of equipment in a safe and efficient manner (e.g., lawn mower, chain saw, tractor, ATV).

Salary: $38,000 - $43,000

The Bill Emerson National Hunger Fellowship is an 11-month leadership development program that trains, inspires, and sustains a network of leaders committed to social justice.

Emerson Hunger Fellows gain **practical experience** fighting hunger and poverty through field placements in community-based organizations across the country, as well as **policy experience** through placements in Washington, D.C. Fellows also explore the root causes of hunger and poverty in a **peer learning community**. The Emerson program bridges community-based efforts with national public policy to develop Bill Emerson National Hunger Fellows as **effective leaders** in the movement to end hunger and poverty.

Each year 18-22 participants are selected from across the country for this yearlong program. They assemble in Washington, D.C. in August for a comprehensive orientation and **field training**, where they learn about **hunger, poverty, and racism** in the United States and strategies for social change.

Fellows are placed for half the year with **community-based organizations** involved in fighting hunger and poverty at the local level, such as food banks, anti-hunger advocacy groups, food policy councils, research institutions, and state and local government agencies. Each host organization identifies specific goals and outcomes for the Fellows’ projects and provides the supervision and resources necessary to accomplish them.

In mid-February, the Fellows regroup in Washington, D.C. to share and reflect on their field experiences and participate in an extensive **policy training**.

Fellows then work in **national nonprofit organizations** and **federal government agencies** that develop, implement, and advocate for policies that address hunger and its root causes, including racism. During their time in D.C., Fellows complete research, outreach, advocacy, and public education projects that support national policy initiatives.

Throughout the year, the Fellows develop a strong learning community for reflection, resource sharing, and skill building that supports their field and policy work and their leadership development.

**Selection Criteria:**
- Commitment to **ending hunger** and its **root causes**
- Commitment to **racial equity** and **social justice**
- Demonstrated **leadership qualities** and skills
- Bachelor’s degree or equivalent experience
- **Flexibility** and ability to adjust to new situations
- Creativity and **initiative in problem solving**
- **Enthusiasm** for learning from experts in the field, and searching for new models in anti-hunger and anti-poverty work
- **Experience** working in low-income communities
- Excitement about **peer learning** in a tight-knit community of Fellows
- U.S. citizenship or permanent legal residency

**Benefits:** The Congressional Hunger Center establishes Fellow financial packages based on location, taking into consideration the field and policy site location cost of living. (One resource the Hunger Center considers when setting financial packages is the [Living Wage calculator](#).) Typically, Fellows receive financial packages in the range of $38,000 to $43,000 over the duration of the fellowship. Fellows serve as Independent Consultants; they must secure and finance their own health insurance, and are responsible for saving for and paying their own taxes, as no taxes are withheld from Fellow pay.

**Emerson Fellows also gain:**
- Membership in a dynamic learning community of Fellows
- Connection to an extensive network of alumni, partners, and experts
- Experience working with community and policy leaders
- Training / mentoring / leadership development
- Project Management Experience

**How to Apply:** Before you start your application, please read the Emerson Fellowship **Application Guide**. Applications to the Bill Emerson National Hunger Fellowship will be **accepted online** only. The deadline for applications is **Monday Jan. 13, 2020**.

**Application Timeline:**
- **October 9, 2019:** Application opens
- **January 13, 2020:** Application deadline for the 27th Class of Emerson Fellows
- **January – February 2020:** A selection committee of Emerson Fellow alums reviews all applications; Hunger Center staff select semi-finalists
- **February 2020:** Semi-finalists invited to online one-on-one interviews
- **March 2020:** Finalists invited to online group interviews
- **March – May 2020:** Fellows are selected and notified of acceptance on a rolling basis.
- **Early June 2020**: Fellows notified of field placements
- **Late August 2020**: 27th Class arrives in Washington, D.C. for orientation and field training

If you have questions, please email fellows@hungercenter.org or call (202) 547-7022 ext. 30


Environmental Think Tank Fellow | Work for Progress | Santa Barbara, CA

**Application Deadline: December 9, 2019 | Salary: At least $27,000**

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

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

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

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

**Compensation:** Target annual compensation for this position is $27,000. 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 2020.

**To Apply:** Please apply on our website.

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**From one of our alums!**

**Clean Energy Legal Intern | Western Resource Advocates | Carson City Nevada**

**APPLY TODAY >><br>**

**POSITION SUMMARY:** Western Resource Advocates (WRA) seeks a curious and driven law student to join our Clean Energy team this Summer as an intern. This role will research energy policy, as well as assist with administrative litigation cases and legal briefs. The Clean Energy Legal Intern will report to one of our Staff Attorneys, with opportunities to learn and grow while working with other conservation professionals.

**ABOUT WESTERN RESOURCE ADVOCATES:** Founded in 1989, Western Resource Advocates (WRA) is dedicated to protecting the West’s land, air, and water to ensure that vibrant communities exist in balance with nature. We use law, science, and economics to craft innovative solutions to the most pressing conservation issues in the region within three core program areas: Clean Energy, Healthy Rivers and Western Lands.
In the face of population growth and climate change, the Western United States needs a strong and effective advocacy voice at the regional level to address changes that are already underway and to steer the West towards a sustainable future. WRA has aggressive plans to tackle these challenges. We envision a future in the West where:

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

LOCATION: This position will be based in Carson City, NV.

RESPONSIBILITIES AND ACTIVITIES

- Conduct legal research on varied subjects associated with WRA’s energy policy work, primarily related to public utilities law and other environmental laws.
- Assist staff attorneys with administrative litigation cases before state public utilities commissions, including legal research, discovery drafting, hearing preparation, or other projects dependent on WRA’s workload.
- Support review and preparation of legal briefs or portions of legal briefs under supervision of WRA staff attorneys.
- Research and summarize existing or proposed laws and rules that impact WRA’s mission.
- Occasionally accompany staff on advocacy meetings, stakeholder engagement activities, and other related activities.

QUALIFICATIONS

- Current enrollment in law school and demonstrated academic achievement.
- Preference for candidates that have already taken evidence, administrative law, energy law, and/or environmental law.
- Excellent communicator, written and verbal.
- Superior legal research, analytic ability, and project management skills.
- Proficiency in legal research, and use of legal research tools (Lexis Nexis and/or Westlaw) as well as file and document management software.
- Motivated to take ownership of projects and demonstrate follow-through to complete tasks requested by supervising attorneys.
- Exhibits sound judgment, accuracy, and integrity in preparing assigned project work.
- Ability to maintain confidentiality.
- Desire to learn technical, sometimes “wonky” areas of the law, with confidence to ask questions when necessary.
- Genuine passion for the mission and work of WRA.

COMPENSATION: Interns are paid at $12.00 per hour. WRA regularly works with students to help them obtain school credit for their internships.

TIMELINE: The internship will take place during the Summer of 2020. While the specific dates of this internship are flexible, the start date will be around early June and will go through mid-August. This is a full-time internship with an expectation to work 32 hours a week, Monday-Thursday, with Fridays off.

DEADLINE TO APPLY: MONDAY, JANUARY 27, 2020: Western Resource Advocates is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.

APPLY TO BE WRA’S CLEAN ENERGY LEGAL INTERN IN CARSON CITY, NV!

Thank you for your interest in the Clean Energy Legal Internship with Western Resource Advocates in our Carson City, NV office for the Summer of 2020. Complete the form below to apply for the position.

APPLY TODAY >>

You will need to upload the following in PDF format:

- Cover letter to the attention of Meagan Kadlec, Recruitment & Hiring Manager, explaining how your qualifications match the needs of the position and your interest in WRA;
- Current Resume; and
- Two references (WRA will not contact references without first checking with the applicant).

Healthy Rivers Legal Intern | Western Resource Advocates | Boulder, CO

WRA seeks a curious and driven law student to join our Healthy Rivers team this Summer as an intern!

APPLY TODAY >>

POSITION SUMMARY: Western Resource Advocates (WRA) seeks a curious and driven law student to join our Healthy Rivers team this Summer as an intern. This role will research water law and policy, and may assist with administrative or water court litigation cases and legal briefs. The Healthy Rivers Legal Intern will report to one of our Staff Attorneys, with opportunities to learn and grow while working with other conservation professionals.
ABOUT WESTERN RESOURCE ADVOCATES: Founded in 1989, Western Resource Advocates (WRA) is dedicated to protecting the West’s land, air, and water to ensure that vibrant communities exist in balance with nature. We use law, science, and economics to craft innovative solutions to the most pressing conservation issues in the region within three core program areas: Clean Energy, Healthy Rivers and Western Lands.

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

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

LOCATION: This position will be based in Boulder, CO.

RESPONSIBILITIES AND ACTIVITIES

- Conduct legal research on varied subjects associated with WRA’s healthy rivers work, primarily related to water law and other environmental laws.
- Assist staff attorneys with administrative or water court litigation cases, including legal research, hearing preparation, or other projects dependent on WRA’s workload.
- Support review and preparation of legal briefs or portions of legal briefs under supervision of WRA staff attorneys.
- Research and summarize existing or proposed laws and rules that impact WRA’s mission.
- Occasionally accompany staff on advocacy meetings, stakeholder engagement activities, and other related activities.

QUALIFICATIONS

- Current enrollment in law school and demonstrated academic achievement. Preference for candidates that have already taken evidence, administrative law, water law, and/or environmental law.
- Excellent communicator, written and verbal.
- Superior legal research, analytic ability, and project management skills.
- Proficiency in legal research, and use of legal research tools (Lexis Nexis and/or Westlaw) as well as file and document management software.
- Relevant experience strongly preferred.
- Motivated to take ownership of projects and demonstrate follow-through to complete tasks requested by supervising attorneys.
- Exhibits sound judgment, accuracy, and integrity in preparing assigned project work.
- Ability to maintain confidentiality.
- Desire to learn technical, sometimes “wonky” areas of the law, with confidence to ask questions when necessary.
- Genuine passion for the mission and work of WRA.

COMPENSATION: Interns are paid at $12.00 per hour. WRA regularly works with students to help them obtain school credit for their internships.

TIMELINE: The internship will take place during the Summer of 2020. While the specific dates of this internship are flexible, the start date will be around early June and will go through mid-August. This is a full-time internship with an expectation to work 40 hours a week, Monday-Friday.

DEADLINE TO APPLY: MONDAY, JANUARY 27, 2020

Western Resource Advocates is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.

You will need to upload the following in PDF format:

- Cover letter to the attention of Meagan Kadlec, Recruitment & Hiring Manager, explaining how your qualifications match the needs of the position and your interest in WRA;
- Current Resume; and
- Two references (WRA will not contact references without first checking with the applicant).
Jump-Start Your Sustainability Career

Become an EDF Climate Corps fellow this summer and launch your sustainability career. Our fellows gain real-world experience working at leading organizations on climate and projects.

EDF Climate Corps fellows are top-tier graduate students who work on the ground with companies and public-sector organizations to reduce emissions in the organizations’ operations and supply chains by making the business case for sustainability.

Over the summer, fellows are hired by their host organizations and work directly with staff from operations, finance and sustainability departments on a wide range of innovative energy and climate projects. At the end of the summer, fellows become part of the EDF Climate Corps network, where they gain access to a breadth of professional development resources throughout their career, including job networking and climate advocacy training.

How EDF Climate Corps Works

1. **Rigorous Selection** We recruit and match top-tier graduate students based on the needs of host organizations. We take into consideration student skills, experience and location preference in making a match with a host company.
2. **Expert Training** In May, we host a week-long training for our fellows with EDF experts and sustainability consultants. The curriculum covers energy efficiency, sustainability strategy, carbon accounting, building systems, financial analysis and more. See the 2019 training agenda.
3. **Professional Experience** Every summer over 100 EDF Climate Corps fellows hit the ground running to work on-site at their host organizations. They spend 10 to 12 weeks on customized climate and energy projects.
4. **Final Deliverables** At the end of the summer, each fellow presents his or her findings to their host organization and submits a final, actionable report of their work.
5. **Follow-Up** After the fellowship ends, EDF staff follow up with each host organization to find out whether fellow recommendations are being implemented. Also, each fall EDF convenes the alumni network for its annual conference, the EDF Climate Corps Summit.
6. Have questions? See our FAQs.

**Stipend**

U.S. Fellows are paid $1,250 per week and reimbursed for travel expenses to the EDF Climate Corps Training and the EDF Climate Corps Summit. Price will vary for our China program.

**Support for Fellows**

EDF Climate Corps staff and the host organizations support fellows throughout the summer. EDF provides an Engagement Manager for guidance and advice, a summer training webinar series and access to online resources such as the EDF Climate Corps Handbook. Host organizations provide fellows with a day-to-day supervisor, a high-level sponsor, support from relevant departments and access to necessary company information and data.

**Professional Development Opportunities**

EDF Climate Corps fellows build strong relationships with their host organizations and other fellows in their class. Most EDF fellows go on to career positions in sustainability or energy management, whether at their host organizations or other entities. Also, our fellows join the vibrant EDF Climate Corps network of energy management and sustainability practitioners, which serves as a valuable resource throughout their fellowships and careers.

Find out more about the application process

**Communications Intern | National Farm to School Network | Remote**

National Farm to School Network (NFSN) is an information, advocacy and networking hub for communities working to bring local food sourcing and food and agriculture education into schools and early care and education settings. National Farm to School Network is a project of Tides Center, the nation’s largest fiscal sponsor.

National Farm to School Network seeks a Communications Intern to support content development and dissemination of information and resources to Partners and general membership. As a member of the Communications team, the Communications Intern will work closely with NFSN staff and partners, gaining hands-on experience in digital media and farm to school programming. This is a twelve-month, temporary position with a projected start date of Jan. 7, 2020. The Communications Intern will report directly to the Communications Manager and work approximately 10 hours per week. The deadline to apply is Dec. 6, 2019. Learn more here.

For frequently updated listings of jobs in farm to school and the wider food movement, check out our This Week in Farm to School news posts.
Southface Institute, a nonprofit 501(c)(3) organization, is a leader in sustainable advocacy, building, planning and operations across the U.S. With a mission to create a healthy and equitably built environment for all, Southface's consulting services, workforce development, research and policy practices are supporting better homes, workplaces and communities. Experts in the fields of resource efficiency, building tech and organizational sustainability since 1978, Southface is committed to building a regenerative economy to meet tomorrow's needs today.

Policy & Sustainability Services Overview: Our Policy & Sustainability Services teams prioritize and champion the state and local policies that propel the clean energy and resource efficiency movement forward. We know that the development and implementation of sound policy have the ability to transform the market for a clean energy economy, and we are working with our partners to influence data-driven, rigorous approaches to a low-carbon future. We strive to advance these goals through authentic and strategic engagement of communities, advocates, industry, policymakers, and local government.

What you'll be doing for the greater good
• Perform research, gather and format data, perform analyses and write reports / summaries for energy policy work and sustainability planning initiatives
• Update existing online databases of Georgia-specific energy data
• Provide consultation and assistance to developers, elected officials, local governments, counties and other stakeholders on urban sustainability and land-use best practices
• Support the coordination and delivery of community projects and programs related to equity, health, and shared prosperity in the transition to a low-carbon future
• Assist with developing and / or delivering white papers, reports and other project materials
• Lead tours of our demonstration facility
• Provide front-line customer service to clients and visitors
• Assist with event management for our monthly Sustainable Atlanta Roundtable and Solstice member events

We'll help you grow: Our fellowship program provides a substantive learning experience that allows our emerging leaders to explore career options and to develop professional skills in the fields of sustainability, building sciences and nonprofit management. Southface offers several professional development opportunities, which may vary depending on your skill set, your role on the team and the timing of training delivery dates.

How we know you're a great match
• Requires 6-month commitment, Monday through Friday, 40 hours per week, starting in January 2020
• Interest in policy and planning, sustainable and equitable development, land use and zoning, transportation, community engagement and energy and water policy
• Demonstrated ability to manage and prioritize project deadlines
• Demonstrated proficiency with Microsoft Office applications
• Attention to detail is essential
• Strong written and verbal communication skills
• Collaborative and positive demeanor that builds up the team
• Commitment to Southface mission, aka, saving the world
• Valid driver's license is required 'cause we can't bike everywhere (yet)

Physical Requirements: Ability to carry 35 pounds, which may involve carrying project materials including program signs, presentation materials and equipment, such as a projector.

Compensation and Benefits
• $14.50 per hour
• Paid Time Off
• 403(b) retirement plan
• Excellent medical insurance benefits
• Continuing education and professional development
• Flexible work schedule
• Organizational culture that highly values the contributions and character of its employees

Hours of Work: 40 hours per week, Monday through Friday, 8:30 a.m. to 5:30 p.m., with flexible options. Occasional weekend or evening hours.

How to Apply: Respond via our online portal with a cover letter, two-page (maximum) resume and writing sample. Please, no telephone inquiries.  
https://southface.isolvedhire.com/jobs/98896.html
Pre-employment background checks are conducted on final candidates
Fellow, Research | Atlanta, GA

Southface Institute, a nonprofit 501(c)(3) organization, is a leader in sustainable advocacy, building, planning and operations across the U.S. With a mission to create a healthy and equitably built environment for all, Southface’s consulting services, workforce development, research and policy practices are supporting better homes, workplaces and communities. Experts in the fields of resource efficiency, building tech and organizational sustainability since 1978, Southface is committed to building a regenerative economy to meet tomorrow’s needs today.

What you’ll be doing for the greater good
- Perform research and analysis on novel practices and holistically integrated technologies for the built environment and report on the results
- Provide support for energy auditors performing resource efficiency audits and reporting
- Participate in the development and implementation of new mission-based services and programs
- Assist in the implementation of an organization-wide impact metrics reporting protocol
- Lead tours of our demonstration facility
- Provide front-line customer service to clients and visitors
- Assist with event management for our monthly Sustainable Atlanta Roundtable, Solsticle member events and our annual Greenprints Conference
- Share far and wide the good news of high performance and, ultimately, regenerative practices

We’ll help you grow: Our fellowship program provides a substantive learning experience that allows our Emerging Leaders to explore career options and to develop professional skills in the fields of sustainability, building sciences and nonprofit management. Southface offers several professional development opportunities, which may vary depending on your skill set, your role on the team and the timing of training delivery dates.

How we know you’re a great match
- Ability to make a 6-month commitment, Monday through Friday, 40 hours per week, starting in January 2020
- Actively pursuing or recently completed degree in the field of mechanical or electrical engineering
- Strong analytical skills
- Understanding of building systems, including mechanical, electrical and plumbing
- Familiarity with RStudio, Microsoft Office and OpenStudio; REScheck and COMcheck are a plus
- Strong written and verbal communication skills
- Excited by the opportunity to solve problems
- Collaborative and positive demeanor that builds up the team
- Commitment to Southface mission, aka, saving the world
- Valid driver’s license is required ‘cause we can’t bike everywhere (yet)

Physical Requirements: Performing fieldwork involves extensive navigation in and around construction sites, buildings, attics and sites, as well as climbing ladders. Therefore, an applicant must possess physical dexterity, endurance and balance to safely and effectively accomplish this work.

Compensation and Benefits
Southface offers competitive health and benefits:
- $14.50 per hour
- 8.5 days of Paid Time Off during your fellowship
- Paid Holidays
- Excellent medical insurance benefits
- 403(b) retirement plan with company match
- Continuing education and professional development
- Flexible work schedule
- Organizational culture that highly values the contributions and character of its employees

Hours of Work: 40 hours per week, Monday through Friday between 8:30AM and 5:30PM, with flexible options. Occasional weekend or evening hours.

How to Apply: Submit your resume and cover letter via our online application portal. Please, no telephone inquiries. Pre-employment background checks are conducted on final candidates. https://southface.isolvedhire.com/jobs/98273.html
Forest Management and Rural Communities Apprenticeship | Sierra Institute for Community and Environment | Taylorsville, CA

**Job Type**  
Temporary

**Salary Details**  
The apprentice will receive approximately $1,800/month, plus shared housing and the option to participate in the organization’s health insurance benefits. The Sierra Institute will provide fully furnished, utilities-paid accommodation within a 15 minute drive

**Deadline**  
Dec 13, 2019

The Sierra Institute for Community and Environment is looking for two motivated individuals to fill the positions of Forest Management and Rural Communities apprentices. The selected applicants will work at the intersection of community and natural resources on collaborative forest and watershed restoration. Work will include both applied research and capacity-building work to promote resilient forest ecosystems and rural communities. Occasional travel to rural communities throughout the state to conduct related work and research will be required. Apprenticeships will last a minimum of six months, but may be extended up to nine months. Apprenticeships are expected to begin in January/February and continue through June/July. Positions are open until filled, review of applications will begin on December 13, 2019.

**Job Duties:** Selected candidates will have the opportunity to advance their knowledge and professional skills while contributing to meaningful outcomes for rural communities and landscapes through involvement with a suite of Sierra Institute projects. Project areas described below provide an overview of the core efforts apprentices will contribute to. These are meant to provide a general understanding of the position, and may not capture all responsibilities.

**Collaborative Restoration Planning and Forest Management:** The Sierra Institute for Community and Environment is working in partnership with the South Lassen Watersheds Group, a collaborative planning for the future of forest management, climate resilience, and economic development in critical upper watersheds, to accelerate restoration across a 600,000-acre focal landscape. In support of this work, the apprentice may work with staff to identify models from across the country, provide background research support for environmental planning, and engage in an array of field activities including forest monitoring and inventory, project preparation work, and implementation of fuels reduction and forest restoration.

**Disadvantaged Community and Tribal Involvement:** The Sierra Institute’s disadvantaged communities work includes identification, outreach, and engagement of disadvantaged communities for inclusion in Integrated Regional Water Management activities; coordinating technical assistance projects; and coordinating a ‘lessons learned’ summit. As part of this work, the apprentice may collect and manage relevant socioeconomic data, support Tribal engagement, conduct research related to water policy, and assist with coordination of groups and meetings.

**Collaborative Natural Resource Management:** The Sierra Institute is actively engaged with a number of collaboratives working to advance landscape scale, cross-boundary forest restoration while improving local socioeconomic conditions. Our work includes facilitation and coordination of individual groups, research to identify and address shared barriers to success among these groups. Apprentice duties related to this work may include forest and watershed management research, collaborative forestry policy analysis, interview assistance, and extensive meeting coordination support.

**Community Capacity Building and Biomass Utilization Support:** The decline of the timber industry has left many rural communities across the West with severe challenges related to poverty, unemployment, and low institutional capacity, as well as a continued need to manage forests. Our work engages communities throughout the Sierra and Cascades to build community capacity for economic development, largely through wood utilization. Selected candidates will work alongside Sierra Institute staff to assess community capacity for wood utilization and project management, nurture rural community leaders, and support community-scale wood utilization projects.

**General Organizational Support:** As a member of Sierra Institute’s professional staff, the apprentice will contribute to the organization’s overall pursuit of its mission. Responsibilities may include participating on field trips with youth, assisting with administrative duties in the main office, or other organizational support activities.

**Qualifications Required**

- An undergraduate or advanced degree in the social science, natural resources or related field;
- Excellent written and oral communication skills;
- Experience with qualitative and/or quantitative social science research methods;
- Basic understanding of land management policies, and natural resource issues such as wildfire forestry, and ecological restoration;
- Proficiency in Microsoft Office (Word, PowerPoint, Excel);
- A willingness to work and live in a rural, mountainous area that receives snow and ice in winter;
- A team-oriented perspective with a productive level of self-guidance and initiative;
- An ability to bring critical thinking skills, creativity, and laughter to the workplace;
- A personal vehicle for transportation outside of work;
Experience living and/or working in a rural setting and a strong desire to learn about rural issues.

Preferred
- Demonstrated knowledge of collaborative resource management and community involvement;
- In-depth experience conducting community surveys and/or stakeholder interviews;
- Experience with online surveys, webinars, website management, and/or utilizing other computer software programs;
- Experience using ESRI ArcGIS.

More Details
About the Sierra Institute: The Sierra Institute promotes healthy forests, watersheds, and communities by investing in the well-being of rural communities and strengthening their participation in natural resource management. Our work is grounded by the concept of triple bottom line values, supporting initiatives that simultaneously benefit the environment, economy, and equity within a given landscape.

Location: Sierra Institute is located in Taylorsville, CA (population 154), and lies within an area referred to as “Indian Valley” that includes the communities of Greenville and Crescent Mills. Indian Valley offers uniquely rural community events and is surrounded by many outdoor recreation opportunities such as hiking, biking, and climbing within its surrounding public lands including Plumas National Forest, Lassen National Forest, and Lassen Volcanic National Park.

HOW TO APPLY
Please send your resume, cover letter, and contact information for three references as one pdf to jobs@sierrainstitute.us with “Forest Management and Rural Communities Apprenticeship Spring 2020” in the subject line. Please include where you heard about the job in the text of the email (please be as specific as possible). Position is open until filled, though review of applications will begin on December 15, 2019. Please call Kyle or Tracy at 530.284.1022 if you have questions.

Switzer Fellowship (Environmental) – Application Deadline – Monday, January 6, 2020

The Switzer Fellowship Program offers one-year fellowships to highly talented graduate students in New England and California whose studies and career goals are directed toward environmental improvement and who clearly demonstrate leadership in their field. The fellowship includes a $15,000 cash award for academic study, leadership training, access to a vibrant network of more than 650 Switzer Fellowship alums, and opportunities for professional development during the fellowship year and beyond.

Through the Switzer Fellowship Program, the foundation supports environmental leaders for the 21st century who have the ability, determination and integrity to effect positive change. Only the most active, committed and focused individuals will compete successfully to join the Switzer Fellows Network of more than 650 fellows selected since 1986.

Switzer Fellows are on the leading edge of environmental and social change through efforts in environmental science, policy, conservation, environmental justice, public health, economics, journalism, urban planning, business, law and more. Switzer Fellows come from diverse social, academic and economic backgrounds. They are committed to interdisciplinary and cross-sectoral work, applied results, and collaborative leadership. Further, they are committed to their own professional development and to continually improving their leadership skills throughout their careers.

There is one application deadline per year. Please visit https://www.switzernetwork.org/become-fellow for more information.

The application period for 2020 fellowships is now open. Applications are due by 11:59 p.m. Eastern time on Monday, January 6, 2020.

ALASKA FELLOWS PROGRAM

The Alaska Fellows Program (AFP) is a seven-to-nine month residential fellowship program that nurtures the next generation of Alaska-based leaders by pairing talented young people with strong communities and professional mentors.

Initially launched with a small pool of Yale graduates in 2014, the program now boasts alumni from 28 states and five countries and hosts fellows in Sitka, Anchorage, and Juneau. Forty-one percent of alumni continue to live and work in Alaska for a year or more following their fellowships.

By attracting young, dynamic professionals to the state of Alaska, AFP arrests and reverses the “brain drain” of young people supersaturating in Seattle, San Francisco, Boston, New York, and D.C. AFP also helps Alaska retain homegrown talent by connecting born-and-raised Alaskans with high-impact opportunities in their home state.

Fellows serve with a dynamic non-profit or public-sector organization for the fellowship term and receive modest living stipends and housing. Fellows live communally, work closely with professional mentors, and make lasting contributions to their host community.
Fellows attend opening and closing retreats as well as two facilitated “convenings” — events that draw together fellows across all three sites to cultivate connections, friendships, and common identity.

Fellows are backed by a well-connected team of community members that help make introductions, integrate Fellows into the community (e.g. Arctic Entries, Stardust Ball, Alaska Folk Fest), and share high-octane experiences in outdoor, civic, and community life.

WANT TO LEARN MORE?
Read our program guide and master chronology for a deeper dive into program structure and background. To find out about the three program sites (Anchorage, Juneau, Sitka) and how they differ, read this site comparison.

**Internship | Legal Services for Prisoners with Children | Oakland, CA**

Legal Services for Prisoners with Children seeks law students and non-law students with a strong commitment to social justice and prison reform/abolition for its three internship terms throughout the year (Spring, Summer & Fall). Interns would assist with community organizing, law, policy and administrative support work. Applicants with experience and/or interest in any or all of the following areas are encouraged to apply. We also strongly encourage applications from individuals personally impacted by systems of mass incarceration. During summer sessions, interns are expected to work a minimum of 35 hours per week. For fall and spring sessions, we ask for a 16-hour per week minimum commitment.

Ideal candidates should have a demonstrated commitment to racial, gender, and/or economic justice and strong research and writing skills. Writing samples of any kind, including excerpts, are accepted; please choose a piece that you feel highlights your writing and analytical skills and/or dedication to social justice.

Our internships are unpaid, but we may be able to provide limited stipends to directly-impacted interns on a case-by-case basis. All internships take place at our Oakland office.

If you are interested in applying, please email a resume, cover letter, and a short (5 pages or fewer) writing sample to Tina Nunn at tina@prisonerswithchildren.org

**Intern | Environmental League of Massachusetts | Boston, MA**

We accept intern applications on a rolling basis. Here are some guidelines:

- If you are interested in a spring internship, we recommend applying by November 1st.
- If you are interested in a summer internship, we recommend applying by March 1st.

Our preference is to have interns work with us for a minimum of 15 hours per week for at least four months. Internships are paid and provide an excellent opportunity to learn about how things work at a small, statewide-focused, fast-paced advocacy organization. If you are passionate about our mission and believe you would be a strong contributor to our team, we’d like to hear from you.

Organization, attention to detail, reliability, comfort working in a fast-paced environment, and ability to work collaboratively as well as with minimal supervision are some of the top qualities we seek.

**Intern Positions**

**Development and Communications Intern**: Development and Communication Interns play a key role assisting with fundraising, communications, events, general administration, and special projects at ELM. The position offers an opportunity to develop and hone professional skills, gain exposure to best practices in fundraising and communications at an advocacy organization, and help strengthen the reach and effectiveness of the environmental community in Massachusetts.

**Political Campaign Fellow**: The ELM Action Fund is looking for interns to be part of our Campaign Fellows program who will help elect environmental champions and to build the power of the environmental community in Massachusetts. To apply and read more about this opportunity with our Action Fund, please visit [www.elmaction.org/join-the-team/](http://www.elmaction.org/join-the-team/).

**Application Instructions**: To apply, please submit a PDF with a one-page cover letter and one-page resume to jobs@environmentalleague.org. Please address your cover letter to Environmental League. The cover letter should note which internship you are applying for. Please explain why you are interested in interning at ELM and what skills you will be able to contribute, as well as your availability.

*From [https://www.environmentalleague.org/be-a-part-of-the-team/](https://www.environmentalleague.org/be-a-part-of-the-team/)*
Environmental Fellows Program

Summer 2020 applications are now open! Apply Now!

The Environmental Fellows Program (EFP) at the University of Michigan (U of M) School for Environment and Sustainability (SEAS), in partnership with the Environmental Grantmakers Association (EGA), is a 12-week summer fellowship opportunity that seeks to diversify the environmental field by cultivating the career aspirations of master’s and doctoral students from historically underrepresented groups by connecting students to work opportunities in environmental nonprofits, grant makers, and government sectors.

This program arose out of a collaboration between U of M SEAS, the Environmental Grantmakers Association (EGA), and the C.S. Mott Foundation. The collaborators recognized the need for a program to identify and train diverse students to work in environmental and philanthropic sectors. This fellowship is supported by several philanthropic organizations.

The Environmental Fellows Program is looking for future leaders and decision-makers in the rapidly changing fields of conservation, justice, equity, and philanthropy. We are looking for graduate students who:

- want to broaden their environmental knowledge and perspectives;
- want to build their leadership and communication skills;
- who want to gain valuable work experience;
- are passionate about diversifying the environmental field;
- are committed to supporting and advocating for the principles of equity and inclusion;
- are interested in learning about environmental grantmaking and its impacts on local, national, and international environmental work;
- want to be a part of an emerging network.

If this sounds like you, we hope you will consider applying!

Interested in learning more about EFP?

Sign up for our informational webinar happening Tuesday, December 10th from 12 pm-1 pm EST to learn more about the program. Reserve your spot for our webinar now. We look forward to seeing you there!
Restorative Justice Coordinator | Gary Comer Youth Center | Chicago, IL

Reports to: Safety & Security Manager

Status: Full Time - Exempt, Salaried

Schedule: School Year: 10:00am-7:00pm two days a week; 12:00pm-9:00pm three days a week; Summer: 10:00am – 7:00pm three days a week; 12:00pm – 9:00pm a week; available to work occasional Saturdays or Sundays.

Gary Comer Youth Center: Having opened its doors in June 2006, the state-of-the-art Gary Comer Youth Center (GCYC) offers positive extracurricular alternatives in a welcoming and safe environment. The mission is to provide the support for all of our youth to graduate from high school, prepared to pursue college and careers. Located on Chicago’s South Side, the Gary Comer Youth Center draws its primary membership from the youth residing on the South Side of Chicago with a focus on Grand Crossing residents. GCYC is the oldest and largest institution sitting on the Comer Education Campus, which includes our organizational partners Gary Comer College Prep High School, the South Shore Drill Team and Gary Comer Middle School. For more information, please visit: www.garycomeryouthcenter.org.

Comer Education Campus: With a comprehensive approach to education and youth development, the Comer Education Campus is devoted to guiding young people to and through college and into adult life. The campus constitutes a unique partnership between Gary Comer Youth Center, Gary Comer College Prep, Gary Comer Middle School, and the college success initiative UtorchU. The campus serves over 2,000 youth from across Chicago’s South Side, offering out-of-school time enrichment, academic enhancement, and college success programs. Working with best-in-class partner organizations, the Comer Education Campus empowers young people with the tools they need for post-secondary and life success. For more information, please visit: http://comereducationcampus.org/

Position Summary: Restorative Justice Coordinator will assure that members receive the proper advocacy, intervention and direction in matters related to safety and security. Our goal is the reduction of conflicts that our youth experience while on our campus. With the Comer Education Campus and the Gary Comer Youth Center (GCYC) being safe havens for youth, it is the Safety Culture Coordinator’s duty to promote a physically and emotional safe space for all stakeholders while on the campus with a focus on the youth. Additionally the Safety Culture Coordinator serves as the organizational lead for establishing GCYC’s restorative justice practices as a way to address conflicts between and amongst youth. The coordinator is the chief communicator with our school partners and with the community at-large when addressing youth issues. The Safety Culture Coordinator will work in close collaboration with key school and community stakeholders to integrate new culture programs, trainings and resources that focus on leadership and staff development, an enhanced discipline and behavior framework, student socio-emotional support, conflict resolution. This leader will also work with our program staff and counseling staff to ensure that youth needs are addressed effectively and thoroughly.

As a member of the safety team, The Restorative Justice Coordinator is expected to complete tasks that general safety personnel also complete as well. This includes building rounds, securing of the building and alarm monitoring. The Restorative Justice Coordinator is the next person responsible, behind the Security & Safety Manager, for the supervision of members of the safety team, and all other matters related to campus safety.

Essential Functions and Responsibilities:

• Serve as a leader in all safety communications including other campus partners regarding youth conflicts and incidents that happen under the supervision of GCYC
• Responsible for intervening and managing conflict amongst youth and conflicts that may involve youth and adults on our campus.
• Manages all youth disciplinary actions including alternatives to suspensions and social emotional referrals. This function includes the submission of reports and all other administrative duties related to addressing youth conduct issues.
• Supports the facilitation of managing incidents involving youth including accidents or illness in partnership with the youth counseling team.
• Serves as a chief contributor for the GCYC safety security committee and the campus safety committee. May need to facilitate these meetings in absence of the Safety Manager.
• Meets with discipline staff of schools and community partners on our campus.
• Responsible for maintaining positive relationships and addressing discipline issues involving students from our partner schools, Free Spirit Media and the South Shore Drill Team that take place at GCYC.
• Provide general supervision of the center and the safety staff posted throughout the building. Will include safety post rotations as well as active management of youth arrival and departure.
• Attend restorative justice and other related trainings offered in the city or beyond when possible. Also represents the organization with any corresponding collaboratives or groups.
• Ensures that applicable staff receive training on restorative justice practices. The coordinator can facilitate or connect staff to trainings.

**Miscellaneous Functions and Responsibilities:**
• Create an engaging, safe and educational environment for members and participants.
• Attend all meetings required for safety and security team members.
• Support the mission of GCYC and promotes its core tenants.
• Work collaboratively in a team setting serving the needs of youth.
• Committed to the safety and development of all Comer Education Campus partners and stakeholders.
• Take on other duties as needed and assigned by Safety and Security Manager and/or Comer Education Campus Leadership.
• Serve as a role model for youth and community.
• Abide by the employee handbook and established GCYC policies and procedures.
• Responsible for maintaining a physically and emotionally safe environment to further ensure proper youth supervision and managing conduct issues and incidents.
• Attends required staff meetings and trainings.
• Works with other staff to execute effective outreach, recruitment and retention strategies.
• Responsible for accurate data collection and data entry for grant and program compliance.
• Supports the mission of GCYC.
• Works collaboratively in a team setting serving the needs of youth.
• Is committed to the safety and development of all GCYC members.
• Takes on other duties as needed.
• Serves as a role model for youth and community.
• Abides by the employee handbook and established GCYC policies and procedures.

**Qualifications**
• Minimum of 5 years of experience in safety, security, risk management or related field.
• Two years in a leadership role preferred.
• Experience working with youth in a school or community setting for at least 3 years.
• Training and education in safety or security or related field. Undergraduate degree is preferred. Equivalent experience can be considered in lieu of degree.
• Knowledge and skills in safety and security compliance matters.
• Excellent youth mediation skills with ability to resolve and prevent conflicts and ability to communicate with guardians required
• Excellent written and oral communication skills and customer service skills required
• Demonstrated cultural competency, dedication to working with youth, families and community members in our care required
• Competency in MS Office applications and various security systems including access / visitor control and surveillance camera required

**Education & Skill Requirements**
• Strong written and oral communication skills, as well as ability to present information effectively in one-on-one and small group situations.
• Good crisis intervention skills
• Must demonstrate cultural competency, dedication to working with youth, families and community members in our care
• Must demonstrate ability to be a role model and example to direct team members and the entire organization.
• Must be able to engage and participate in meetings, trainings and other official gatherings without being distracted by external stimuli. This includes stimuli from mobile devices.
• Must be able to thoroughly and accurately communicate ideas, solutions and reports written and verbally.

**Core Competencies**
• Must have a commitment to restorative and social justice.
• Must have strong communication skills, human relations and interpersonal skills.
• Possess an unwavering commitment to making a profound difference within GCYC and the entire Comer Education Campus in terms of youth behaviors.
• Ability to keep up with a fast-paced environment and to manage projects or initiatives.
• Ability to facilitate effective meetings.
• Proficient with teamwork and collaborating with colleagues and administration.
• Must be consistent and fair with decisions and actions specifically when dealing with youth.
• Must possess genuine care and concern for youth – especially pre-teens and teens.
• Program area management skills that are engaging, non-oppressive and age appropriate.
• Strong project management and organizational skills. Must be able to initiate and finish projects.
• Able to communicate effectively with youth, co-workers, stakeholders and families in a respectful and culturally competent manner via written and verbal communication.
• Must enjoy working with teams but can also work independently.
• Enjoys being the leader but is also confident enough to take directions from others.
• Must be able to take initiative and problem solve. Must be a creative thinker.
• Demonstrates strong accuracy in all areas of work.
• Must possess adaptive vitality.
• Demonstrates understanding of the positive youth development philosophy.
• Demonstrates an understanding of guidance and discipline principles & conflict resolution strategies.
• Must demonstrate cultural competency, dedication to working with youth, families and community members in our care.
• Must have basic computer literacy skills – including Microsoft Office, independent use of the internet and ability to learn and properly utilize software systems.

Physical Work Requirements & Environment: GCYC environment is consistently bustling with youth and community members. Center’s work is fast-paced and varied. Our work is done on site where our youth and families are, therefore, it is required that team members meet these requirements:
• Have the ability to lift up to 25 pounds.
• Comfortable working on the Southside of Chicago, specifically the Grand Crossing Community.
• Able to work evenings and some weekends.
• Able to take multiple forms of transportation alone or with youth including school busses, CTA busses and trains, bikes, cars (ability to drive) and walking.
• Ability to take stairs, escalators and elevators.
• Ability to perform duties while walking, standing, stooping and/or lifting.
• Dexterity sufficient to perform computer functions.
• Ability to lift materials weighing up to 30 lbs.
• Typical physical demands require full body movement, physical strength and stamina sufficient to chase, apprehend, and detain person(s) when required.
• Carrying standard equipment and conducting security patrols.
• Ability to withstand various weather conditions for outside safety patrols

TO APPLY: visit https://gcychome.applicantstack.com/x/detail/a2ah1lenj1x3

Legal Services Coordinator | Voices Against Violence | St. Albans, VT

Voices Against Violence works towards the elimination of domestic and sexual violence and stalking through direct service, education and systems change. The Champlain Valley Office of Economic Opportunity / Voices Against Violence program seeks a motivated professional with a passion for this mission to be responsible for providing direct support and advocacy services to survivors and coordinating the legal advocacy and single day docket programs. Duties include survivor defined and systems advocacy, community outreach, and project planning/leadership. Please view our job description: Legal Services Coordinator

If you have a Bachelor’s degree in the Human Services / Educational field or related education and experience; knowledge of domestic and sexual violence and the legal system; trauma informed; experience working in a crisis oriented setting; excellent verbal and written communication skills - bilingual abilities are a plus; and excellent organizational, interpersonal and collaborative skills while promoting the core values of the organization, we’d like to hear from you!

We offer an excellent benefit package including medical, dental and vision insurance, paid holidays, generous vacation and sick leave, and a retirement plan. To apply, please submit a cover letter and resume by e-mail to: VAVlegalsvcs2019@cvoeo.org The review of applications begins immediately and will continue until suitable candidates are found to learn more please visit: www.voicesagainstviolence.org

Program Associate, Restorative Justice | Impact Justice | Washington, DC or Oakland, CA

The job:
The Restorative Justice Project’s Program Associate position is an exciting opportunity to be a part of a growing team that supports counties across the nation to pilot survivor-oriented restorative justice diversion programs. In addition, the Program Associate will assist in managing projects, providing training facilitation and technical assistance, while working collaboratively on a team. The ideal candidate will have experience and comfort working closely with community-based organizations, community members, and criminal legal system partners to establish these programs. Significant travel is required. The Program Associate will report to the Senior Program Specialist.

About the organization:
Impact Justice is a national innovation and research center advancing new ideas and solutions for justice reform. We work to dramatically reduce the massive number of youth and adults in our justice system, improve conditions and outcomes for those who are incarcerated, and provide meaningful opportunities for formerly incarcerated people to rejoin their communities.
Who we are:
The Restorative Justice Project at Impact Justice works to support counties to meet the needs of people harmed, while reducing incarceration, recidivism, racial and ethnic disparities, and related social and fiscal costs. The Restorative Justice Project assists counties across the nation to implement pre-charge restorative justice diversion programs that serve as community-based alternatives to youth incarceration.

The Restorative Justice Project also collects and evaluates data on these programs in order to develop reliable evidence supporting the effectiveness of restorative justice diversion. Moreover, the Restorative Justice Project launched a robust online toolkit featuring success stories and best practices to provide community-based organizations with a step-by-step guide to creating a culturally responsive survivor-oriented restorative justice diversion program. Finally, the Restorative Justice Project is working to establish restorative justice models geared towards addressing child sexual abuse and intimate partner violence.

Please see our website at [www.impactjustice.org](http://www.impactjustice.org) for more information.

Technologies we use:
- Asana
- Google Suite
- MailChimp
- Microsoft Office Suite
- Zoom

Responsibilities:
- **Thought partner and collaborator.** You will be working closely with Senior Program Associates, who serve as site leads, to support restorative justice diversion implementation. As a support person to a site, you will collaborate with Senior Program Associates on planning, strategizing, and follow through. You will need to be equal parts a thought partner and good at taking direction.
- **Managing logistics.** You’ll take care of the many essential details needed to implement restorative justice diversion programs in the sites that you’re supporting. You’ll coordinate meetings with criminal legal system partners and community-based organizations, conduct trainings, negotiate MOU processes, consult with community-based restorative justice facilitators over the first two to three years of implementation, etc. You’ll make sure nothing slips through the cracks.
- **Strong Communication.** You’ll need strong listening and communication skills, verbally and in writing – this includes note taking, sending clear and prompt emails, and leading conference calls and meetings. You will be communicating across multi-sector relationships, particularly between community members and legal system partners. This may require the fluidity to shift conversations away from punishment and toward restoration.
- **Writing.** You will assist in developing materials related to restorative justice diversion, including training manuals and curriculum, reports, templates, informational packets, and other materials
- **Internet sleuth.** Information-gathering is an important in laying the groundwork to implement restorative justice diversion programs in your sites. You will be leading the information and research gathering process for your site (getting to know stakeholders, social-political landscape, etc.), monitoring Google Alerts to stay updated on current events in your site, and conducting light research as needed. You don’t have to be a full-on internet detective, but good sleuthing skills and the ability to translate that research into lessons and/or action plans is important.

Required Qualities:
- **Relationship building.** You are great at building relationships with diverse groups of people, including communities impacted by harm, people impacted by the criminal legal system, and criminal legal system representatives. You have relational and emotional intelligence.
- **Leadership and facilitation.** You have facilitated restorative justice processes. You also have experience developing and leading trainings and public speaking generally for communities, academic settings, students, researchers, and other interested parties.
- **Team player.** You have strong interpersonal skills and love playing a support role in a dynamic, growing team. You enjoy having fun with our team!
- **Liberation framework.** You are committed to ending racial, ethnic, and socioeconomic disparities and injustice.
- **Organized and efficient.** You are detail-oriented with a demonstrated track record of getting work completed in a timely and efficient manner. You have strong follow through, can delegate tasks, and facilitate deadline-driven workflow across a multi-sector team. You have a positive, solutions-oriented approach to problem solving. You have strong personal time management skills – ability to manage and prioritize many tasks across multiple projects.

Big Pluses:
- **Systems thinker.** You are methodical, efficient, and able to synthesize and organize disparate information.
- **Tech savviness.** You are someone who may not be a tech expert, but has an innate curiosity around learning and understanding technology. You will help us troubleshoot tech concerns during meetings and presentations, and are comfortable with Google Suite, including Gmail and Google Drive. You also are comfortable with the Microsoft Office Suite.
• **Flexible and adaptive.** You are a self-starter who thrives in a changing, dynamic environment, occasionally with immediate and unexpected deadlines. You can juggle multiple projects and can work independently while understanding the necessity for communicating and coordinating work efforts with a team.

**Additional Pluses**

- Personal experience within the system including formerly incarcerated, former foster youth, or has loved ones who are systems impacted.
- Prior professional experience in juvenile and/or adult criminal legal field, or in restorative justice.
- Experience in healing modalities, including therapy, counseling, social work, etc.
- Experience in grassroots community organizing campaigns.
- Experience working in or with the criminal legal system.
- High level of critical/analytical/interpretive thinking and problem-solving skills.
- Ability to maintain a restorative justice orientation in relationship to staff, partners, and tone of correspondence and content produced.

**How to apply:**

We know there are great candidates who may not fit into what we’ve described above or who have important skills we haven’t thought of. If that is you, don’t hesitate to apply and tell us about yourself!

To apply, please submit your resume and instead of writing a traditional cover letter, answer the following five questions:

1. Why do you want to work for Impact Justice’s Restorative Justice Project? (100 word limit)
2. What makes you a great fit for this job? (This is a chance to sell yourself for the position) (100 word limit)
3. Share a time you developed and led a presentation or training. What did you learn from what did and didn’t work? (200 word limit)
4. List one of the Big Pluses listed above you meet, with a VERY brief explanation or further detail (1 sentence or less!) where helpful.
5. Name when you would be available to start in-person in Oakland or Washington D.C. if you got the job and salary requirements.

Applications are considered on a rolling basis, but the hard deadline for applying for this position is December 5, 2019. Please send your application to Please submit RJProgAssociate@impactjustice.org

**Location: Oakland, CA or Washington D.C.**

**Work schedule:** Full-time position at 40 hours per week, some weekends. Significant travel is required. If residing in Washington D.C., a significant amount of training may be required in the Oakland office.

**Compensation and benefits:**

- Salary range is $52,000-60,000
- Generous benefits package including medical, dental, flex plan, 401(k), and pension.
- Generous vacation and sick leave.

**Equal Opportunity Employment**

Impact Justice provides equal employment opportunities to all applicants without regard to race/ethnicity, color, sexual orientation, gender identity, gender expression, religion, national origin, age, criminal history, or disability. We work closely with communities of color, the lesbian, gay, bisexual, questioning, gender nonconforming, and transgender communities, the formerly incarcerated, and former foster youth. Those with lived experience in these communities are strongly encouraged to apply.

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**Senior Program Associate, Restorative Justice | Impact Justice | Washington, DC or Oakland, CA**

**The job:**

The Senior Program Associate will play a key role in supporting counties across the nation to develop and launch survivor-oriented restorative justice diversion programs. The Senior Program Associate will lead a team to develop relationships with key stakeholders, providing technical assistance, leading trainings, and managing logistics. A successful candidate will have a wealth of restorative justice experience, community organizing experience, and be comfortable working closely with community based organizations, community members, and criminal legal systems partners to establish these programs. Significant travel is required.

**About the organization:**

Impact Justice is a national innovation and research center advancing new ideas and solutions for justice reform. We work to dramatically reduce the massive number of youth and adults in our justice system, improve conditions and outcomes for those who are incarcerated, and provide meaningful opportunities for formerly incarcerated people to rejoin their communities.

**Who we are:**

The Restorative Justice Project at Impact Justice works to support counties to meet the needs of people harmed, while reducing incarceration, recidivism, racial and ethnic disparities, and related social and fiscal costs. The Restorative Justice Project assists counties across the nation to implement pre-charge restorative justice diversion programs that serve as community-based alternatives to youth incarceration.

The Restorative Justice Project also collects and evaluates data on these programs in order to develop reliable evidence supporting the effectiveness of restorative justice diversion. Moreover, the Restorative Justice Project launched a robust online toolkit featuring success stories and best practices to provide community-based organizations with a step-by-step guide to creating a culturally
responsive survivor-oriented restorative justice diversion program. Finally, the Restorative Justice Project is working to establish restorative justice models geared towards addressing child sexual abuse and intimate partner violence.

Please see our website at **www.impactjustice.org** for more information.

**Technologies we use:**
- Asana
- Google Suite
- Microsoft Office Suite
- Zoom

**Responsibilities:**
- **Leading Site Implementation.** You’ll oversee restorative justice diversion implementation in at least two counties nationwide. This includes, but is not limited to, meeting with criminal legal systems partners and community-based organizations, conducting extensive on-site trainings, negotiating types of cases that will be referred to restorative processes, consulting with community-based restorative justice facilitators over the first two to three years of receiving cases, and assisting with data collection processes. You will meet regularly with system partners and community-based organizations to provide technical assistance, troubleshooting, and training.
- **Collaborating and relationship building.** Relationships are the foundation to implementing a successful diversion program. You will build relationships with community members, community-based organizations, and systems partners in your sites. You will also be communicating across multi-sector relationships, particularly between community members and legal system agencies.
- **Writing.** You will assist in developing and designing materials related to restorative justice diversion, including training manuals and curriculum, policy and procedures manuals, presentations, literature reviews, reports, and other materials.
- **Creating systems and structure.** You’ll create strategic maps and work plans to keep track of the various tasks to accomplish diversion in your sites. You will correspond regularly with the Restorative Justice Project team on progress toward implementation, giving and receiving advice and guidance around roadblocks. You will also correspond and follow up with stakeholders in each site regularly.
- **Being an ambassador of Restorative Justice Diversion.** You will speak publicly about restorative justice diversion programs and restorative justice generally for communities, academia, students, researchers, and other interested parties. You will also have the opportunity to identify and propose presentations for conferences and gatherings.
- **Staying up-to-date on restorative justice.** You will research and remain up-to-date on writing and practices in restorative justice, healing, and anti-oppression work. You will also bring knowledge and ideas to the Restorative Justice Project team to improve our work.

**Required Qualities/Skills:**
- **Leadership and facilitation.** You also have experience developing and leading trainings and public speaking generally for communities, academic settings, students, researchers, and other interested parties.
- **Strong communication.** You’ll need strong listening and communication skills, verbally and in writing – this includes note taking, sending clear and prompt emails, and leading conference calls and meetings.
- **Project Management.** You have the knowledge ability to provide strategic input for effective program design and resource planning. You can lead a team of Program Associates, as well as systems and community stakeholders, to effectively develop and launch restorative justice diversion programs. You manage multiple moving parts of a project and delegate to team members.
- **Organized and efficient.** You are detail-oriented with a demonstrated track record of getting work completed in a timely and efficient manner. You have strong follow through, can delegate tasks, and facilitate deadline-driven workflows across a multi-sector team. You have a positive, solutions-oriented approach to problem solving and have a high level of critical/analytical/interpretive thinking and problem-solving skills. You have strong personal time management skills – ability to manage and prioritize many tasks across multiple projects.
- **Relationship building.** You are great at building relationships with diverse groups of people, including communities impacted by harm, people impacted by the criminal legal system, and criminal legal system representatives. You have relational and emotional intelligence.
- **Team player.** You have strong interpersonal skills and love playing a support role in a dynamic, growing team. You enjoy having fun with our team!
- **Liberation framework.** You are committed to ending racial, ethnic, and socioeconomic disparities and injustice.
- **Flexible and adaptive.** You’re a self-starter who thrives in a changing, dynamic environment, with immediate and unexpected deadlines. You can juggle multiple projects and can work independently while understanding the necessity for communicating and coordinating work efforts with a team.
- **Innovative.** You can work independently to create structure and systems for a new project. You will see gaps in our training, technical assistance, and materials and can work with the team to envision how to fill those gaps. You can roll with the punches of working in a new site with multiple stakeholders. You are able to manage competing interests and facilitate getting everyone in alignment in order to implement a successful restorative justice diversion program.

**Big Pluses:**
- Tech savviness; Comfortable with Google Suite, Microsoft Office Suite, and Asana.
• Methodical, efficient, and able to synthesize and organize disparate information.
• Personal experience within the system including formerly incarcerated, former foster youth, or has loved ones who are systems impacted.
• At least two years experience in restorative justice.
• At least two years prior experience in juvenile and/or adult criminal legal field or equivalent.
• Knowledge of the criminal/juvenile legal system.
• Experience in grassroots community organizing campaigns.
• Ability to maintain a restorative justice orientation in relationship to staff, partners, and tone of correspondence and content produced.

How to apply:
We know there are great candidates who may not exactly fit into what we’ve described above or who have important skills we haven’t thought of. If that is you, don’t hesitate to apply and tell us about yourself!
To apply, please submit your resume and, instead of writing a traditional cover letter, answer the following five questions:
1. Why do you want to work for Impact Justice’s Restorative Justice Project? (100 word limit)
2. What makes you a great fit for this job? (This is a chance to sell yourself for the position) (100 word limit)
3. Tell us about a time when you had to lead a project you had never done before. How did you go about it? (200 word limit)
4. Choose Big Pluses listed above that you meet (no more than three), with a VERY brief explanation or further detail where helpful.
5. Name when you would be available to start in-person in Oakland or Washington D.C. if you got the job and salary requirements.

Applications are considered on a rolling basis, but the hard deadline for applying for this position is December 5, 2019. Please send your application to Please submit RJSRProgAssociate@impactjustice.org

Location: Oakland, CA or Washington D.C.

Work schedule: Full-time position at 40 hours per week, some weekends. Significant travel is required. If residing in Washington D.C., a significant amount of training may be required in the Oakland office.

Compensation and Benefits:
• Salary range is $68,000-75,000
• Generous benefits package including medical, dental, flex plan, 401(k), and pension.
• Generous vacation and sick leave.

Equal Opportunity Employment
Impact Justice provides equal employment opportunities to all applicants without regard to race/ethnicity, color, sexual orientation, gender identity, gender expression, religion, national origin, age, criminal history, or disability. We work closely with communities of color, the lesbian, gay, bisexual, questioning, gender nonconforming, and transgender communities, the formerly incarcerated, and former foster youth. Those with lived experience in these communities are strongly encouraged to apply.

Restorative Justice Specialist | Global Kids | New York, NY

Full-Time Position: Global Kids is seeking a Restorative Justice Specialist who will design, deliver, and coordinate restorative justice services and programming in one of GK’s community high schools

Job Description
The Restorative Justice Specialist must have a strengths-based and trauma-informed experience, approach and philosophy when working with all people. The Restorative Justice Specialist will work as part of a team to provide training, consultation, and service delivery to support the implementation and application of restorative justice within school and community settings.

This position will be responsible for providing direct service to those who have been impacted by harmful behaviors, including offenders, victims, families, school staff, community members and other key stakeholders.

The Restorative Justice Specialist will work with the Community School team, school faculty and administration, students, and families to provide Restorative Justice and mental health services.

Responsibilities
• Provide on-site service delivery and system-wide implementation at schools, including services to build community and repair harm
• Provide accountability coaching to youth who have caused harm and provide support to victims and others impacted, identifying their needs and empowering them in the justice/discipline process
• Respond to case and discipline referrals to determine appropriate restorative responses
• Prepare participants and facilitate restorative circles and conferences
• Follow up on restorative processes and ensure that agreements are upheld
• Coordinate program activities including coordinating circles, case tracking, and data tracking and recording
• Collaborate with the school community to improve current programming and develop new opportunities for service delivery
Model and provide on-site support and coaching to staff and partners at implementation sites in community building activities and restorative interventions
Collaborate with stakeholder groups to integrate and systematize restorative justice practices into existing frameworks (i.e. Positive Behavioral Interventions and Supports, trauma-informed approaches, Positive Human Development)
Able to track restorative justice data to inform future decision-making and provide impact reports
Work with school to provide on-going training, on-site intervention, and professional development in the field of restorative justice
Work collaboratively with site leadership and implementation teams to develop multi-year implementation plans
Coordinate implementation teams and engage stakeholder voices to implement plans for activities
Provide consultation and support around the implementation plan, policy and system changes, and aligning building

Qualifications
Bachelor’s degree in a related field, plus three years of professional experience. Master’s a plus.
Theoretical and practical understanding and commitment to restorative justice values, principles and practices
Direct experience facilitating restorative circles and implementing restorative justice
Ability to facilitate difficult conversations with youth and adults
Experience facilitating groups and trainings
Excellent oral and written communication skills
Excellent networking and relationship cultivation skills
Competence with varied data management systems
Experience building curricula and training modules
Experience working in a high school setting
Knowledge and skills in equity, cultural competency, and cross-cultural communication

Salary
Low to mid-40’s, depending on experience/degree level. Excellent benefits, PTO and possibilities for travel. We are actively seeking candidates of diverse backgrounds

How To Apply:
Please e-mail applications, with the “Restorative Justice Specialist,” in the subject line to resumes@globalkids.org. Applications must include resume and cover letter. Please send attachments as Word or PDF files.

Senior Program Coordinator for Restorative Justice Programs | Child & Family Services Center for Resolution and Justice | Buffalo, NY

Administrative PROGR01598

Job Details
Description
Child & Family Services Center for Resolution and Justice (C&FS CRJ) is seeking a dynamic, collaborative professional with outstanding communication and community engagement skills to manage the operations of the Erie County Restorative Practices Pilot Program and grow similar programs within our 8 county Western New York region.

This newly funded, innovative project developed by CRJ as part of Erie County Family Court’s Raise the Age strategy brings together key Juvenile Justice Stakeholders including Erie County’s Juvenile Probation, Department of Social Services, Youth Services, Legal Aid, County Attorneys and community organizations. This Pilot was designed with a mission to deliver quality restorative practices as an early diversionary resource for youth and families in the community at the earliest possible stage by providing need driven, targeted services to prevent further system penetration while holding the youth accountable and ensuring community safety.

About the position: the Senior Program Coordinator for Restorative Justice Programs is responsible for daily operations and oversight to fulfill the mission of the Pilot Program as well as to grow Restorative Justice programming in partnership with the community to maximize the impact outside the Family Court arena that may include County Departments of Social Services, school and community settings. This full time position will report to the Director of CRJ or other Senior Program Manager.

Primary Responsibilities: Operationalize and satisfy the overall program goals and strategy as outlined in the program proposal. Monitor and comply with any funder requirements including data and narrative reporting. Refine the case referral protocol to be implemented by all referral sources. Provide consistent and thorough supervision of the project to include routine case review meetings, supervision of any staff, interns or volunteers that may be assigned to the program, and community forums. Promote the project widely and in collaboration with partners and in accordance with C&FS CRJ media guidelines. Design and implement participant data tracking for program enhancement. Develop and supervise MSW Field placement. Routine travel throughout CRJ territory required as well as occasional overnight travel to meetings and conferences. Due to the nature of the work and the availability of our clients (primarily youth and their families) to participate in Restorative Justice Practices, this position will be required to maintain a flexible schedule to include at least one evening per week.
Primary Qualifications: Master's Degree required. A minimum of three (3) years of project management experience in human services, legal services or similar organization. Background in, or knowledge of juvenile justice system. Proficient in understanding/implementation of social media and digital communication. Demonstrated ability to develop and nurture relationships within legal community. Proven track record and ability to lead and motivate collaborative multidisciplinary teams to meet community needs. Training in Restorative Justice Practices preferred but not required.

Hours: Monday through Friday 9AM to 5PM; Tuesday evenings and occasional weekends due to training.

To apply: Please complete C&FS application and submit cover letter and resume by Thursday, December 12, 2019. 
https://recruiting.ultipro.com/CHI1024/JobBoard/fc2db33d-38be-deed-f072-cc806dbf68f/OpportunityDetail?opportunityId=0a76fcc0-70e7-4dd6-8cff-31e516bf4d6f

Policy Advocate | New Hampshire Legal Assistance | Concord, NH

Application Deadline: December 7, 2019 | Salary: $22,776 - $37,991Part-time, above hourly range is dependent on experience.

PART-TIME POLICY ADVOCATE: New Hampshire Legal Assistance (NHLA) seeks a Policy Advocate to join our statewide policy advocacy team. The Policy Advocate will be responsible for the day-to-day operations of the NH Alliance for Healthy Aging (NHA AHA) Advocacy Work Group. The Policy Advocate works under the direction of NHLA’s Senior Law Project Director and Policy Director in NHLA’s Concord, NH office and collaborates extensively with partner organizations to advance AHA’s advocacy goals. This is a part-time position.

NHLA is an Equal Opportunity Employer. We are committed to building a diverse staff that reflects the low-income and older people NHLA works alongside, and we value equity and inclusion in our workplace. We are actively seeking applications from people of color, the LGBTQ community, people with disabilities, older adults, veterans, people who have lived experience with poverty, and other people belonging to communities that experience injustice.

Duties:

Advocacy Work:
1) Research policy and advocacy strategies
2) Develop policy analyses, support materials such as talking points, testimony, fact sheets, and infographics
3) Create original content and identify external content to advance policy priorities through traditional media and social media
4) Monitor progress of policy agenda
5) Engage with stakeholders and policymakers on policy goals

Coalition Work:
1) Convene monthly AHA Advocacy Work Group meetings
2) Collaborate with stakeholders to support the work of the State Commission on Aging
3) Develop a working knowledge of community needs and resources
4) Oversee grassroots engagement and communication activities performed by partner agency
5) Partner with other AHA Advocacy Work Group members on all efforts including training, communications, and meetings with stakeholders and policymakers

Qualifications:
• Bachelor’s degree, or at least 3+ years prior relevant experience
• Ability to communicate effectively both orally and in writing
• Ability to speak Spanish or other second language a plus
• Demonstrated commitment to serving vulnerable populations; knowledge of NH social services network
• Commitment to and interest in expanding knowledge about the importance of equal justice and access to human/social services

Salary/Benefits: This part-time (approximately 20-25 hours per week) position pays an hourly range of $21.90 to $36.53, based on experience. NHLA offers excellent benefits, including medical, dental, retirement and life and disability insurance and generous paid time off. NHLA’s benefits are available to part-time employees on a pro-rated basis.

Salary/Benefits: This part-time (approximately 20-25 hours per week) position pays an hourly range of $21.90 to $36.53, based on experience. NHLA offers excellent benefits, including medical, dental, retirement and life and disability insurance and generous paid time off. NHLA’s benefits are available to part-time employees on a pro-rated basis.

How to Apply: Submit cover letter and resume to officemanager@nhla.org

http://www.nhla.org
The Justice & Accountability Center of Louisiana seeks a full-time **Programs & Policy Manager** to work with and for currently and formerly incarcerated people and their families to mitigate the collateral consequences of the criminal legal system.

The Programs & Policy Manager will oversee JAC’s clinics that address the legal needs of those re-entering our communities after incarceration while advancing a statewide campaign for criminal records expungement and supporting JAC’s overall legislative and policy agenda, both proactive and defensive. This is a new position so we are seeking a self-motivated, creative, organized, and energetic individual to fill the role.

**The Organization:** The Justice & Accountability Center (JAC) of Louisiana tackles deficiencies in the post-conviction phase of the criminal legal system while creating a supportive, collaborative space for attorneys and advocates. Our theory of change is to support communities by providing legal services, advocacy, technical support, and data to reduce mass incarceration and increase opportunity for formerly incarcerated people to reclaim their lives. We are an eight-year-old, small, statewide non-profit that relies heavily on pro bono attorneys and volunteers, and occasionally on contract attorneys and workers, in order to accomplish our mission.

**Primary Job Functions:**
- Manage and staff our ReEntry Legal and Expungement clinics and ReEntry Docket programs;
- Identify, recruit, and train pro bono attorneys, volunteers, and students;
- Perform legal and policy research;
- Develop and file public records requests;
- Track proposed national, state, and local legislation, regulations, and policies;
- Monitor implementation of national, state, and local laws and regulations;
- Research and draft talking points, one-pagers, op-eds, issue briefs, white papers, and other communications in JAC advocacy areas of interest;
- Coordinate with data management systems of partner agencies;
- Gather and analyze data for sharing with partners, the public, volunteers, donors, and foundations as ethically permitted under law;
- Draft and edit grant reports, working with staff to gather necessary information;
- Identify systemic issues arising from clinics and programs, connect them to larger policy and legal solutions, and develop and implement strategic plans of action;
- Manage contract attorneys and workers around the state;
- Work closely with other JAC staff to ensure complete communication and collaborative interaction of each other’s skills, ideas, and strategies; and
- Coordinate and communicate with our partners to ensure true collaboration.

**Education & Experience:**
- 5+ years of law practice, program management, and/or advocacy work is required;
- Experience identifying and advancing solutions to problems through policy advocacy, legislative change, and/or impact/class litigation is required;
- Experience with Louisiana expungement law strongly preferred;
- J.D. or Master in Public Policy preferred;
- Grant and donor identification, and grant writing and donor development experience, is a plus; and
- Experience working with volunteers, students, or pro bono attorneys preferred.

**Knowledge, Skills, & Abilities:**
- Flexible, organized, and creative;
- Proven collaboration and coordination skills;
- History of employing extreme accuracy and attention to detail in all work;
- Administrative and facilitation skills;
- Self-awareness;
- Self-directed, with an ability to independently identify next steps and follow through on them;
- Supervisory skills, particularly with volunteers and students of varied skill levels;
- Commitment to racial equity, social justice, and decarceration;
- Ability to communicate effectively with courts, attorneys, clients, donors, media, government agencies, and the general public;
- Analytical skills including the ability to see the system and the infrastructure while also realizing the tasks and activities required to reach larger goals;
- Grant writing and reporting skills; and
- Ability to respond quickly to the changing needs of a developing organization working on multiple pilot projects.
**Additional Considerations:**

- **Travel** - particularly throughout Southeast Louisiana and to Baton Rouge and occasionally overnight - will be necessary. An independent form of reliable transportation is required.
- **JAC** is an extremely small non-profit, which requires consistent dedication to mission, the ability to say no, and the willingness to stretch beyond comfort zones in order to move toward mission and goals. We also all make our copies, schedule our own meetings, and answer the phones.

**Benefits:** This is a full-time, exempt, professional position with a salary range of $50,000 to $60,000, depending on experience. Benefits are 100% paid.

The Programs & Policy Manager may be called upon to work hours in excess of 40 hours in a workweek, including the potential for evening and weekend work. JAC encourages work-life balance and utilizes a comp time model.

**How to Apply:** Please email your cover letter, resume, a writing sample fully of your own creation, 3 references with contact information (we will not call without permission), and transcripts if you obtained your higher education within the past 5 years to info@jaclouisiana.org with “Programs & Policy Manager [Your Name]” in the subject line. Please state where you learned of this position.

Please respond by December 15, 2019. Applications will immediately be considered on a rolling basis.

Targeted start date is January 20, 2020.

JAC is considering applications for this position, as well as a Community Organizer position. If you would like to be considered for both, please apply separately.

No phone calls. Incomplete and late applications will not be considered. Only those candidates under consideration will be contacted. JAC is an equal opportunity/affirmative action employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. People with criminal convictions, individuals with family members involved in the criminal legal system, women, minorities, people with disabilities, and veterans are strongly encouraged to apply.

Note: If you don’t have this exact combination of skills, tell us what your strengths are and let us know about other skills you have that we didn’t ask about that you think will advance JAC’s mission to reduce barriers for people impacted by the criminal legal system.

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**Climate & Energy Advocate | Conservation Voters New Mexico | Santa Fe, NM**

**Application Deadline:** December 2, 2019

Conservation Voters New Mexico (CVNM) and CVNM Education Fund are a family of nonprofit organizations headquartered in Santa Fe, NM. Our vision is for New Mexicans to thrive in just, resilient communities where our conservation and cultural values guide our decision-makers and public policies. CVNM connects the people of New Mexico to their political power by mobilizing voters, winning elections, holding elected officials accountable and advancing responsible public policies.

We are seeking a full-time exempt Climate and Energy Advocate to develop, coordinate, and implement public policy initiatives that advance New Mexico’s leadership to address climate change, development of clean energy resources, and just transition. 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 climate and energy advocacy.

The Climate and Energy Advocate must be committed to our mission and values of authentic community and stakeholder engagement in policy work, and equitable opportunities that promote race equity, diversity, and inclusion. CVNM staff incorporate these values into our day-to-day systems and work, and provide key support for collaboration across departments and organizational partnerships.

This position is based in Santa Fe or Albuquerque, but some 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 climate and energy related policy developments across the West.
- Develop and recommend statewide climate and energy policy priorities for CVNM touching on issue areas including renewable energy, coal retirement, de-carbonization, climate related oil and gas regulation, utility regulatory policy, transparency, just transition and other climate and energy related policy objectives that meet the long term goals of CVNM and CVNM Education Fund.
- Engage and educate community leaders and partners to build support for climate and energy policy priorities, collaborating with CVNM Education Fund programs and staff.
- Represent CVNM in coalitions, interim committees, and public meetings related to climate and energy issues.
- Engage with New Mexico state agencies around climate and energy policy decisions including the Energy Minerals and Natural Resources Department, Environment Department, Public Regulation Commission, State Land Office, Renewable Energy Transmission Authority, and other agencies doing work relevant to climate and energy.
• Educate legislators on public policy and assist with legislative outreach efforts, including acting as an expert witness and lobbying during the legislative session.
• 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.
• Comply with CVNM policies and procedures.
• Provide updates and content for communications and development departments.

Qualifications
• Minimum 3+ years working on issues related to climate change, utility regulation, energy policy or issue advocacy.
• Knowledge of how a bill becomes a law and 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 bilingual and multi-cultural environments, including with audiences and teams in both group and one-on-one settings.
• Demonstrated commitment to equity, inclusion and diversity, and an interest in and 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 utility regulatory body and associated bodies of law 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: Please send your resume, cover letter, and three references to careers@cvnm.org with “Climate and Energy Advocate” in the subject line by December 2nd, 2019. Position is open until filled. No calls please.

CVNM is an equal opportunity employer. If you need additional assistance to apply, please contact careers@cvnm.org. Employment with CVNM is at will http://www.CVNM.org

Fuels Associate Researcher | Washington, DC

The ICCT is seeking to recruit a highly committed, self-directed person to join our fuels team as an associate researcher. The fuels team works mainly on issues around the sustainability and greenhouse gas performance of biofuels and other alternative fuels, and the successful candidate will be expected to be able to work across a range of technical and policy areas.

Position Responsibilities
• Perform high quality research to support the development of low-carbon fuel policy in the U.S., Europe, Indonesia, and Canada;
• Analyze the sustainability, greenhouse gas performance, and economics of biofuels and other alternative fuels;
• Write working papers, briefings, memos, and blogs;
• Present ICCT research at conferences, workshops, and to other ICCT staff;
• Help facilitate policy and technical exchanges for policymakers and develop relationships with other international experts, government officials, and local organizations; and
• Collaborate with ICCT staff on emerging projects based on need and perform other duties as assigned.

Minimum Qualifications
• Bachelors degree in engineering, science, economics, or related field (Masters degree or PhD preferred);
• Demonstrated interest in environmental sustainability and climate change;
• Great project management skills combined with good experience and confidence working independently and engaging effectively with stakeholders from a variety of backgrounds;
• Excellent and demonstrated quantitative, analytical, and research skills;
• Strong interpersonal and English communication skills, both written and verbal, plus reading and writing proficiency in a second language strongly preferred;
• Superior proficiency with MS Office and other research software; and
• Experience with lifecycle analysis a plus.
Position details
To be successful in our environment, you must be intellectually curious, self-directed, and able to work with people from across the globe. The position will be based in one of ICCT’s offices in Washington, D.C., San Francisco, or Berlin. The ICCT offers a mission-driven, egalitarian, culturally diverse workplace where intelligence, flexibility, transparency, and good humor are highly valued. Remuneration will be based on experience and education.

About ICCT
The ICCT is an independent, global, non-profit research organization that supports effective policy-making on climate change and public health by providing timely, accurate, data-driven research and advice to regulators, NGOs, and other stakeholders. The ICCT has offices in Washington DC, San Francisco, Berlin, and Beijing. The ICCT offers a mission-driven and culturally diverse workplace where intelligence, flexibility, transparency, and good humor are highly valued. Learn more about us at www.theicct.org.

Application
To apply, please send resume, a cover letter, salary expectations, writing samples, and contact information of three professional references (all documents as attachments) to jobs@theicct.org (subject line: “Fuels Associate Researcher”). Preference will be given to candidates whose cover letters directly address the position being offered. This is an immediate opening and the position will remain open until filled. Please state your ideal start date. Applicants without the supplemental materials will receive less consideration. No calls and no recruiters.

Equal opportunity employer. https://theicct.org/job-postings/fuels-associate-researcher-0

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**Junior Energy Analyst | Cushman & Wakefield | Mountain View, CA**

**Job Description Summary:** The Junior Energy Analyst role is to provide support for energy and sustainability projects, reports, and dashboards. This role will work to ensure that the client has the best information and recommendations with which to make energy management and sustainability decisions. This position will work closely with the operations team including, facilities managers, building engineers, building operating engineers, and vendors to ensure a seamless delivery of these services.

**Job Description: KEY ACCOUNTABILITIES**

**Responsible For One Or More Of The Following**

- Track all utility info across the portfolio to create monthly/quarterly reports on usage and cost to identify top and bottom performing buildings and identify process/design improvements
- Ability to analyze trend data and develop reports with discrepancies, description of performance, and recommendations for system upgrades
- Use various tools to measure client’s carbon footprint and develop means for recording it on a quarterly basis, working to reduce it in conjunction with energy and related conservation programs
- Analyze data from building systems to identify and prioritize optimization opportunities
- Work with the facilities managers and chief building engineers to ensure that the highest possible scores are achieved in EPA's Energy Star program and ensure that each property maintains its Energy Star Label and meets AB802 requirements
- Ability to use building data to identify cost and usage drivers, performance improvement opportunities down to the root cause, and develop specific action plans and/or projects
- Maintain energy management software, EnergyCAP, by supporting data structure configuration, ongoing loading of utility data and energy projects, and periodic data quality reviews
- Develop metrics to normalize use and cost reporting for headcount growth, densification, and space use to understand buildings' and portfolio’s performance over time and accurately benchmark across portfolio
- Analyze building automation system trend data to report on equipment performance, anomalies, fault detection, and opportunities for system improvements
- Research and evaluate options based upon analytics, present recommendations, and implement programs for reducing energy usage, related conservation programs, and their related costs, for portfolio
- Represent client on the Cushman & Wakefield Energy and Sustainability Committee, interacting with Cushman & Wakefield managers and senior management to share ideas and further develop these programs
- Demonstrate ability to work positively with customers, fellow employees, outside contractors and vendors alike
- Attend classes periodically related to position to improve knowledge and skills

**Education**

**JOB REQUIREMENTS & QUALIFICATIONS:** Bachelor’s degree in environmental science, sustainability, analytics, or related field

**Previous Experience**

- 0-3 years of experience in data management/analytics, energy management, or sustainability programs
- Experience with energy savings and financial calculations
- Experience with time series data and common tools to work with data, i.e. combination of spreadsheets (Google Sheets or Excel) and presentation/dashboard tools

**Targeted Competencies**
Must be diligent with data quality and speed for project deliveries
Ability to create client-ready slides, reports and visualizations
Requires good communication skills, both verbal and written
Must possess a high level of accuracy and neatness

**Desired Qualifications**

- Any of the following are desirable but not required:
  - Familiarity with demand response/curtailment, EPA Energy Star for buildings, energy management tools, and LEED Green Building certification programs
  - Experience with data logging and analysis
  - Proficient in Sheets/Excel (advanced level - macros, queries, pivots, etc)
  - Understanding of the construction and/or building operations industry
  - Experience with business intelligence applications (Google Data Studio, Plx, Tableau, Power BI, SQL, etc)
  - Possess detailed knowledge of mechanical, electrical, life safety and building automation systems to work positively with customers, fellow employees, outside contractors and vendors

_Cushman & Wakefield provides equal employment opportunity. Discrimination of any type will not be tolerated. Cushman & Wakefield is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, protected veteran status or any other characteristic protected by state, federal, or local law._

**Program Associate Climate and Energy Program | Union of Concerned Scientists | Washington, DC**

The Union of Concerned Scientists (UCS) is an independent national nonprofit that uses science to protect our health, safety, and environment. We are scientists, engineers, economists, activists and everyday people who develop and advocate for 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.

The Climate and Energy program is the largest UCS program, bringing climate science education to the public and policy makers, exposing the deceptive practices of fossil fuel producers, and advancing clean and low carbon energy solutions.

As Program Associate, you’ll provide scheduling, travel, interoffice communication, and project management support for the C&E Program Director. Coordinate with the Deputy Director of Operations to provide program-wide support of day-to-day and long-term operational priorities, as well as for campaign projects and/or legislative priorities within the Climate & Energy Program.

**Responsibilities**

**C&E Program Director Support**
- Provide administrative support to C&E Program Director. Monitor inbox and outbox, arrange travel schedule and logistics, track travel expenses and reimbursements, schedule meetings and events.
- Act as interface with UCS staff for Program Director; manage and ensure appropriate and timely follow-up on internal and external requests for information or action.

**Program Support**
- Support improved cross program communication, team building, and cultivating a supportive and inclusive working environment for staff.
- Support timely payment of consultants and contract set up and management.
- Assist with the development and implementation of effective communication structures and strategies on project teams; Provide administrative support and coordination of C&E teams.
- Provide event planning and logistics support for meetings
- Provide writing and research assistance to C&E staff; assist with fact-checking and formatting for letters, fact sheets and other materials.

**Qualifications and Experience:** Position requires considerable self-motivation, attention to detail, familiarity with office and administrative support procedures, competence in Microsoft Word and Excel, and excellent Microsoft Outlook email and scheduling and web research skills. Experience in Concur travel and reimbursement service is preferred. Strong organizational abilities and good written and oral communication skills are needed. Excellent personal relation skills are essential. Proven success at anticipating needs and taking initiative, capable of following through on assignments with minimal direction.

Position requires at least two years of comparable administrative, executive support or project management experience. One-year of experience as an Executive Assistant is preferred. Experience with conducting web research, maintaining databases and online file storage systems and event planning is preferred. Bachelor’s degree or equivalent is preferred.
May spend extended periods at computer. Little to no travel required.

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 $45,000. UCS offers excellent benefits and a rewarding work environment. Information about the organization is available at [http://www.ucsusa.org](http://www.ucsusa.org). A listing of all open jobs is available at [https://www.ucsusa.org/about/jobs-ucs](https://www.ucsusa.org/about/jobs-ucs).

**To Apply:** Please upload a cover letter and resume. In the cover letter, please confirm that the listed salary meets your expectations. Upload materials in Word or PDF format only. No phone calls, please.

**Deadline:** December 10, 2019 or until filled. [https://apply.workable.com/union-of-concerned-scientists/j/2ADF488700/](https://apply.workable.com/union-of-concerned-scientists/j/2ADF488700/)

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**Policy and Regulatory Affairs Associate, Offshore Wind | The American Wind Energy Association | Washington, DC**

The Policy and Regulatory Affairs Associate, Offshore Wind will support and assist the Senior Director, Offshore Wind to promote offshore wind energy policy and provide services to member companies. Key issues in the portfolio include offshore wind leasing, BOEM regulatory process, multiple-use compatibility (including commercial fishing, radar/airspace and vessel traffic), and wildlife, among others. Work with the Senior Director, Offshore Wind and coordinate closely with the Vice President, Policy and Regulatory Affairs, Senior Director for Permitting Policy and Environmental Affairs, internal legal team, Federal Affairs Team, State Affairs Team, Public Affairs Team to advance offshore wind industry interests within this portfolio at the federal and state level. The position requires strong organizational skills, critical thinking and communication skills and an ability to learn complicated issues. The incumbent will support daily operations, including performing general administrative duties, supporting and planning communications, meetings and special projects.

**Essential Functions:**

- Assistance with content creation and research to support drafting of filings, fact sheets, white papers, talking points, letters, slides, public-facing content etc., and data collection in coordination with the Research team.
- Monitoring policy and regulatory developments and assisting with the drafting of timely internal and external updates.
- Assisting Senior Director, Offshore Wind in coordinating issue management and committee management.
- Support in development and distribution of contracts, RFPs etc.
- Conduct additional duties / special projects as requested by the Senior Director, Offshore Wind.

**Knowledge, skills and abilities**

Requirements include strong oral, written, and interpersonal skills; a demonstrated ability to be extremely organized, prioritize tasks, and meet deadlines; an ability to identify problems, research alternatives and resolve them; good judgment and intuition; strong analytical and conceptual thinking skills; the ability to develop, manage and/or revamp projects independently; the ability to handle multiple tasks simultaneously (managing competing priorities); and the ability to adapt and respond quickly to change. Ability to work collaboratively with others. Considerable knowledge of office practices and procedures and ability to perform functions with independent judgment. Knowledge of office practices and procedures and strong workplace ethics are required. Proficiency with MS Office suite required. Supportive approach to all situations and a positive team member. Receives guidance on new assignments but normally works independently on mastered tasks.

**Education and/or Experience**

AWEA is seeking applicants whom reflect and understand our core values: *We HEART Wind Energy, The Truth Prevails, Together We Succeed, and Ahead of the Curve*. Qualified applicants may possess any combination of education and experience enabling them to successfully perform the responsibilities of the position. Preferred qualifications are: Bachelor’s degree in energy or environmental related field and at least 2 years of relevant experience in government relations, policy and regulatory affairs, or other relevant fast-paced, professional environment. A passion for and knowledge of offshore wind energy is a plus.

**To apply:** Send how you heard about this job, cover letter, salary requirement, start date availability, and resume to PolicyJobs@awea.org (use “[Your Name] - Policy and Regulatory Affairs Associate, Offshore Wind” in subject line) or mail to AWEA, 1501 M Street NW, Suite 900, Washington, DC 20005; Attention: Human Resources.
Research and Policy Analyst: Clean Transportation | Earthjustice Headquarters | Washington, DC

Application Deadline: December 4, 2019

Earthjustice is the premier nonprofit environmental law organization. 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 and citizens 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, Honolulu, New York, Philadelphia, Miami, Chicago, Denver, Seattle, Bozeman, and Washington, DC.

Earthjustice is now accepting applications for a Research and Policy Analyst to join its Washington, D.C., office. The Research and Policy Analyst will support the D.C. Office’s programmatic focus on energy and air pollution issues in the mid-Atlantic through efforts to promote a shift away from fossil fuels and toward equitable zero-emissions solutions across the power, transportation, and building sectors. The work will include developing factual support for litigation and advocacy, drafting and editing comment letters or other advocacy documents, engaging in advocacy work with government decision makers, and developing and maintaining relationships with clients and other partners.

Responsibilities:

Litigation Support Responsibilities (50%)
- Conduct preliminary case inquiries and investigate potential new cases, including preparing factual research, analysis and organization of relevant information, and preparation of a written report.
- Conduct factual research to support all stages of litigation.
- Assist with drafting of client and expert declarations.
- Summarize case-related documents and information.
- Review and interpret agency policy and planning documents, technical support documents, and other factual and technical information relevant to legal strategies.
- Draft and submit formal requests to agencies for public records.
- Communicate with clients, experts, and government agencies.
- Draft comment letters and present public comments and testimony at agency hearings.
- Conduct media outreach and coordinate with the Communications Department.
- Draft fact sheets, press releases, blogs, new articles, and other materials.
- Produce multi-media materials (including GIS mapping) for case development and litigation.
- Proofread pleadings.
- Draft factual portions of pleadings.

Other Advocacy Responsibilities (50%)
- Conduct outreach to potential and existing client groups, including groups from diverse and/or under-served communities, and otherwise cultivate allies, thoughtful partnerships, and coalitions in support of assigned issues.
- Develop and maintain relationships with regional, state, and federal agencies and engage in advocacy to promote programmatic priorities.
- Track and analyze legislative and administrative policy initiatives relating to assigned issues in coordination with the Policy and Legislation department.
- Develop advocacy materials, including but not limited to fact sheets, letters, action alerts, blogs, and other educational materials for affiliated coalitions and the public.
- Coordinate briefings, seminars, and informational sessions with partners.
- Educate decision makers on key legal challenges and rulings.
- Serve as spokesperson for Earthjustice on assigned issues.
- Manage projects and other efforts performed on assigned issues by contractors, litigation assistants, interns, or others.
- Work with the Communications Department to develop media strategies and conduct outreach to media on assigned issues.
- Support client coalitions by participating in committee groups, attending conferences, maintaining websites, and tracking political and regulatory developments.
- Track environmental news relevant to assigned issue areas throughout the region and identify matters that may warrant further consideration for Earthjustice engagement.
- Monitor developments in programmatic priorities by attending relevant agency hearings and preparing and presenting comments as needed.
Qualifications:

- Bachelor's Degree (Master’s preferred), preferably in Natural or Applied Sciences.
- Strong commitment to protection of human health and the environment.
- Experience with transportation, energy, climate and/or clean air policy issues preferred.
- Ability to understand scientific and technical issues quickly and synthesize this information for attorneys.
- Ability to explain complex facts and technical issues in a manner understandable to the general public.
- Experience working with traditional and social media.
- Excellent computer skills, including Microsoft Excel, Word, Access, and ARC GIS.
- Significant online and traditional research experience.
- Ability to communicate effectively with clients, experts and agency staff, as well as take proactive role in coalitions and other partnership opportunities.
- Ability to work on cross-functional teams.
- Attention to detail.
- Outstanding organizational skills.
- Excellent written and oral communication skills.
- Ability to work independently, quickly, proactively, and with deadlines.
- Awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Desire and ability to contribute to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

Salary depends on experience (DOE) and location. | Salary range in Washington, DC is: $64,300 - $71,400.

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.

To Apply:

Interested candidates should submit to the online site https://app.jobvite.com/j?cj=o1itbfwH&s=Idealist, a:

- Resume
- One- or two-page cover letter that addresses (1) why you are drawn to Earthjustice’s mission; (2) your interest in and qualifications for the position; (3) aspects of your background that demonstrate competence to work with diverse clients and colleagues; and (4) the earliest date you would be available to begin work.
- College and Post-College transcripts.
- Writing sample that reflects your own analysis and writing (i.e., not jointly written with or edited by other people).
- 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.

Food & Agriculture Campaign Associate | Friends of the Earth | Washington, DC

Position reports to: Food and Agriculture Program Director

Friends of the Earth-U.S., founded by David Brower in 1969, is the U.S. voice of the world’s largest federation of grassroots environmental groups, with a presence in 75 countries. Friends of the Earth works to defend the environment and champion a healthier and more just world. We are a hard-hitting, progressive, environmental organization that pulls no punches and speaks sometimes uncomfortable truth to power. It’s an approach that has worked over the last 50 years, resulting in landmark environmental laws, precedent-setting legal victories and groundbreaking reforms of domestic and international regulatory, corporate and financial institution policies.

To accomplish our mission, Friends of the Earth is working at the nexus of environmental protection, economic policy and social justice to fundamentally transform the way our country and the world value people and the environment. Our current campaigns focus on promoting clean energy and solutions to climate change, ensuring the food we eat and products we use are sustainable and safe for our health and the environment, and protecting marine ecosystems and the people who live and work near them. This work is carried out by our team of staff in our Berkeley, California and Washington, D.C. offices.

Friends of the Earth’s Food and Agriculture Program is working to rapidly transition our food system to one that is sustainable, healthy and just. We carry out market and policy campaigns aimed at protecting pollinators, reforming animal agriculture and reducing the...
harmful environmental, health and social impacts of industrial agriculture while advocating for local, equitable, humane, organic and regenerative food production. We also work to ensure the safe and precautionary management of chemicals and emerging technologies.

Position Overview: We are seeking to hire a talented and dedicated individual to help support Friends of the Earth’s BeeAction campaign. The position will support the BeeAction policy and markets campaigns and initiatives that focus on education, organizing and building power to eliminate the use of toxic pesticides, protect pollinators and advance a healthy, sustainable and just food system.

Principal Duties And Responsibilities
• Implement strategic campaign plans (including research, outreach, public education, online and offline organizing, traditional and social media, and markets and policy advocacy) in conjunction with the Food and Agriculture Campaigner, Senior Staff Scientist, Communications team and other stakeholders.
• Organize, collaborate with and mobilize a broad, diverse and powerful base of allies in support of Friends of the Earth’s BeeAction campaign.
• Educate members of Congress, the administration, state and local legislators and institution policy makers on pollinator health, pesticides and agriculture issues.
• Conduct research and analysis to develop reports and articles, factsheets, web content and other campaign materials on pollinator health, food, agriculture and pesticides to educate allies, opinion leaders, policymakers, the press and the public.
• Coordinate and organize events such as rallies, petition deliveries, panel discussions, film screenings and weeks of action.
• Represent Friends of the Earth at public events to support campaign objectives and reach key audiences.
• Engage and train activists and volunteers.
• Other responsibilities as assigned.

Required Qualifications
• Bachelor’s degree or equivalent experience.
• One year of experience in campaigning, organizing, policy advocacy (not necessarily environmental), and/or legislative work at the federal or state level.
• Strong written and verbal communications skills.
• Occasional local, regional and national travel.
• Ability to work collaboratively as part of a fast-moving and results-oriented team, with a diverse group of coalition partners, and in a changing environment.

Preferred Skills
• A demonstrated commitment to the environment and social justice.
• Knowledge and experience with the legislative process.
• A strategic mindset that grasps opportunities in both short-term and long-term contexts and a desire to have a major impact on policy debates through hard-hitting advocacy.
• Ability to balance and successfully complete a wide range of activities including advocacy, research, communications, policy development, and organizing.

To Apply: E-mail cover letter, resume and short writing sample to jobs@foe.org with the subject heading “Sustainable Food Campaign Associate.” No mail applications or phone calls. Position will remain open until filled.

Friends of the Earth is an equal opportunity employer who encourages applications from women, people of color and other members of underrepresented groups who will contribute to the diversity of its staff.

Farmland Conservation Associate | Connecticut Farmland Trust | Hartford, CT

Job Type Temporary
Salary Details $18-$20/hour
Deadline Dec 09, 2019

Connecticut Farmland Trust (CFT) is seeking a detail-oriented, self-motivated team player with a passion for food and farming to join our team. The Farmland Conservation Associate will assist with two of CFT’s core programs: the Farmland Conservation Program and the Connecticut Farmlink program.

This is an entry-level position with room for growth. Candidates of diverse backgrounds are encouraged to apply.

The Farmland Conservation Associate will work with the Executive Director and Conservation Coordinator. The position is located in Hartford, Connecticut.

The position is approximately 20 hours a week; however, it may increase to 40 hours a week in the next several months. The pay is $18-$20/hour. Part-time benefits include vacation and personal time. Full-time benefits include health insurance, vacation and personal time, and a 5% retirement match.
Organization Overview: Connecticut Farmland Trust is a nationally accredited farmland conservation organization. CFT is the only nonprofit land trust in Connecticut dedicated to the protection of family farms. Since its founding in 2002, the land trust has protected more than 3,900 acres of farmland and has helped its partners protect over 1,100 additional acres.

CFT is partnering with the Connecticut Department of Agriculture to implement two exciting programs to help farmers across the state: the Farmland Preservation Program (FPP) and Connecticut Farmlink. FPP helps farmers permanently protect their land from non-agricultural development with agricultural conservation easements. CT FarmLink connects people who own farmland with beginning farmers seeking land to lease or buy.

Position Description: This position will run from January 1, 2020 to June 30, 2020, with the potential of a one-year extension starting in July 2020 for exceptional candidates.

Farmland Preservation Program Responsibilities
- Work closely with CFT’s state and federal partner agencies to assist in implementing the Farmland Preservation Program.
- Assist farmers in completing applications for state and federal farmland conservation programs.
- Communicate with farmers about the state and federal conservation programs.
- Prepare and revise GIS maps for farmland conservation projects.
- Coordinate due diligence for conservation projects, including contracting surveys and appraisals; preparing Baseline Documentation Reports; requesting Conservation Plans, Forest Management Plans, and other required land management plans; coordinating any other requirements of state or federal programs or other funding partners.
- Collaborate with state and federal agencies, towns, local land trusts, and other funding partners.

Farmlink Responsibilities
- Post current educational materials on farmland access, farmland restoration, and farmland transfer on the CT FarmLink website.
- Respond to and conduct outreach to farmland owner and farm seeker inquiries through CT Farmlink.
- Manage the CT Farmlink website and orchestrate connections between farmland owners and farm seekers through the website.
- In coordination with CT Department of Agriculture, conduct outreach and site visits to farmland owners and farm seekers.
- Organize and present outreach events with towns, community groups, and farm owners to promote Farmlink program.
- Coordinate joint efforts with other Farmlink programs in New England.

Qualifications
Minimum qualifications
- A passion for working with farmers and preserving farmland in Connecticut
- Strong written and verbal abilities and experience with professional communications (phone, email, letters, etc.)
- Familiarity with topics such as land use, land conservation, farmland access, real estate law, regional land use planning, conservation planning, farming, food systems, and related issues
- Public speaking skills, including giving presentations to a variety of audiences and one-on-one interactions with farmers and members of the public
- Ability to work independently with little supervision
- Fastidious attention to detail; strong organizational skills
- Ability to manage multiple project timelines at once
- Ability to conduct outdoor field assessments in a variety of weather conditions and comfort in remote outdoor settings
- Frequent travel to farms and events requires the possession of car and a valid driver’s license. Employees are reimbursed for mileage.

Preferred qualifications
- Bachelor’s degree in planning, agriculture and natural resources, environmental studies, or a related conservation field
- Familiarity with Connecticut and US agricultural policy
- Experience with GIS mapping software
- Experience with database software
- Experience working with land trusts or other conservation organizations
- Field skills including map reading, orienteering, using a GPS, etc.

Compensation: The pay is $18-$20/hour, depending on qualifications.

CFT provides equal opportunity and prohibits discrimination against all employees and applicants for employment based upon race, color, sex, gender, religion, creed, national origin and ethnic origin, age, citizenship, disability, marital status, sexual orientation, veteran status, or any other legally protected status.

HOW TO APPLY
Please submit resume and cover letter to CTFarmlandTrustjobs@gmail.com. You must submit a professional cover letter with your resume to be considered. No phone inquiries, please.

Applications will be accepted until December 9, 2019, or until the position is filled.
Conservation Easement Stewardship Manager | American Farmland Trust | Northampton, MA

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. Learn more at www.farmland.org

Overview & Position Description
As an active land trust for nearly 40 years, AFT has protected more than 200 farms and ranches covering over 71,000 acres in 25 states using conservation easements and other tools. Today, AFT holds over 100 easements nationwide totaling more than 40,000 acres. The primary responsibility for the Conservation Easement Stewardship Manager position is to perform site assessments, monitoring, and stewardship of protected land held by AFT and partners. This position is part of AFT's Land Protection Projects team working under the supervision of the Director of Land Protection Projects. This is a regular full-time position based in AFT's Northampton Office and requires travel on a national basis.

Duties & Responsibilities
• Monitor AFT's conservation easements at locations across the United States and perform related follow-up activities in accordance with AFT policies and Land Trust Alliance Standards and Practices.
• Maintain and update AFT's database of conservation property interests and utilize electronic and hard copy record keeping relevant to conservation easement management.
• Work collaboratively with Land Protection Projects staff to develop best practices around remote satellite easement assessment and assist with the implementation of a pilot program.
• Develop and maintain communications with easement landowners.
• Address landowner requests and questions related to conservation easement provisions; implement conservation easement defense standards and practices; address potential easement violations.
• Assist the Land Protection Projects team secure insurance through the Land Trust Alliances Terrafirma program.
• Advance and maintain skills, education, and knowledge of best practices related to conservation easement stewardship.
• Other duties as assigned.

Qualifications:
• A bachelor's degree in a related field.
• A minimum of two to five years experience with conservation easement stewardship.
• Basic knowledge of farming and ranching practices and natural resource management.
• Working knowledge of USDA-NRCS conservation programs that protect agriculture, wetlands and other natural resources.
• Excellent interpersonal, writing, and organizational skills.
• Ability to manage multiple projects simultaneously while maintaining attention to detail.
• Proficiency with Microsoft Office suite.
• Experience with GIS and satellite imagery programs.
• Willingness to travel by air.
• Possess a valid drivers license and access to reliable transportation.
• A willingness to travel out of state, to rural areas, for multiple days as this job requires 50% travel.
• Ability to navigate using maps and/or GPS, walk-in rough and wide-open terrain, and be willing to work outdoors in all weather.

Compensation: Salary is competitive and commensurate with experience and background. AFT offers a full benefits package.

Application Deadline: The deadline for applications is December 20, 2019.

Please submit a cover letter with a resume for consideration.

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.

HOW TO APPLY: Apply Here: http://www.Click2Apply.net/m7mvmccnnkp4yv86
Eastern Outreach Assistant (seasonal) | The Carrot Project

Overview: The Carrot Project’s [www.thecarrotproject.org](http://www.thecarrotproject.org) vision is to significantly increase the number of successful small farm and agriculture businesses resulting in a meaningful increase in the local production of food in the New England and the Hudson Valley. We help to launch small farm and agriculture businesses and support their growth towards long-term viability. We want the farms and businesses that we work with today to be here in 5, 10, and 50 years from now. Their success is the foundation of a strong local food economy. The Carrot Project is a fiscally sponsored organization of TSNE MissionWorks ([www.tsne.org](http://www.tsne.org)).

Responsibilities: The Eastern Outreach Assistant will play an integral role in spreading awareness of The Carrot Project and its mission with the goal of increasing awareness of the organization in Central & Eastern MA, RI, and Eastern CT. The Assistant will work closely with the Client Services Specialist and Western Outreach Assistant to execute outreach for our training, financing, and technical assistance programs directed at farms and food businesses. The Assistant will support outreach to prospective clients and support relationships with key partner organizations, and initiate new relationships in the food and related nonprofit sectors in order to connect new and beginning farmers to The Carrot Project.

This is a seasonal, part time position from December-April.

**Essential Job Functions**
- Effectively represent The Carrot Project to prospective clients, partners, and referral organizations;
- Implement outreach plan directed at farms, farm related businesses, and new referral organizations;
- Identify and attend outreach opportunities, events, and conferences;
- Raise the profile of our organization with farmers, qualified businesses, and referral organizations.

**Administrative**
- Participate in regular outreach team video conference calls;
- Data management - regularly update contact data and help maintain partner/program information and catalogue of active links.

**Events**
- Attend 6-7 conferences, events, and gatherings where new and beginning farmers are present.

**Outreach**
- Research and represent The Carrot Project to up to 10 new organizations or individuals who may be able to refer new and beginning farmers and food processors to The Carrot Project;
- Research and represent The Carrot Project to up to 10 Businesses that are new to The Carrot Project and are new/beginning farmers or food processors;
- Attend meetings, as needed.

**Publishing**
- Coordinate with the Western Assistant and together:
  - Contribute to Farmer E-News and repost on social media
  - Write short articles for inclusion in partner and other newsletters as appropriate;
  - Manage social media using the Hootsuite social media management platform:
    - Review Twitter and post regularly (4-7 times per week). Respond and re-tweet as needed. Connect tweets with Facebook; follow relevant interesting tweeters;
    - Facebook:
      - Post on The Carrot Project page(s)- research articles and post regularly (3-4 times per week),
      - Post on other organizations and farms pages as appropriate,
      - Use Facebook statistics to evaluate and report on results,
      - Like Carrot clients.
      - Work with Development and Communications Coordinator to update outreach materials, including photographs;
  - Write content for The Carrot Project Publications as assigned.

**Special Requirements**
- Ability to travel; primarily throughout the Eastern MA, RI, and Eastern CT regions;
- Ability to work a flexible schedule, including some evenings and weekends;
- Ability to work remotely, using personal office equipment (phone, computer, access to internet, etc.)

**Qualifications:** We will consider exceptional candidates who demonstrate a strong combination of the specific qualifications and skills described below.
- Experience conducting marketing or outreach activities;
- Effective communication (written and oral) and interpersonal skills;
- Self-motivated and directed;
• Ability to meet deadlines and program targets;
• Proficient with MS Office applications;
• Knowledge of and familiarity with the food and farming community;
• Experience with outreach and media work, including electronic media, and event/conference based outreach;
• Spanish fluency preferred.

Physical Demands/Work Environment: The physical demands described here are representative of those for this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the functions. Work is performed in office environment and event environments and in close proximity to others.

While performing the duties of this position, the employee is required to:
• Talk, hear and see in the normal range with or without correction.
• Use hands or fingers, handle, or feel objects, tools or controls.
• Move, Traverse; sit (usually for longer periods of time); reach with hands and arms; occasionally Ascend/Descend; and position self (to), move.
• Travel to conferences, meetings, and events throughout the service area.
• Occasionally lift and/or move up to 50 pounds.
• The noise level in the work environment is usually moderate.
• Job is not subject to significant occupational or environmental hazards.
• Likelihood of personal injury would be relatively slight.
• Environmental and work hazards are not present to a measurable degree.

TSNE MissionWorks/The Carrot Project envision a society grounded in the principles of social and economic justice. As such, we strive to achieve excellence through a diverse and inclusive workplace that honors the unique talents and lived experiences of each person. Our vision and values are reflected in all our employment-related decisions, including hiring practices. Accordingly, TSNE MissionWorks/The Carrot Project actively seek people who bring diverse backgrounds and perspectives to join us in our work.

As an EOE/AA employer, TSNE MissionWorks/The Carrot Project will not discriminate in their employment practices due to an applicant’s race, color, religion, sex, national origin or ancestry, age, sexual orientation, gender identification, genetic information, veteran or disability status or any other factor prohibited by law.


URBAN AGRICULTURE INSTRUCTOR | GARY COMER YOUTH CENTER | CHICAGO, IL

COMPANY DESCRIPTION: Gary Comer Youth Center: Having opened its doors in June 2006, the state-of-the-art Gary Comer Youth Center (GCYC) offers positive extracurricular alternatives in a welcoming and safe environment. The mission is to provide the support for all of our youth to graduate from high school, prepared to pursue college and careers. Located on Chicago’s South Side, the Gary Comer Youth Center draws its primary membership from the youth residing on the South Side of Chicago with a focus on Grand Crossing residents. GCYC is the oldest and largest institution sitting on the Comer Education Campus which includes our organizational partners Gary Comer College Prep High School, the South Shore Drill Team and Gary Comer Middle School. For more information, please visit: www.garycomeryouthcenter.org.

JOB DESCRIPTION: The Urban Agriculture Instructor serves as a key member of the innovative urban agriculture initiatives at the Gary Comer Youth Center. The ideal candidate will have a strong background and interest to engage diverse youth with their local environment and to develop opportunities for future leaders in areas such as community development, food access, environmental and social justice, along with broader STEM fields. This is a year-round position within a five-member urban agriculture department. The Urban Agriculture Instructor will develop hands-on, inquiry-based programs for middle and high schoolers to be implemented during in-school and out-of-school-time settings. The instructor will lead teens in work-readiness programs in urban agriculture, landscaping, agriculture-based social enterprises, and related green careers. The Instructor will work alongside teens and young adults in the GCYC network of sustainable outdoor learning environments, which include: a ¼ acre intensive rooftop garden; the Comer Campus, which includes an environmental education garden with woody plants, herbaceous perennials and a culinary garden; along with a 1.75-acre youth education garden featuring a fruit orchard, perennial beds, high tunnels and about 20,000 square feet of vegetable beds.

COMPENSATION: this position is salaried, less than 50k

APPLICATION INSTRUCTIONS: PLEASE VISIT https://gcychome.applicantstack.com/x/detail/a2ah1lecm6nc

DEADLINE: December 02, 2019
Farm Aid recognizes that people gain skills through a variety of professional, personal, educational, and volunteer experiences. We support the capacity and coordination of farm advocates and farm service providers nationwide.

Farm Aid is seeking a Farmer Services Network Manager to support its mission and goals to help farmers thrive by advancing the capacity and coordination of farm advocates and farm service providers nationwide. The Farmer Services Network Manager (Network Manager) drives the development and management of Farm Aid’s service provider programming, including the development of the Farm and Ranch Stress Assistance Network (FRSAN) and the farm advocate network (www.farmaid.org/advocates), a national network devoted to training, supporting and recruiting a new generation of farm advocates. The Network Manager serves as one of Farm Aid’s farmer service providers, working one-on-one with farmers to address their unique service needs through quality referrals and emotional support over the 1-800-FARM-AID hotline and farmhelp@farmaid.org email service. This position offers a key perspective in Farm Aid’s assessment of the needs of farmers nationwide and the availability of services to meet those needs. Key areas of responsibility are to:

- Develop and manage Farm Aid’s service provider programming, serving as a key liaison to Farm Aid’s core partners on these programs.
- Manage Farm Aid’s disaster response and relief efforts.
- Serve as one of Farm Aid’s direct service providers to individual farmers through Farm Aid’s hotline and farmhelp@farmaid.org email service.
- Participate in ongoing Farm Aid activities, planning and implementation, including the annual grant program and festival functions, as the timing of the limited engagement for this project allows.

Essential Duties and Responsibilities:

**Network Strategy & Development (estimated to comprise 50% of effort)**

1. Guide the development of Farm Aid’s farm advocate programming, including determining short- and long-term goal-setting with Farm Aid staff and key partners; recruiting organizational partners and new advocates, engaging partner organizations and facilitating collaboration between them; and developing an advocate training program in coordination with key partners and efforts around the Farm and Ranch Stress Assistance Network.
2. Coordinate Farm Aid’s scope of work for the FRSAN project by staffing the Northeast region Advisory Team calls and meetings, and full network calls and meetings; recruiting and engaging network members to provide input on network design, clearinghouse development, and training program design and implementation; and coordinating network trainings.
3. Coordinate and implement national and regional gatherings and trainings, including for Farm Aid’s advocate network and the FRSAN.
4. Document and share service network development in order to track program evaluation and impact assessment, and to further refine program design and/or support fundraising efforts in coordination with Farm Aid staff.

**Disaster Response (estimated to comprise 20% of effort)**

1. Monitor natural disasters nationally and their impact on family farmers.
2. Monitor, assist and engage in on-the-ground farm/relief efforts as appropriate. Work with partner organizations to coordinate relief intervention and share disaster recovery resources with affected farmers.

3. Recommend activation of Family Farm Disaster Fund; coordinate with Farm Aid grantmaking, finance, communications and fundraising efforts and reporting for effective organizational outcomes and impact.

**Hotline Operation (estimated to comprise 20% of effort)**

1. Serve as one of Farm Aid’s direct service providers to individual farmers through Farm Aid’s hotline and farmhelp@farmaid.org, providing farmers with relevant information and referrals, advice and emotional support, ensuring response to inquiries within 48 hours of initial outreach.
2. Coordinate the issuing of emergency grants to farm families in crisis with Hotline Manager, grant program and other Farm Aid staff.
3. Ensure proper recordkeeping and tracking of all fielded hotline contacts, working with Hotline Manager to ensure timely data collection of demographics, services needed and referrals.
4. Monitor literature and listservs for emerging resources for farmers, with a focus on Native American, minority and socially disadvantaged farmers. Translate into quality referrals and online content.

**General and Festival (estimated to comprise 10% of effort)**

1. Engage in planning and implementation of annual festival programming and event functions in general, with emphasis on farmer engagement where applicable.
2. Represent Farm Aid at farm conferences, meetings, trainings and with media as needed, in order to connect with partners and drive programmatic goals forward.
3. Support annual grant program with substantial proposal reading as member of review committee.
4. Participate in staff meetings, reviews, planning retreats and other related activities in support of organizational goals.
5. Other duties as assigned.

**Qualifications and Desired Competencies:**

- Bachelor’s degree in related field and at least 3 years of specific experience in the food and agriculture sector or the social services sector, working directly with individuals in need of support, preferably including farmers and rural communities; five years of experience preferred, and required as minimum without bachelor’s degree; experience with mental health and crisis training, agricultural mediation training or other trainings critical to effective farm advocacy a plus;
- Interest and desire to serve others through direct, one-on-one engagement, and demonstrated excellence in providing supportive services;
- Excellent oral, written, and interpersonal skills, particularly in active listening, with ability to demonstrate compassion for people dealing with challenging situations and to problem solve with them; English fluency with speaking, reading and writing required. Proficiency in other languages desired but not required.
- Demonstrated ability to maintain effective working relationships with people from a diverse range of backgrounds, and sound judgment in maintaining professional boundaries and confidential information;
- Demonstrated aptitude and/or experience in program development and implementation, including program monitoring, evaluation and impact assessment;
- Demonstrated team player, with initiative and ability to work both independently and with others;
- Experience and demonstrated proficiency with data documentation and tracking, and technical proficiency with Microsoft Office required (Word and Excel), proficiency with CRM/database management system (Salesforce preferred), and/or demonstrated interest and aptitude to learn;
- Willingness and flexibility for periodic national travel as needed (less than 5% anticipated)
- A sense of humor, integrity, flexibility and an optimistic outlook.

Farm Aid is an equal opportunity employer and as such, we do not discriminate against any team member or candidate because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or any other basis protected by law. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

**Benefits:** Farm Aid offers generous benefits including four weeks of vacation and 100% health insurance premium coverage, as well as an exciting, dynamic and mission-driven work environment with smart, passionate people seeking to make change in our food and farm system.

**How to Apply:** If you possess many of Farm Aid’s desired characteristics and qualifications for this position and are excited about this opportunity, we’d love to hear from you!

*Early applications are strongly encouraged, as applications will be considered as they are received.*

- Submit your complete application to hiring@farmaid.org with “Network Manager” in the subject line. Please note that applications without all requested enclosures may not be reviewed. Include the following requested enclosures:
  - A cover letter indicating where you learned of this opportunity and highlighting your experience and skills relevant to the position and listed qualifications
  - A current resume, and
Keepseagle Project Manager | FARM AID | Cambridge, MA

Application Deadline: December 13, 2019 | Salary: $50,000 - $56,000

Salary is commensurate with experience, market rate and organizational compensation framework.

Overview and Organizational Summary: Farm Aid is a national, not for profit organization that works year-round to promote a vibrant, just and resilient family farm system of agriculture in America. With music as our inspiration and farmers as our heroes, we envision a transformed America in which family farmers and citizens are active partners in a thriving food system that ensures farmers a fair living, justly nourishes people and communities, protects and sustains natural resources, and secures a prosperous future for all.

Artists and Board members Willie Nelson, Neil Young and John Mellencamp organized the first Farm Aid concert in 1985 to raise awareness about the loss of family farms and to raise funds to keep farm families on the land. Dave Matthews joined the Farm Aid Board of Directors in 2001. Our annual music festival celebrates farmers, eaters and music coming together for change. Since 1985, Farm Aid has raised over $57 million to support programs that help farmers thrive, expand the reach of the Good Food Movement, take action to change the dominant system of industrial agriculture, and promote food from family farms.

Through direct service, grant making, community building, communications, and offering opportunities to engage meaningfully, Farm Aid works to:

- **Amplify** the voice of family farmers to bring attention to the challenges they face and the benefits they bring;
- **Connect** farmers to resources and opportunity, connect farmers to eaters, and in general connect people so that they may cultivate community and power;
- **Celebrate** family farmers, good food and the culture of agriculture, in which we all can participate;
- **Empower** farmers and eaters to participate in a democratic, just and sustainable farm and food system; and,
- **Invest** talent, time and money in efforts that effect positive change in the farm and food system.

Farm Aid is seeking a Keepseagle Project Manager to support its mission and goals with the purpose of ensuring the expansion of resources for Native American farmer and rancher populations and the ongoing integration of Native American perspectives in Farm Aid’s work. The ideal candidate has strong ties to Native American farming and ranching communities and has a deep understanding of the issues that tribal farm and ranch communities face.

Farm Aid recognizes that people gain skills through a variety of professional, personal, educational, and volunteer experiences. We encourage candidates to review the key responsibilities and qualifications below. If you believe you have not only the transferable skills necessary to fulfill the responsibilities of this role, but also a unique and valuable perspective to offer, we encourage you to apply.

Job Summary and Purpose: The Keepseagle Project Manager coordinates Farm Aid’s Keepseagle Project, a time-limited project funded by the Native American Agriculture Fund (NAAF) with the purpose of ensuring the expansion of resources for Native American farmer and rancher populations and the ongoing integration of Native American perspectives in Farm Aid’s work. The Keepseagle Project Manager serves as one of Farm Aid’s farm service providers, working one-on-one with farmers to address their unique resource needs.
through quality referrals and emotional support over the 1-800-FARM-AID hotline and farmhelp@farmaid.org email service. The Keepseagle Project Manager offers a key perspective in Farm Aid’s assessment of the needs of farmers nationwide and the availability of services to meet those needs. Key areas of responsibility are:

- Coordinate and manage Farm Aid’s Keepseagle Project, expanding the development and availability of resources for Native American farmers and ranchers.
- Serve as one of Farm Aid’s direct service providers to individual farmers through Farm Aid’s hotline and farmhelp@farmaid.org email service. Provide farmers with information, referrals, and emotional support.
- Participate in ongoing Farm Aid activities, planning and implementation, including the annual grant program and festival functions.

**Essential Job Duties and Responsibilities:**

**Keepseagle Project Management (estimated to comprise 60% of effort)**

**Research and Analysis**
1. Monitor, assess and analyze Native American farmer and rancher challenges and needs, as well current resources and opportunities for Native American farmers. This may include:
   - Document review to ensure understanding of Keepseagle litigation background and implementation to date, as well as key individuals related to Settlement
   - Researching organizations serving Native American farmers to determine Advisory Council and/or likely partners for Farm Aid programming.
   - Researching programs and policies intended to support Native American farmers and Native American farm service organizations.
   - Identifying appropriate networks and channels for effective outreach and engagement to Native American farmer and rancher populations.
2. Translate the above into background reports, documents and materials to advance implementation of Farm Aid’s Keepseagle project.

**Native American Farmer Resources Development**
1. Develop resources and materials that serve Native American farmers and ranchers in addressing land access, credit, risk management, disaster, and mental health needs.
2. Develop in-person and virtual opportunities for Native American farmers and ranchers to build relationships with other farmers and service providers, share ideas, knowledge and skills and access valuable resources and opportunities.
3. Recruit Native American partners and farm advocates, develop advocate training programs with partners, coordinate national trainings and develop new resources for farm advocates catered toward Native American populations.

**General Project Administration and Coordination**
1. Serve as a key liaison to Farm Aid Native American Advisory Council.
2. Schedule and document calls and meetings.
3. Prepare project correspondence and track communications.
4. Help determine and implement outreach strategy and draft outreach materials as needed in Native American farmer and farm service provider networks.
5. Ensure proper coordination and integration with Farm Aid’s Farmer Services programming.
6. Work with Farm Aid accounting and operations staff to ensure accurate and timely record-keeping for project effort and expenses; liaise with project administrator to ensure Farm Aid provides timely reports as required.

**Hotline Operation Management (estimated to comprise 20% of effort)**
1. Serve as one of Farm Aid’s direct service providers to individual farmers through Farm Aid’s hotline and farmhelp@farmaid.org, providing farmers with relevant information and referrals, advice and emotional support, ensuring response to inquiries within 48 hours of initial outreach.
2. Coordinate the issuing of emergency grants to farm families in crisis with Hotline Manager, grant program and other Farm Aid staff.
3. Ensure proper recordkeeping and tracking of all hotline contacts, working with Hotline Manager to ensure timely data collection of demographics, services needed and referrals.
4. Monitor literature and listservs for emerging resources for farmers, with a focus on Native American, minority and socially disadvantaged farmers. Translate into quality referrals and online content.

**General and Festival (estimated to comprise 10% of effort)**
1. Engage in planning and implementation of annual festival programming and event functions in general, with emphasis on farmer engagement where applicable.
2. Represent Farm Aid at farm conferences, meetings, trainings and with media as needed, in order to connect with partners and drive programmatic goals forward.
3. Support annual grant program with substantial proposal reading as member of review committee.
4. Participate in staff meetings, reviews, planning retreats and other related activities in support of organizational goals.
5. Other duties as assigned.

**Qualifications and Desired Competencies:**
- The ideal candidate has strong ties to Native American farming and ranching communities and has a deep understanding of the issues that tribal farm and ranch communities face.
Position Overview:
TFFJ seeks a passionate individual with an entrepreneurial spirit, flexibility, an interest in working with youth, and a desire to join a small, growing organization. Under the direction of the Senior Program Manager, the Advocacy and Community Engagement Coordinator will: manage TFFJ's after-school Apprenticeship programming related to health, nutrition, food justice and advocacy; oversee the operations of TFFJ’s weekly Fresh Food Box and farm stand distribution program; and coordinate all school and hydroponic farmers — growing and distributing large quantities of fresh, affordable produce to their food desert communities — and diet-related illness that impacts low-income communities, particularly those of color. TFFJ trains youth as 21st -century, school-based nutrition and health educator/advocates who can lead themselves and others towards healthier futures.

Organizational Overview:
TFFJ is galvanizing a youth-led movement to end food insecurity in one generation and to break the cycle of interest and desire to join a small, growing organization. Under the direction of the Senior Program Manager, the Advocacy and Community Engagement Coordinator will: manage TFFJ’s after-school Apprenticeship programming related to health, nutrition, food justice and advocacy; oversee the operations of TFFJ’s weekly Fresh Food Box and farm stand distribution program; and coordinate all school and veteran status, marital status, pregnancy, or any other basis protected by law. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

Benefits:
Farm Aid offers generous benefits including four weeks of vacation and 100% health insurance premium coverage, as well as a dynamic and mission-driven work environment with smart, passionate people seeking to make change in our food and farm system.

How to Apply:
If you possess many of Farm Aid’s qualifications and desired competencies and are excited about this opportunity, we’d love to hear from you!

Early applications are strongly encouraged, as applications will be considered as they are received. Submit your complete application to hiring@farmaid.org with “Keepsagle Project Manager” in the subject line. Please note that applications without all requested enclosures may not be reviewed. Include the following requested enclosures:

- A cover letter indicating where you learned of this opportunity and highlighting your experience and skills relevant to the position and listed qualifications
- A current resume, and
- A writing sample or example of relevant work.

We will accept and consider applications as they are received and on a rolling basis, and seek to complete the hiring process as soon as possible – ideally by early 2020.

Farm Aid will confirm receipt of your application, however will reach out directly only if your application is in consideration for the position.

No calls please.

Candidates invited to compete for the position may be asked to complete sample projects.

This is a grant-funded position with a limited time frame for completion of work, estimated to take 18-24 months from date of hire, with the possibility of extension based on project needs.

Ideally, the individual in this role will work from the Cambridge office.

hiring@farmaid.org | https://www.farmaid.org/

Advocacy and Community Engagement Coordinator | Teens for Food Justice | New York, NY

Salary: Salary commensurate with education, qualifications and experience.

Position Type: Full-time

Hours: Monday through Friday, 9:30 - 5:30 p.m. with some evening or weekend hours required for event support. Daily schedule will vary depending on after school program hours that require attendance for supervision and support.

Proficiency in other languages desired but not required.

A sense of humor, integrity, flexibility and an optimistic outlook.

Willingness and flexibility for periodic national travel as needed (less than 10% anticipated)

Determined to manage multiple projects, tasks and responsibilities simultaneously.

Here’s what we’re looking for:

We are seeking an individual with a strong interest in engaging others in the process of change, strategic listening, and a love for helping others to be their most effective selves.

Our ideal candidate will:

- Have a Bachelor’s degree in related field and at least 3 years of specific experience in the food and agriculture sector or the social services sector, working directly with individuals in need of support, preferably including farmers and rural communities; five years of experience preferred, and required as minimum without bachelor’s degree; experience with mental health and crisis training, agricultural mediation training or other trainings critical to effective farm advocacy a plus;
- Demonstrate a genuine commitment to supporting communities and building relationships; experience working with youth and young adults wanted;
- Possess a strong interest in and understanding of the broader social, political and economic systems driving food insecurity and the relationship between food and health; some experience working with people who experience food insecurity, trauma and related mental health issues preferred; experience engaging people in systemic change and advocacy desired;
- Have excellent presentation, facilitation, and public speaking skills; experience working as a lead facilitator, public speaker, and workshop leader desired;
- Be proficient in the Microsoft Office Suite (Word, Excel, Outlook), Microsoft Dynamics CRM, or other database management system experience desired;
- Have demonstrated skills in data collection, analysis, and presentation; ability to make sense of both quantitative and qualitative data and communicate it clearly to a variety of audiences desired;
- Be proficient in research tools and methods, can conduct secondary research and find, collect, organize, and present data; experience conducting research and providing data-driven recommendations desired;
- Be a strong writer and editor, with experience writing and presenting for diverse audiences;
- Have demonstrated ability to maintain effective working relationships with people from a diverse range of backgrounds, and sound judgment in maintaining professional boundaries and confidential information;
- Demonstrate the ability to work in an autonomous environment, setting priorities and delivering results with little supervision;
- Be adept at collaborating across sectors and building meaningful partnerships and coalitions; ability to develop strategic and simple strategic plans desired;
- Be innovative, resourceful, and creative in problem solving; ability to think outside the box and keep calm under pressure desired;
- Be proactive and detail-oriented and have demonstrated a sense of urgency for meeting deadlines;
- Have demonstrated ability and interest in working across different sectors of the food system: agriculture, education, social services, etc.; experience working with diverse teams and organizations desired;
- Be willing and able to travel as needed (less than 10% anticipated)
- Be open to feedback and an open learning environment.

Job Requirements:

Farm Aid is an equal opportunity employer and as such, we do not discriminate against any team member or candidate because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy, or any other basis protected by law. We encourage all to apply because we believe a diversity of voices leads to better discussions, decisions, and outcomes for everyone.

Benefits:
Farm Aid offers generous benefits including four weeks of vacation and 100% health insurance premium coverage, as well as a dynamic and mission-driven work environment with smart, passionate people seeking to make change in our food and farm system.

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Ideally, the individual in this role will work from the Cambridge office.

https://www.farmaid.org | hiring@farmaid.org

Advocacy and Community Engagement Coordinator | Teens for Food Justice | New York, NY

Salary: Salary commensurate with education, qualifications and experience.

Position Type: Full-time

Hours: Monday through Friday, 9:30 - 5:30 p.m. with some evening or weekend hours required for event support. Daily schedule will vary depending on after school program hours that require attendance for supervision and support.

Organizational Overview:
TFFJ is galvanizing a youth-led movement to end food insecurity in one generation and to break the cycle of diet-related illness that impacts low-income communities, particularly those of color. TFFJ trains youth as 21st -century, school-based hydroponic farmers — growing and distributing large quantities of fresh, affordable produce to their food desert communities — and as nutrition and health educator/advocates who can lead themselves and others towards healthier futures.

Position Overview:
TFFJ seeks a passionate individual with an entrepreneurial spirit, flexibility, an interest in working with youth, and a desire to join a small, growing organization. Under the direction of the Senior Program Manager, the Advocacy and Community Engagement Coordinator will: manage TFFJ’s after-school Apprenticeship programming related to health, nutrition, food justice and advocacy; oversee the operations of TFFJ’s weekly Fresh Food Box and farm stand distribution program; and coordinate all school and hydroponic farmers — growing and distributing large quantities of fresh, affordable produce to their food desert communities — and diet-related illness that impacts low-income communities, particularly those of color. TFFJ trains youth as 21st -century, school-based hydroponic farmers — growing and distributing large quantities of fresh, affordable produce to their food desert communities — and as nutrition and health educator/advocates who can lead themselves and others towards healthier futures.

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community-related outreach and engagement events. This role will also recruit, train, and manage TFFJ’s CUNY Service Corps interns, AmeriCorps Public Allies, and on-site mentors.

Responsibilities
The primary responsibilities of the Advocacy and Community Engagement Coordinator are:

After-school Program (30%)
- Manage after-school programming with teachers and/or mentors at all partner school sites over 13 to 20 weeks, including by:
  - Promoting and managing school involvement with the afterschool program via regular communication and relationship-building with multiple administrations within a co-located school campus, each school’s lead teachers, and each school’s key staff.
  - Scheduling and facilitating regular meetings with schools and key partners to discuss after-school Apprenticeship programming and promote the school’s involvement and investment in it.
  - Working alongside TFFJ’s Senior Curriculum Development and Training Coordinator to create and edit curriculum focusing on issues of food justice, health, nutrition, leadership, and advocacy.
  - Developing and organizing a youth-led advocacy research project and campaign.
  - Leading PD trainings and presentations for teachers, administrators, and staff on food justice and advocacy curriculum content with the support of TFFJ’s Senior Curriculum and Professional Training Coordinator.

Community Outreach (30%)
- Develop, organize, and publicize student-led community outreach events at all sites with students, teachers, mentors, Public Allies in collaboration with school administration, community stakeholders, and funders. Some outreach events include:
  - Youth-led advocacy campaign and leadership conferences (with partners as appropriate) for students at all participating TFFJ partner schools.
  - One cooking demo and/or farm tour each semester (per site) with the support of Public Allies.
  - End-of-year events at all sites, ideally in partnership with existing school-based events.
- Organize and maintain event tracking spreadsheets and lead all community outreach debriefs.
- Maintain TFFJ’s community outreach budget and track all outreach event data, with oversight from the Senior Program Manager.
- Connect and build relationships with community-based organizations and organizing groups in new and current school communities; work with TFFJ’s Senior Program Manager to identify new community engagement opportunities.
- Oversee Public Allies community-based outreach work and provide key trainings and outreach opportunities.

Community Food Distribution (30%)
- Lead and manage the daily operations and finances of TFFJ’s Fresh Food Box and Farm Stand initiative.
- Work with each school site’s Farm Manager/Farmer-Educator, School Food Manager, and partner organizations (WITS, Garden to Cafe) to enhance student and cafeteria staff engagement with TFFJ during school hours.
- Manage all community partner and community outreach spreadsheets; identify new and viable community distribution partners.

Advocacy and Policy Engagement (10%)
- Identify new and viable advocacy and policy opportunities for after-school Apprenticeship students and Fresh Food Box interns.
- Attend stakeholder meetings and support urban farming, food justice, school food, and initiatives under the oversight from the Senior Program Manager and Senior Communications and Development Manager.
- Attend collaborative, internal monthly Advocacy meetings focused on policy and fundraising objectives.

Required Qualifications:
- Bachelor’s or Master’s Degree, ideally in education, public health, food studies, nutrition, environmental studies, social services, or community development.
- Some relevant management experience, preferably in education, food, or a related field.
- Some teaching experience (teaching certificate not required).
- Excellent written and verbal communication skills.
- Ability to work independently and self-manage around multiple priorities and deadlines.
- Ability to work collaboratively and be a team player.
- Passion for education, food justice, youth empowerment, and food advocacy.
- Must be able to clear a required DOE background check.

An ideal candidate will:
- Bring energy and passion to the classroom and community events.
- Be able to collaborate with diverse groups and be able to maintain a professional and respectful relationship with students, TFFJ staff, teachers, mentors, funders, and other stakeholders.
- Seek ways to collaborate with the TFFJ program at sites with TFFJ staff, teachers, school administration, community partners and funders in order to streamline and improve systems and processes.
- Confidently initiate and maintain relationships with students, teachers, mentors, families, and community members at TFFJ school sites.

How to Apply: Please send resume and cover letter to work@teensforfoodjustice.org. No phone calls. Only potential interviewees will be contacted.

http://www.teensforfoodjustice.org/
**Farm Education Program Manager** | Groundswell | Ithaca, NY

Download the full Job Description [HERE](#).

**Application Deadline:** Applications are being accepted and reviewed on a rolling basis until December 1, 2019

**Position Start Date:** January 6, 2020

**To Apply:** Please complete the form in its entirety found here by the application deadline.

**Employment Status:** This is a full-time 40 hour/week, salaried position based in Ithaca, NY and funded by a USDA BFRDP grant through September 2022. Continuation of the position is intended well beyond that time, but is contingent upon annual performance reviews and funding.

**Salary & Benefits:** Salary is $45,000. Competitive health benefits and Paid Time Off benefits provided.

**Summary Job Description:** This position will work closely with Groundswell’s Executive Director and staff, and a Project Advisory Team to develop, coordinate and teach many of Groundswell Center’s farmer training programs including a 6-month Farmer Training Practicum, technical workshops and an annual farm business course. Integrating input from multiracial stakeholders in program development and designing these programs with and for marginalized and aspiring growers who often experience barriers to these opportunities is an essential component to this position.

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**District Program Assistant | Georgia Association of Conservation Districts**

**WHO WE ARE:** The [Georgia Association of Conservation Districts (GACD)](#) is a grassroots non-profit organization whose mission is to advocate for the conservation of Georgia’s natural resources by providing organization, leadership and a unified strategic direction to the 40 Soil and Water Conservation Districts of the State.

**POSITION SUMMARY:** GACD, in coordination with local conservation districts and USDA Natural Resources Conservation Service (NRCS) personnel, is seeking District Program Assistants (DPA) throughout the State of Georgia. Each District in the State will be assigned a DPA, an independent contractor who will be based daily at a designated local NRCS Office and contracted by GACD. The DPA will perform all duties and responsibilities as required by GACD and NRCS set forth in the subsequent contract. These duties will be completed on-site at the NRCS office designated.

**POSITION SCOPE AND DELIVERABLES:** The DPA will serve as the face of the District in the community through networking and other methods, and serve as liaison with local school systems to develop and execute stewardship programs, scholarship programs and other local District initiatives involving local students.

The DPA will also have the following responsibilities:

**Specific to the support of the local Conservation District:**
- General District administration (manage arrangements for regular District Meetings and special functions, including posting of meetings for compliance with all laws and internal and external communication related to District activities)
- Establish and maintain relationships with partners, individuals and organizations within the District to promote the efforts and visibility of the local District
- Serve as liaison with all appropriate local government(s) departments, agricultural associations, and conservation groups
- Plan and coordinate all District activities associated with the Actively work with local programs to ensure District involvement and support of conservation education (including but not limited to FFA Chapters in the District, 4-H, Envirothon, local schools, Natural Resources Conservation Workshop, annual NACD Conservation Stewardship program(s)
- Assist the District with hosting Field Days and other conservation demonstration programs and workshops as developed and sponsored by District
- Seek financial support for potential and ongoing District programs through appropriate grant funding from all potential sources, both public and private
- Perform other District related duties as directed by the local District Board of Supervisors and/or the Regional Program Manager and GACD Executive Director

**Specific to the support of the local Natural Resources Conservation (NRCS) District Office:**
- Perform all duties and responsibilities as required by the Agreement between GACD and NRCS to be completed on-site at the NRCS office designated
- Support Farm Bill program implementation once trained, including but not limited to design and layout of conservation practices, activities associated with conservation programs, contract development and management, contract planning, application processing, eligibility determination, and other written correspondences as needed
- Provide customer service and technical assistance to farmers and landowners
- Perform other NRCS related duties as directed by the local District Conservationist

**PAYMENT:** GACD shall pay Contractor a flat fee as total compensation for the services described above. Payment shall be made on a bi-weekly basis.
**DESIRED QUALIFICATIONS:** The following qualifications are desirable for any candidate interested in becoming a District Program Assistant for GACD:

- Management and organizational skills
- Capacity to work with variety of groups and agencies
- Comfort working in different environments (i.e. field visits with farmers, educational days with students, etc.)
- The DPA should be a self-starter, capable of independent function, and with strong administrative skills and experience.

**HOW TO APPLY:** For anyone interested in applying for this position, please fill out the application form available at [www.gacd.us/gcdi](http://www.gacd.us/gcdi) and email this form along with a resume and cover letter to info@gacd.us. Please direct any questions to info@gacd.us. Applications will be accepted until the position is filled.

*GACD is an equal opportunity employer.*

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**Environmental Institute Expedition Director | EUREKA! McConnell Science Museum | Grand Junction, CO**

The EUREKA! McConnell Science Museum is opening a new position as the Director of the Environmental Institute for Stewardship and Leadership. The EUREKA! Environmental Institute Expedition Director is responsible for the creation, oversight, administration, and implementation of various science based outdoor education and recreation programs for people ages 1-99, focusing on 4th through 12th grade students.

This position will be responsible for developing, planning, and leading all trips, camps, and programs run within the Environmental Institute, as well as developing outdoor education and recreation lesson plans to deliver on these trips. The incumbent will create and enforce important standard safety protocols, determine appropriate locations for all trips, and assist other outdoor instructors in a co-teaching environment. This highly responsible position requires a strong leader who is passionate about science education, has a desire to work with youth, lots of outdoor experience, and who can provide meaningful, fun learning experiences to program participants.

**MINIMUM QUALIFICATIONS**

- Bachelor’s Degree or higher in STEM, Outdoor Recreation / Education, Parks & Recreation, Kinesiology, Sports Management, or other related field
- Hiking and backpacking expertise
- Successful outcomes on a criminal background check
- Valid driver’s license and a clean driving history

**LICENSES AND CERTIFICATES REQUIRED**

- CPR, First Aid, AED training required within 90 days of hire
- Wilderness First Responder, Outdoor Emergency Care, or equivalent certification

**DESIRED QUALIFICATIONS / EXPERIENCE**

- Experience working with youth
- Experience leading outdoor recreation trips
- Experience supervising employees
- Current river guide, climbing guide, AVY I, or equivalent certification

**HOW TO APPLY:** To apply, applicants must submit the following via email to the Intern Director, Austin Solko, at asolko@eurekaasciencemuseum.org

- Application
- Resume

The application can be found at [eurekaasciencemuseum.org/employment](http://eurekaasciencemuseum.org/employment) >

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**Policy Specialist | National CACFP Sponsors Association | Washington, DC**

The National CACFP Sponsors Association is seeking a policy specialist to join our team! We are a national non-profit association who supports the community of professionals who work to ensure that children have access to healthy food.

If working with a growing organization committed to supporting a community of professionals who work to ensure that children have access to healthy food interests you, and you are ready to own the policy space for the association, we want to get to know you.

Please apply to join us if you:

- work well on your own in your own home,
- have a desire to work for a non-profit association making the world a better place,
• can jump into a team environment and hold your own,
• get excited about growing the organization, and
• are ready to be the go-to person on the team for child nutrition program policy and regulations.

Preferred Candidates will:
• have a degree in political science, public policy or related field with two years’ relevant professional experience in public policy and governmental affairs.
• have expertise in public policy, community engagement, and one or more of NCA’s core focus areas.
• be able to travel as needed for work as needed, and
• be located in Maryland/DC/Virginia.

To learn more and apply, go here: www.surveymonkey.com/r/PolicySpecialist

How to Apply: https://www.surveymonkey.com/r/PolicySpecialist

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Program Director | **Slough Farm** | Edgartown, MA

Salary: Salary commensurate with experience.

Slough Farm is a new 45-acre working farm and non-profit foundation located in Edgartown, MA on the island of Martha’s Vineyard. In addition to practicing ecological agriculture, Slough Farm aims to become an educational hub supporting farmers, writers, artists, craftspeople, community organizers, and thinkers both on and off the island.

The Program Director will be responsible for designing and implementing on-site educational, agricultural, and arts programming. They will work with the Slough Farm team to imagine, organize, and carry out programs throughout the year. A large part of their role will be to build on existing relationships with community-based organizations on the island and create meaningful programs that meet local needs. They will also design new programming that brings speakers, thinkers, artists, and organizations from off the island to spend time at Slough Farm. This is a unique opportunity to play a role in building something from the ground up and in the development of the Slough Farm vision and identity. The Program Director will report to the Executive Director.

The role is based on Martha’s Vineyard. (Potential housing opportunities to be discussed during the interview process.)

**What You’ll Do:**
• Work closely with the Executive Director, Property Manager, and Farm Managers to design and coordinate programming. As the point person for all on-site programming, responsibilities might include, but would not be limited to:
  • Creation and coordination of a Slough Farm Arts/Cultural Residency; designing a call for proposals; running outreach to various audiences; managing the application and selection process; being available on-site throughout residencies to welcome residents and support their experience.
  • Design and execution of one-off events; readings, presentations, workshops on ecological and environmental topics, community gatherings and meals, visiting speakers, a harvest festival, etc. These events will be designed with input from the whole team; the program director will be responsible for managing all incoming ideas from the team and will oversee outreach and day-of execution.
  • Coordinate week or weekend-long educational gatherings; helping design invitations; communicating with attendees; being available all weekend to support and help facilitate programs.
  • Build new and maintain existing relationships with local community organizations and find ways that Slough Farm programs can support the ongoing work of farmers, artists, and educators on the island.
  • Make sure the entire Slough Farm team is updated and informed about ongoing and upcoming programs.
  • Maintain documentation of all ongoing programming, debriefing with the team and identifying metrics for tracking success.
  • Create internal systems and processes to manage and evaluate all incoming programming ideas and building out long-term programming standards.
  • Coordinate social media posts, update the website and events calendar; write and manage monthly e-newsletter.
  • Manage budgets and reporting for individual programs.

**Our Dream Candidate Has:**
• Demonstrated experience in designing and running educational, agricultural, and/or artistic programs for participants of many backgrounds.
• A passion for sustainable agriculture and farming practices.
• Astute decision-making skills and an ability to be highly productive with minimal daily supervision.
• The ability to imagine and integrate a wide spectrum of creative public programs that will help to define the ongoing mission of the Slough Farm Foundation.
• An eagerness to work in a consensus-building organization with a flat on-site hierarchy.
Legal Assistant, Environmental Law Program Job Code 132-19 | Sierra Club Headquarters | Oakland, CA

Reports To: Managing Paralegal, Environmental Law Program

Context: Provides administrative, litigation, and programmatic support for all aspects of the Environmental Law Program

Scope: The Legal Assistant provides administrative support and litigation support to advance the mission of the Environmental Law Program and Sierra Club campaigns, and helps to manage programmatic aspects of ELP

JOB ACTIVITIES:

Litigation
1. Collaborates with attorneys, paralegals, and other ELP staff to complete the critical, precise tasks of litigation, including editing, formatting and otherwise preparing legal documents, communicating with court clerks, and filing and serving documents properly and on time. Provides day-to-day coordination of dockets and acts as liaison between ELP and outside groups.
2. Interviews potential standing declarants and drafts standing declarations under the supervision of attorneys.
3. Drafts and submits Freedom of Information Act and Public Record Act requests under the supervision of attorneys.
4. Performs basic research tasks via legal and technical databases (Lexis, Westlaw, SNL, etc.). Provides administrative support for the litigation coordination program "new matter form" process, including document preparation, copying, filing, faxing, and mailing.
5. Performs continuous maintenance and updating of legal action database (LANDS), law program web pages, and legal research library.

Campaign/Research
1. Monitors and reports all relevant public information regarding permitting, public notices, and media relating to current and potential legal actions relating to coal plants and other priority targets of Sierra Club campaigns.
2. Conducts miscellaneous research and prepares reports in support of Sierra Club campaigns.
3. Tracks and records the status of litigation, rulemakings, etc. to enable access to legal and technical resources by the network of attorneys and allied organizations collaborating on Sierra Club campaigns.

Administrative: Performs a range of administrative and clerical duties which include scheduling, invoice processing, reimbursements, travel logistics, copying, collating, faxing, supply ordering, filing, event planning and organizing for ELP, ELP email administration, mail pickup, and managing various spreadsheets for general program information.

STANDARD OVERTIME: This position requires occasional overtime to meet special deadlines, projects, other staff absences, or emergencies. Under these circumstances, overtime will rarely exceed 5 hours per week or 15 hours on a monthly basis.

KNOWLEDGE AND SKILLS:

• Excellent organizational skills and the ability to perform multiple tasks and adhere to deadlines.
• Computer skills: 1-2 years’ experience with word processing (WordPerfect and Word) and preferably database management skills (including strong familiarity with Excel). Familiarity with G-suite a plus General computer literacy and solid internet research skills required.
• Solid research, writing, oral communication, analytical, and interpersonal skills required.
• Ability to do precise, careful work needed for courtroom filings, attorney admissions, and correspondence with courts, external parties, etc.
• Ability to work successfully in teams and under own initiative, to handle multiple assignments simultaneously, and to make timely decisions.
• Knowledge of energy and climate data sources and familiarity with government climate/energy policy and litigation procedures are a plus.

In 2015, Sierra Club formalized its vision for an internal transformation to become a more equitable and inclusive organization. Sierra Club and its Environmental Law Program recognize that the environmental movement and the field of law have historically been white, wealthy, and male-dominated, and given that history, we are committed to creating a workplace where people from all social identities and backgrounds feel welcomed and can thrive. We strive to become an organization that attracts, retains, and celebrates people from all avenues of life who share our values. Sierra Club has adopted the Jemez Principles, a set of guidelines designed to help people from different cultures, communities, politics, and organizations work together in solidarity. The Environmental Law Program
strives to conduct litigation in accordance with the Jemez Principles and in furtherance of Sierra Club’s vision of becoming a more equitable and inclusive organization. For more information about our commitment to equity, inclusion, and justice, please visit: sierraclub.org/equity.

To Apply: Please visit http://www.sierraclub.org/careers to apply for this position. The hiring committee will review applications on a rolling basis. The position will remain open until filled. Please attach a cover letter and resume to the online application. In addition, please provide a separate statement of 250 words or less addressing whether there are particular environmental or social justice issues that inspire you; and past work or other experience that demonstrates your commitment to equity, inclusion, and justice.

https://chm.tbe.taleo.net/chm01/ats/careers/v2/viewRequisition?org=SIERRACLUB&cws=39&rid=1472

This position is represented by a collective bargaining unit and is subject to the terms and conditions of the contract between Sierra Club and Sierra Employee Alliance.

The Sierra Club offers competitive salary package commensurate with skills and experience plus excellent benefits that include medical, dental, and vision coverage, and a retirement savings 401(k) plan.

This is a category 6 non-exempt position.

Sierra Club is a 501(c)(4) non-profit organization. Sierra Club employees are not eligible to participate in the Federal Public Service Loan Forgiveness (PSLF) Program. Sierra Club does not sponsor H1B visas.

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

*If you are applying for more than one position with us, please attach your job-specific cover letters in the 'Attachments' section

Development Coordinator | Earthplace - The Nature Discovery & Environmental Learning Center | Westport, CT

Application Deadline: December 1, 2019 | Salary: Compensation commensurate with experience

Position Summary: Earthplace is seeking a part-time Development Coordinator with strong organizational skills, and experience with donor management platforms. Strong writing and editing skills required. This position reports to the Director of Development & Marketing, and works alongside the Marketing & Communications Coordinator.

Responsibilities
- Ensure accurate donor activity tracking in NEON database, including donor information, event attendance and volunteer engagement.
- Work with team on identifying grant funding sources, putting together and following up on grant proposals.
- Process and acknowledge gifts in a timely and IRS compliant manner.
- Provide donor reports and lists as needed.
- Handle other administrative details associated with brand awareness and donor management.
- Coordinate and provide content for semi-annual newsletter and Annual Report.
- Coordinate the production of a range of materials for donor solicitation, including background materials and collateral.
- Manage complimentary membership donations for other local non-profits.

Qualifications
- Bachelor’s degree required
- 3-5 years of professional work experience in a non-profit is required
- Development experience desired
- Must have a passion for nature and environmental learning
- Strong writing and editing skills
- Proficiency with MS Word & Excel
- Experience with a CRM software system is desired.
- Must have the ability to work independently, manage time effectively, and multi-task.

Profile of Ideal Candidate: A team player comfortable in a support role with the ability to handle multiple priorities and deadlines. A strong communicator and fast learner who can work easily with colleagues at all levels. Familiarity with local community desired.

Salary
- This is a part-time position; three days per week.
- Compensation commensurate with experience

Organization Background: Earthplace was founded in 1958 as a Youth Museum and Nature Center, one of the first of its kind in America. Its founders were primarily conservationists with a keen understanding of the role humans play in protecting nature and the environment. The 62 acre sanctuary, animal exhibits, and nature-based education programs are community treasures in what is now a densely populated suburban environment.
For the past 30+ years, Earthplace has also been home to Harbor Watch, a premier water quality research program which has trained over 1,000 high school students, college interns, and adult volunteers in the work of protecting and improving the biological integrity of Long Island Sound.

Today, Earthplace is a community center for nature discovery and environmental learning whose purpose is to build passion and respect for the natural world. Our programs blend science, nature conservation, and education into pathways for experiencing and learning: for young children we use discovery and fun to build awareness and connection to the outdoors; for school age youth we promote learning through science and understanding of the role humans play in our ecosystems; and for all ages we encourage individual growth and actions that can lead to a more sustainable community.

**Benefits:** This is a part-time position, three days per week with no benefits.

**How to Apply**  
hr@earthplace.org | http://earthplace.org

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The Sonoma County Regional Parks Foundation is the nonprofit fundraising partner of Sonoma County Regional Parks. Working in collaboration with Sonoma County Regional Parks, the Foundation raises funds, fosters partnerships, and advocates on behalf of the 57 parks and trails in the Sonoma County Regional Parks system. More information at www.SonomaCountyParksFoundation.org.

Our small, hard-working team is hiring a full-time or part-time Program Assistant. The position entails 60% clerical tasks, 25% customer service (interactions with donors regarding commemorative furniture); and 15% fundraising support. We are looking for a positive, energetic, technologically savvy park lover to carry out the following tasks:

**Donation Processing**
- Prepare checks for deposit including all relevant coding
- Input all donations into Donor Perfect donor database
- Send appropriate thank you letters to all donors
- Maintain all donor communication templates
- Maintain data integrity in Donor Perfect through regular cleanup of duplicates and incorrect entries
- Run requested queries, reports, and mailing lists in Donor Perfect and translate data into Excel charts as needed

**Office Operations**
- Contribute to financial management by coding and submitting all invoices, reconciling bank statements, and mailing sales tax returns (prepared by accountant)
- Keep files updated in accordance with the records retention policy
- Ensure team members have all tools and supplies needed for their work
- Support Foundation meetings by reserving conference rooms as needed
- Support Executive Director and other team members as needed

**Board Support**
- Prepare, distribute, and store board meeting agendas and minutes
- Administer the Oath of Office for new board members
- Maintain and provide orientation materials, portfolios, and follow-up documents to support board member leadership and fundraising efforts

**Commemorative Furniture Program**
- Work with all prospective sponsors to help them understand the program and complete the sponsorship process. This task involves ongoing phone call and email correspondence with individuals and tracking their steps through the process.
- Update Parks maps to reflect new and expired sponsorships
- Work with the Sonoma County Park Rangers, Planning, and Maintenance to identify and verify furniture locations in the parks
- Oversee the furniture sponsorship process, including ordering plaques, benches and picnic tables and working with Parks staff to install
- Potentially learn to identify bench and picnic table locations on park maps using GPS system.

**Fundraising Support**
- Create and track donations to the Parks Foundation using Donor Perfect
- Track In Memoriam/In Honor Gifts and send acknowledgement letters to family
- Provide support for annual grants program to Regional Parks staff
- Administer sponsorship benefits for businesses that sponsor activities such as the Spring Lake Water Bark and the Tolay Fall Festival
- Print and mail small donor solicitation mailings
- Distribute media releases
- Support donor recruitment and retention efforts as needed

**Desired Qualifications**
- Excellent English verbal and written communication skills – including phone, email and in person – with an attention to detail and accuracy; ability to edit written documents for grammar and punctuation
- Must be adept with Microsoft Word and Excel
• 1+ years of related work experience
• Bachelor’s degree preferred, or an equivalent combination of education and experience
• DonorPerfect experience preferred. If unfamiliar with DonorPerfect, willingness and ability to learn DonorPerfect is required.
• Professional attitude, appearance, and work style
• Cooperative, friendly, and helpful attitude with clients and co-workers, including ability to work closely with other employees to ensure positive, constructive environment within the organization
• Enthusiasm for Regional Parks and its programs
• Fluency in written and verbal Spanish a plus
• Event management experience a plus
• Occasional availability to help with events on weekday evenings or on the weekend (4-6 times per year).

To apply, submit a cover letter and resume by December 2, 2019. socoparks@gmail.com

Litigation Assistants | Earthjustice Headquarters | Washington, DC

About this organization: Earthjustice is now accepting applications for two full-time Litigation Assistants to join the Clean Energy Program and provide administrative and litigation support services to our team of lawyers and advocates who are working around the country to accelerate the transition to 100% clean energy. The positions are available immediately and will be based in our Washington D.C. office. Our ideal candidate would be available to start as soon as possible.

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, Chicago, Bozeman, and Washington, D.C.

Earthjustice’s Clean Energy Program has a longstanding track record of success with our litigation and advocacy to reduce dependence on dirty fossil fuels and increase reliance on clean energy resources, including energy efficiency, solar, wind, demand response, and storage. We see an unparalleled opportunity to hasten a shift away from fossil fuels; achieve major, enduring reductions in carbon pollution; and secure a cleaner, smarter, more equitable electric grid.

Responsibilities:
The Litigation Assistant provides administrative and litigation support services for nine active Clean Energy 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.
• Reviewing, organizing, and interpreting factual and technical information; generating research notes, memoranda, summaries, tables, maps, and other visuals as needed
• 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 Clean Energy 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 all office equipment (copier, Stamps.com equipment, fax machines, etc.).
• Engaging in general administrative support (e.g., receiving packages, scanning mail, managing office supplies, taking notes, greeting visitors).
• Providing backup to Legal Practice Administrator.

Qualifications:
• Bachelor’s degree or equivalent experience.
• Paralegal experience or training a plus.
• To qualify for Senior Litigation Assistant, 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 research, analytical, writing, and computer 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 Clean Energy 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.

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.

How to Apply: https://app.jobvite.com/j?cj=oBJubfwJ&s=Idealist

Interested candidates should submit 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, including at least one professional reference.

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.

Restoration Program Coordinator – 48230 | The Nature Conservancy | Texas City, TX

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 74 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 Restoration Program Coordinator implements and coordinates a comprehensive regional program to protect, enhance, and leverage TNC lands and resources in the Texas Coastal Tallgrass Prairie region for the advancement of ecosystem
restoration as a regional practice. A particular focus will be to manage for regional prairie integrity and function as a high-quality prairie and viable native seed source for restoration.

**Essential Functions:** The Restoration Program Coordinator facilitates and coordinates several ongoing grassland and forest restoration programs in the upper and mid Texas gulf coast region. The Program Coordinator conducts data collection in area research projects, participates in and helps develop preserve stewardship activities such as invasive species treatments at TNC owned Preserves in order to maintain the system’s integrity and function as a high-quality representation and viable seed source. The Program Coordinator also participates fully in TNC’s fire program, is responsible for maintaining equipment and facilities at the Texas City Prairie Preserve, operating heavy machinery and equipment, and assisting with the coordination of volunteers in restoration and stewardship activities. S/he must be able to secure and maintain Wildland Fire Fighter certification – The Nature Conservancy has adopted the Work Capacity Test (WCT) as the method for assessing fitness for fire qualification. The person selected for this position is required to pass the arduous WCT within 30 days of starting employment. The Restoration Program Coordinator will work closely with other staff members in the Grasslands Program and statewide Conservation and Science programs.

**Responsibilities And Scope**

- Works under direction of Upper Coast Project Director to continue and advance existing restoration programs, activities and experiments and to assist in direction and undertaking of new programs and activities in the region.
- Leads and manages seed harvesting and planting activities.
- Works under direction of Upper Coast Project Director to implement stewardship activities at the Texas City Prairie Preserve.
- Assists other Projects/Divisions with implementing stewardship activities and moving and applying preserve resources across the region for restoration.
- Leads and manages building and equipment maintenance at the Texas City Prairie Preserve.
- May supervise seasonal staff.
- May lead or monitor work groups consisting of staff, interns, and school groups or volunteers covering a wide scope of conservation activities.
- Networks with diverse groups, including area educators, community leaders, land owners, conservation partners, government officials, donors, board members and the general public to recruit support for the Conservancy and publicize the Conservancy.
- Works under minimal and distant supervision; must make independent decisions based on experience and judgments.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.
- Participates in TNC fire program.
- Must be willing to travel.
- With proper training, must be willing to use herbicide / insecticides in a safe manner.

**Minimum Qualifications**

- BA/BS/AS/Technical or vocational degree in science-related field and 2-years related experience in ecological land management or equivalent combination of education and experience.
- Experience with natural systems.
- Experience in ecological restoration land management principles.
- Experience operating and or repairing various types of equipment and machinery.
- Must have a valid driver’s license.
- Knowledge of current trends and practices in conservation, restoration, land management and natural resource preservation.
- Ability to recognize plant and animal species to complete preserve management activities.
- Ability to complete tasks independently with respect to timeline(s).
- Experience supervising staff.
- Working knowledge of common software applications (e.g.; Word, Excel, Web browsers).
- Communicating clearly via written, spoken and graphical means in English and other relevant languages.

**Desired Qualifications**

- 3 – 4 years related experience in ecological land management or equivalent combination of education and experience.
- Ability to recognize plant and animal species to complete preserve management activities.
- Experience with natural systems.
- Experience in ecological restoration land management principles.
- Experience operating and or repairing various types of equipment and machinery.
- Must have a valid driver’s license.

**AUTO SAFETY POLICY:** This position requires a valid driver's license and compliance with the Conservancy’s Auto Safety Program. Employees may not drive Conservancy-owned/leased vehicles, rental cars, or personal vehicles on behalf of the Conservancy if considered “high risk drivers.” Please see further details in the Auto Safety Program document available at www.nature.org/careers. Employment in this position will be contingent upon completion of a Vehicle Use Agreement, which may include a review of the prospective employee’s motor vehicle record.

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.
Appalachian Voices is a nonprofit advocacy organization that brings people together to protect the land, air, and water of Central and Southern Appalachia and advance a just transition to a generative and equitable clean energy economy. We have 30 staff members located in offices in Charlottesville, Va., Norton, Va., Boone, N.C., and Knoxville, Tenn.

Appalachian Voices is seeking a Field Coordinator based in our Norton, VA office to build local power and engagement in the Just Transition movement by recruiting, engaging, and activating community members in Southwest Virginia through our New Economy Program. The Field Coordinator will develop community leaders, support the strengthening of new and existing community-based organizations, and execute strategic campaigns focused around solar, coal-impacted land redevelopment, and land ownership issues in Southwest Virginia.

This position will foster the connection between community members and our work, making sure that local, diverse community voices and perspectives are informing the economic and community development decisions that are being made both within our organization and the region as a whole. Foundational to success is a well-developed understanding of community organizing in rural settings, as well as community and economic development within a Just Transition framework.

Appalachian Voices is committed to diversity, equity, and inclusion both in our work and in our organizational structure. We seek applicants who share and exhibit these principles. As an equal opportunity employer, we are committed to employment practices that ensure 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.

We understand people gain skills through a variety of professional, personal, educational, and volunteer experiences. We encourage candidates to review the primary roles and responsibilities below. If you believe you have the transferable skills necessary to fulfill the responsibilities of this role, we encourage you to apply.

Strong candidates will:
- Demonstrate strong skills in community engagement and organizing including recruiting and stewarding volunteer leaders in rural and marginalized communities.
- Understand, or be able to learn, state and federal policies and programs that impact Central Appalachia, particularly at the intersection of environmental justice and economic development.
- Effectively facilitate dialogue and listen deeply to the perspectives of partners and stakeholders.
- Thrive in a highly collaborative setting while being self-motivated and creative.

Specific workload includes:
- Building relationships with community members and key partners;
- Supporting the strengthening of new and existing community-based organizations;
- Planning, organizing and executing public events including community meetings, presentations, workshops, town halls, petition drives, press conferences, etc.;
- Implementing campaigns and supporting projects of our New Economy program;
- Working closely with the communications team to develop digital materials for emails, newsletters, action alerts, blogs, social media posts and events, and other online communications tools to mobilize our membership;
- Maintaining detailed databases and listservs for volunteers, community leaders, community partners, etc.

The New Economy Field Coordinator position is based in our Norton, VA office and will report to the New Economy Program Manager. This is a place-based employment opportunity within far Southwest Virginia, working out of our Norton office on a daily basis, without the option of telecommuting. Our office is located within walking distance of the Jefferson National Forest and has easy access to multiple incredible outdoor recreation opportunities and cultural assets. The region is in the midst of an exciting renaissance, and we seek an individual who is as excited about being a part of that—both professionally and personally—as we are.

Compensation and Benefits: Appalachian Voices offers competitive compensation and benefits that includes employer-paid health care, vision and dental policies with options to include family members at a reduced cost; as well as generous paid vacation and parental leave, and an employer-matched retirement plan. This is a full time, permanent position. Targeted hiring range is between $32,000 and $40,000.

To apply: Applications will be accepted until this position is filled and interviews may start by mid-December 2019. The start date will be January 6 or later. Apply now! Please send resume and a brief cover letter (one page) that addresses the questions below to Chelsea@appvoices.org. Questions about the position are welcomed via email. No calls, please.

1) What’s your connection to Appalachia and why do you want to work in Norton, Virginia?
2) Share one example of your experience organizing with communities to achieve a goal: what was the objective, who was involved and what was your role?
3) What does a Just Transition in Appalachia look like to you?
**Benefits:** Appalachian Voices offers competitive compensation and benefits that includes employer-paid health care, vision and dental policies with options to include family members at a reduced cost; as well as generous paid vacation and parental leave, and an employer-matched retirement plan.

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**Policy Analyst - Climate Adaptation | Defenders of Wildlife | Washington, DC**

**JOB TITLE:** Policy Analyst, Climate Change Adaptation

**GRADE:** 25

**SALARY:** 51,000-66,000

**FLSA:** Exempt

**DIVISION/SITE:** Headquarters, Washington DC

**DEPARTMENT:** Landscape Conservation

**REPORTS TO:** Senior Policy Analyst, Climate Change Adaptation

**Basic Summary:** This professional-level position will contribute to Defenders of Wildlife’s strategic goal of ensuring effective climate change policies and practices to conserve wildlife, with a focus on animals and plants listed under the Endangered Species Act, key species and focal landscapes. The incumbent will engage with federal departments and agencies to advance wildlife adaptation science and strategies in national forests plans, national wildlife refuge comprehensive conservation plans, resource management plans, and other public planning processes for projects with major habitat impacts. The Policy Analyst for Climate Change Adaptation will also collaborate with Defenders’ Field Conservation offices to develop and implement state, tribal, and regional strategies for habitat conservation and connectivity that are critical to climate adaptation, and integrate efforts with Defenders’ other policy program priorities led by our Government Relations, Conservation Law, Communications and other departments.

**Essential Duties and Responsibilities:**

- Engage in public land and natural resources management and similar conservation planning processes (e.g., reviewing policies and plans, drafting comments, meeting with stakeholders, etc.) to ensure that federal departments and agencies address climate change impacts and adaptation for wildlife.
- Advocate to the U.S. Fish and Wildlife Service and National Marine Fisheries Service to ensure that the threat of climate change is weighed appropriately in listing, management and recovery planning for endangered and threatened species.
- Identify and promote the best available scientific information on climate change and wildlife adaptation to federal, state, tribal and local governments to incorporate that information in climate adaptation planning, policies and strategies. Coordinate with Defenders’ Center for Conservation Innovation to develop spatially explicit, climate-informed conservation recommendations.
- Analyze and draft technical comments in response to proposed regulatory changes, administrative policy proposals and project-level actions affecting wildlife and habitat climate change adaptation.
- Analyze proposed legislation, and work with Defenders’ Government Relations staff and partners to educate Congressional offices on climate change adaptation for wildlife and habitats. Assist in identifying legislative champions and coordinating messaging and outreach to federal legislators and their staff to advance a progressive climate and conservation agenda for wildlife.
- Closely coordinate engagement on climate adaptation and wildlife conservation issues with relevant Field Conservation offices and other key staff.
- Research, write, and/or edit materials on climate change and wildlife, educate and mobilize Defenders’ members and activists, and communicate to diverse audiences Defenders’ position on proposed policy and legislative initiatives, including but not limited to reports, website content, blogs, factsheets, testimony and other publications.
- Represent Defenders in public meetings, hearings, news media, conferences, coalitions, and in general communications with public officials, legislators, the media, Defenders’ membership, donors, and the public to further Defenders’ departmental and organizational objectives.
- Work with Development staff to raise operating funds for Defenders’ Landscape Conservation department.
- Perform all other related duties as assigned.

**Qualifications:**

**Education:** Advanced degree (Masters’ Degree or higher) in ecology, climate science, environmental/public policy, natural resources, conservation biology, or related discipline, with experience in successful advocacy for natural resources protection.

**Experience:** Four or more years of progressively responsible experience (which may include graduate study) in at least one of the following areas: researching climate science or climate policy, especially with an emphasis on wildlife, ecosystems or adaptation; developing, advocating for and/or implementing federal, state and/or privately administered programs to conserve biodiversity; reviewing and analyzing environmental law and regulations; engaging in land management planning and/or federal permitting processes; or organizing campaigns for non-profit organizations. Experience in working with federal or state land or wildlife management agencies, and knowledge of the laws and regulations affecting federal land management and wildlife management is preferred for this position.
An equivalent combination of education and experience may be accepted as a satisfactory substitute for the specific education and experience listed above.

Skills:
- Interdisciplinary skills and practical experience in translating cutting-edge science into programmatic initiatives to conserve species and ecosystems.
- Leadership skills and demonstrated ability to help guide the implementation of programs and/or initiatives affecting wildlife, natural resources, or related resources.
- Excellent research, writing and verbal communication skills.
- Strong interpersonal skills with ability to work effectively with other staff members in an interdisciplinary team context.
- Self-starter and entrepreneurial, demonstrated ability to take initiative.
- Working knowledge of Geographic Information System data, application and analysis helpful.

Work Expectations:

Work Environment: General office working conditions, the noise level in the work environment is usually quiet.

Physical Demands: While performing the duties of this job, the employee is regularly required to use a computer and communicate with others while doing so.

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

How to Apply: Interested applicants please apply with a letter of interest through our indeed jobs portal at http://www.defenders.org/jobs

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

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

It is the policy of Defenders of Wildlife to provide equal employment opportunity to all qualified individuals without regard to their

Teacher Naturalist | The Glacier Institute | West Glacier, MT

Job Type Temporary

Salary Details $1000/Month

Job Summary: Field Camp Teacher Naturalists assists the Program and Assistant Managers with day-to-day operations of the Glacier Institute Field Camp. Teacher Naturalist responsibilities vary from teaching an occasional environmental science classes to leading groups of varying ages and abilities on educational hikes to leading private groups on educational expeditions to all corners of Glacier National Park. Teacher Naturalists are given training in basic naturalist skills as well as teaching techniques. Teacher Naturalist also have the opportunity to learn from expert Naturalists during our catalogue courses. The Field Camp Team rotates through a variety of other tasks including, but not limited to, cooking, cleaning and general site upkeep projects.

Start Date: May 4, 2020 | End Date: October 9, 2020 | *there is some flexibility in these dates, specific details will be discussed during the interview process

Compensation:
- Full room and board
- $1000/month stipend, with the opportunity to earn performance based tips during custom and personalized programs.
- 2020 employee entrance pass into Glacier and Waterton National Parks.
- Friends and family discounts for all Glacier Institute courses (subject to availability).
- Participation in expert-led Glacier Institute catalog course as space permits.
- Professional development as a teacher, naturalist, chef, handyperson and more!

Responsibilities:
- Report to program manager in coordinating logistics for daily operations, including guest safety, food procurement, meal preparation, transportation, camp cleaning and preparation for residential groups.
- Coordinate course logistics and assist expert instructors in conducting catalogue courses for guests.
- Lead naturalist hikes and teach outdoor education programs for custom groups, Personalized Educational Tours and other groups of both adults and children.
- Maintain a working knowledge of Crown of the Continent Ecology and current applicable science.
• Manage students’ safety in unregulated outdoor environments by applying sound judgment, problem solving, and risk management skills. Glacier National Park boasts the highest density of grizzly bears in the lower 48 states, and staff should expect at least one bear encounter to occur. Bear spray and bear safety training will be provided.

• Administer and document first aid and appropriate emergency responses

• Safely operate 15 passenger vans/buses to transport students down rough dirt roads, up the highly technical Going-to-the-Sun road, and along highway corridors.

• Rotate cooking, cleaning and food preparation with other staff members as assigned by the Program Manager.

• Provide quality customer service to all Field Camp guests.

• Participate in site improvement projects as assigned by Program Manager (e.g. painting, staining, light-carpentry, rodent control, wood chopping, landscaping, etc.).

• Assist office staff and Program Manager with marketing efforts, community outreach, curriculum development, social media and other duties as assigned.

• Assist with Big Creek Outdoor Education Center programming when necessary.

• Represent The Glacier Institute and its mission and goals.

Minimum Qualifications:

• A Bachelor’s degree OR equivalent experience with a thorough knowledge of comprehensive natural/environmental processes.

• One season experience teaching outdoor education or similar programs. Demonstrate skills in developing and implementing outdoor education learning concepts.

• At least one year of experience working with people of all ages in a variety of circumstances.

• Self-motivated, able to work efficiently with little supervision and committed to high quality work.

• Valid driver’s license with an excellent driving record to be insurable under The Glacier Institute automobile insurance policy.

• Current Wilderness First Aid/CPR certification through the contracted dates of employment.

• Ability to live on-site and in a small community with other employees.

• Ability to work long and flexible hours including evenings and holidays.

• Ability to lead participants on hikes up to 12 miles with up to 3,000 feet of elevation gain over steep, rocky, terrain.

• Experience operating large vehicles in off-road conditions (4x4 experience not required).

• Those with a working knowledge of the northern Rocky Mountain ecosystem will receive first consideration if other criteria have been satisfactorily met.

TO APPLY! If this position sounds like the right fit, please submit a resume, 3 reference contacts, and a cover letter addressing the 3 questions below to careers@glacierinstitute.org and include the title of the position(s) you are applying for in your cover letter and subject line of your email. We look forward to reviewing your material!

Questionnaire: Authenticity and honesty is what we ask for and what we will deliver in return. We are building a team, and in order for that team to have a safe and successful season, it is imperative that all candidates are transparent and candid during the hiring process. Disclosing a lack of experience but a willingness to learn is far more advantageous than fudging the truth. Be yourself.

• What strong skill(s) (hobbies, job related, social, etc.) would you bring to Field Camp?

• What subjects/activities are you passionate about teaching? Learning?

• What excites you about the position? Why is this a good fit for you?

National Organizer | The Climate Mobilization | New York, NY

Application Deadline: December 8, 2019 | Salary: $50,000 - $70,000

The National Organizer is responsible for leading efforts to build excitement and momentum around the need for a massive response to the Climate Emergency, helping U.S. audiences understand the seriousness of the Climate Emergency while growing participation in local, sector-based, and national organizing efforts. In collaboration with the Communications Director and cultural workers, the National Organizer will support the development of high profile national actions, cultural/artistic works, and local actions to raise the profile of the dangers posed by the Climate Emergency and the solutions that this moment requires. This organizer will collaborate with the Organizing Director and Organizer to develop strategies for absorbing people activated by actions, as well as cultural/artistic and communications efforts.

Duties:

• Collaborating with the U.S. Climate Emergency Declaration Campaign, organizing staff, contractors, and participants in Climate Emergency campaigns to plan and execute large, high profile actions

• Developing partnerships with cultural workers in order to create innovative artistic and cultural products that engage audiences in Climate Emergency organizing

• Participating in the ongoing development of framing, narrative, and messaging for the campaign

• Providing support to the Climate Emergency Campaign’s overall development of organizing strategy, materials and training
- Supporting the development of digital organizing and ladder of engagement strategies for national and local campaign growth, in collaboration with the Digital Organizer
- Supporting the development of national and local campaign communications (email blasts, communication strategy, and social media posts) in collaboration with the Digital Organizer and Communications Director

**Qualifications include:**
- At least 3 years of organizing experience, preferably for a national organization
- Experience with arts/culture integration, direct action planning, and/or using strategic communications to advance organizing campaigns strongly preferred
- Interest and ability to build relationships, processes and structures as part of a rapidly growing organizing program.
- Strong communication skills and a collaborative work style
- Highly motivated and self-starting, with strong project management skills
- Proven success using actions, strategic communications and/or arts/cultural work to advance organizing campaigns

Benefits: Employer offers PTO and a partially subsidized health insurance package

**How to Apply** Email enlist@climatemobilization.org. Please include a resume and contact information.

A cover letter is encouraged! In the letter, please describe relevant experience, including your experience managing others. Please explain your motivation to work for Climate Mobilization Project in particular, as opposed to other climate organizations. Please expand on your understanding of environmental justice in the broader movement.

Candidates under consideration will be asked to provide references.

http://climatemobilization.org

The Climate Mobilization and Climate Mobilization Project are equal opportunity employers. Women, people of color, people with disabilities and veterans are strongly encouraged to apply. We prohibit discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this effort and to respond promptly and appropriately to any concerns that are brought to their attention.

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**Protect Wildlife with 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 Conservation Advocate:** We live in a world of incredible material abundance, but we’re running short on nature. We want more special places where we can hike among trees and wildflowers; more shoreline where we can sit mesmerized by ocean waves; more abundant wildlife, from the grizzly bear to the monarch butterfly. It’s up to us to protect America’s special places and the life they support.

We’re running campaigns to keep plastics out of our oceans and oil drilling off our coasts; to protect bees and other pollinators by banning the most problematic uses of the pesticides that kill them; to protect our public lands by blocking short-sighted proposals to shrink them or sell them off.

Environment America is seeking a **Conservation Advocate** to engage in the big challenges around our public lands and wildlife. The Conservation Advocate will work with our experienced team of federal lobbyists, researchers, state-level advocates, organizers, and digital/communications experts to develop and implement advocacy campaigns at all levels of government and in corporate boardrooms.

We’re focused on winning policy reforms that protect nature, but we recognize that to create a greener, healthier world we must continue to win the hearts and minds of our fellow Americans. Our job is to do both.

If you want to work hard, challenge yourself, and make an actual impact on the critical environmental issues of our time, then consider a career with Environment America.

**KEY RESPONSIBILITIES INCLUDE**
- Develop campaigns aimed at protecting wild places and wildlife.
- Work with our teams at the federal and state levels to advance our policy agenda.
- Work with groups and elected officials from across the political spectrum. Someone might disagree with us a majority of the time, but we’ll work with them if they support us on a given campaign.
- Work with the media to help advance our campaigns, including opinion editorials, press releases, letters to the editor, action campaign emails.
- Fundraise from charitable foundations and individual donors to support our program.
QUALIFICATIONS
The ideal candidate will be:

• An experienced communicator with excellent writing and verbal communication skills.
• Creative, effective at solving complex problems, and a strategic thinker with excellent judgement and discretion.
• A good people-person/listener with a track record of successful access-building.
• Well-organized and able to track multiple campaign projects and organizational priorities such as fundraising and recruitment.
• Three plus years of experience in grassroots organizing, coalition-building, campaign politics and/or advocacy.
• A team player, with the passion and grit to build a movement and do what it takes to get the work done.

COMPENSATION: Target annual compensation for this position is commensurate with the relevant professional experience and/or advanced degrees that a candidate has. We value experience with campaigns, advocacy at the federal level and grassroots organizing. Environment America offers a competitive benefits package.

LOCATION: The ideal location for this position is Washington, DC, but we will consider other locations (Denver, Boston and Chicago in particular) for the right candidate who is willing and able to travel.

APPLY: To apply, fill out our online application here.

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 https://publicinterestnetwork.org/core-values.html for things you should know about our network when you apply.

Environment America is an equal opportunity employer.


Analyst, Natural Capital | Resonance | Burlington, VT, or Washington, DC

Resonance is seeking an Analyst to join our growing and dynamic Natural Capital team. The Analyst will play a key role in our Natural Capital practice area, focused on providing technical expertise, research, and project management for our sustainable seafood and fisheries project portfolio. The Analyst will provide critical project implementation support and play a vital role in our business development efforts in the Natural Capital practice area, especially in promoting sustainable fisheries and aquaculture.

Responsibilities:

Project Management (60%)

• Contribute to the design, implementation, and monitoring of Resonance’s Natural Capital projects focused on sustainable seafood and fisheries with USAID, NGOs, foundations and corporates from the home office and during short-term assignments in the field, as required
• Work closely with team members to develop, manage, and track portfolio project budgets in accordance with contract requirements, managing smaller contracts
• Develop scopes of work and staff position descriptions; prepare activity reports and other deliverables, as required
• Support the recruiting and fielding of project staff and consultants
• Maintain strong relationships with clients, subcontractors, consultants, and other partners, including facilitating calls and in-person meetings and producing professional emails and briefing documents
• Contribute to and/or participate in assessments, research/analysis, field interviews and evaluations
• Support project communications, including website content, articles, success stories, blog posts, etc.
• As business dictates, support cross-practice projects and business development needs

Business Development (30%)

• Contribute to business development efforts by identifying and tracking opportunities, and liaising with potential partners
• Carry out research needed to inform opportunity tracking and proposal development for USAID, NGO, foundation and corporate sustainability clients
• Support recruiting efforts for the proposal development process
• Contribute to the proposal development process as proposal manager, technical contributor, personnel manager, corporate capabilities writer, budgeter, and/or cost proposal coordinator depending on the size/scope of proposal, and lead subcontracting opportunities of up to $1.5 million
• Coordinate with prime contractors and subcontractors to ensure timely delivery or required cost, technical and supporting documents required for proposal submission

Additional Activities (10%)

• Draft corporate communications, including website content, one pagers, social media (e.g. LinkedIn, Facebook), blog posts, etc.
• Support the creation of marketing collateral as needed
• Support innovation within Resonance, including of the sustainability seafood partnership assurance model
• Other projects upon request
Qualifications:

**Required**
- Bachelor’s degree in a relevant field, including international development, natural resource management, marine biology, or environmental science
- 2+ years of professional experience, preferably in a management consulting, global development, corporate sustainability and/or environmental non-profit context
- Proven capability in research and quantitative analysis
- Outstanding written and oral communications skills
- Technical experience in one or more of the following areas: fisheries and aquaculture production, business and supply chain operations, seafood sustainability, private sector development, natural resource management, corporate sustainability, and/or market based environment conservation
- Eligibility to work in US

**Preferred**
- Master’s degree in a relevant field
- Experience working with USAID or other donor
- Fluency in French or Spanish

How to Apply: Qualified candidates should submit a cover letter, resume and three references to jobs@resonanceglobal.com. Please include “Analyst, Natural Capital” in the email subject line, and save documents (cover letter, resume, and references) in one PDF as ‘Last Name_First Name.pdf’. Applications will be reviewed on a rolling basis. Only candidates selected for interviews will be contacted. No phone calls please. Resonance is an Equal Opportunity Employer.

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**Project Coordinator**

**Long Island Pine Barrens Society | Riverhead, NY**

**Salary:** $30,000 - $40,000 Commensurate with experience

The Long Island Pine Barrens Society, a progressive, fast-paced environmental education and advocacy organization seeks energetic and motivated Project Coordinator. Position requires experience in writing, public relations, community organization and project management. Expertise in Microsoft Office products required. Applicant must have strong organizational skills and ability to multi-task. Exceptional analytical, listening and communication skills are essential. Environmental education and social media content creation experience is a plus.

**Responsibilities:**
- Research environmental impact of development and/or conservation efforts including the analysis of media stories, development applications, environmental impact statements, and legislation
- Develop, implement and evaluate educational and advocacy projects
- Prepare educational materials, letters to the editor, and coordinate rallies and other events
- Support direct mail/print projects, including complex merges
- Manage constituent data, including collection, entry and retrieval in member/donor database
- Manage and answer public inquiries via telephone, email, at our website, and in person at events
- Provide project and organizational fundraising support, including direct mail follow-up, newsletter assistance, database upkeep for incoming donations and member requests, and special event support
- Support earned-media campaigns, including organizing press conferences and developing press releases
- Manage social media outlets and campaigns, develop content and evaluate metrics
- General administration

**Qualifications:**
- Demonstrated experience in planning, implementation & evaluation of community projects
- Demonstrated knowledge of organizing strategies and planning
- Experience working with coalitions and in a small office environment
- Expertise in Microsoft Office products, including Word, Outlook, PowerPoint and Excel
- Proficient Internet Skills required
- Demonstrated organizational skills and strong attention to detail
- The ability to handle a multitude of tasks and thrive under deadline pressure
- Exceptional listening, communication and analytical skills
- Willingness and desire to learn new skills and concepts
- Experience creating content for social media, cultivating a following, and managing a website

How to Apply Please send a cover letter and resume to jobsearch@pinebarrens.org.

jobsearch@pinebarrens.org | https://www.pinebarrens.org/were-hiring/
Climate Campaigner | Amazon Watch | Oakland, CA

Application Deadline: December 13, 2019

Salary: Commensurate with experience. Salary range: mid 50s.

Amazon Watch is a dynamic nonprofit organization working to protect the rainforest, advance the rights of indigenous peoples in the Amazon Basin, and halt the advancement of the climate crisis. We work directly with frontline indigenous communities and organizations as part of the international climate justice movement. Many of our allies across the Amazon are currently suffering from climate change related catastrophes and from the onslaught of extreme far-right regimes to the expansion of fossil fuel and other extractive industries.

We are seeking a passionate professional to serve as our Climate Campaigner. The Climate Campaigner is responsible for mobilizing grassroots action, pressuring and/or engaging with companies, and collaborating with allies including NGOs, shareholders, and the media to further our campaigns for the advancement of indigenous rights and protection of the Amazon. The Climate Campaigner’s works includes mobilizing grassroots actions/protests and representing Amazon Watch in coalitions (e.g. deliver “outsider” strategies) as well as networking and relationship-building with potential shareholder, business, government and media allies in professional contexts.

Responsibilities and Duties

• Implements grassroots and corporate strategies to advance Amazon Watch’s campaigns to defend the Amazon and protect the climate, including organizing protests and direct actions, pressuring companies and engaging shareholders, and acting as a campaign spokesperson.
• Supports research and writing on financial and corporate actors involved in the Western Amazon
• Incentivizes coalition-building in collaboration with key allies within the US, South America and elsewhere
• Organizes delegations of indigenous leaders to the United States and assists in accompanying those leaders
• Regularly produces content for Amazon Watch’s blog Eye on the Amazon, contribute to press releases, and create in-depth issue briefs
• Collaborates with other Amazon Watch staff and allies doing related advocacy and organizing work on various campaigns related to Amazon protection and climate change the Western Amazon
• Cultivates relationships with key media outlets to amplify the voices of Amazon Watch’s partners and advance AW campaigns
• Supports and mentors interns and volunteers
• Participates in national and international meetings and conferences
• Assists with grant proposals and grant reports
• Incentivizes coalition-building in collaboration with key allies within California, the US, China, Europe, and South America
• Leads the production of the quarterly publication, Investor Eye on the Amazon
• Represents Amazon Watch in climate movement spaces and participates in national and international meetings and conferences related to Amazon Watch campaigns related to the Amazon

Required skills and experience

• A Bachelor’s Degree or equivalent
• 3-5 years in environmental, climate justice, human rights, and/or corporate accountability campaigns
• Grassroots organizing experience, particularly in the U.S. for local and international campaigns
• Proven ability to design and implement effective campaign strategies to achieve environmental, climate justice or human rights goals
• Fluency in Spanish and English (Portuguese and/or French are a plus)
• Excellent verbal and writing skills, particularly as this relates to communicating with grassroots and shareholder allies, corporate actors, and the media
• Highly self-motivated, organized and visionary
• Skilled at balancing long-term vision and daily responsibilities
• Excellent interpersonal and intercultural communication skills
• Ability to work effectively as part of a team and independently
• Strong analytical skills
• Ability to manage basic budgets and accounting
• Heart, humility and humor

Highly desirable skills and experience:

• Previous experience with corporate campaigns and shareholder activism
• Experience working with indigenous peoples and organizations
• Experience working with frontline communities
• Translation and interpretation experience
• Experience collaborating with organizations from the global south
• Strong research skills
• Familiarity with the workings of financial institutions and/or indigenous peoples’ rights
• Experience in the Amazon region, especially in Peru, Ecuador, or Colombia
• Experience with online organizing and social media

Benefits: Full benefits include; family health care (including vision and dental), vacation, sabbatical and employer-matched retirement plan.

Level of Language Proficiency: Fluency in Spanish and English (Portuguese and/or French are a plus)

How to Apply: Please no calls. Send résumé, three references, and cover letter explaining why you would like to join our team and why you are the best candidate for the job to: applications@amazonwatch.org. Please name and save your attachments with your first and last name in the title, such as: "Ana_Martinez_Cover_Letter.doc" and "Ana_Martinez_Resume.doc." Thank you.

https://amazonwatch.org/about/join-our-team/climate-campaigner

Amazon Watch is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, political belief, age, gender, sexual orientation or class. People of color and indigenous people strongly encouraged to apply. All applicants must be legally authorized to work in the United States

POLICY SPECIALIST | Michigan Environmental Council | Lansing, MI

Application Deadline: December 31, 2019 | Salary: $26,000 - $39,000

About MEC: Created in 1980 to lead Michigan’s environmental movement, the Michigan Environmental Council (MEC) is a coalition of more than 60 organizations with offices in Lansing and Detroit. MEC combines deep environmental policy expertise, close connections to state and federal decision-makers and relationships with broad alliances to achieve positive public policy solutions to our most challenging environmental issues.

Position: Michigan Environmental Council seeks a Policy Specialist to coordinate and support MEC efforts to defend Michigan’s environment by shaping policy decisions made in the State Capitol. With a primary focus on energy policy, the Policy Specialist will also assist other MEC policy areas and initiatives in a limited fashion as needed. Reporting directly to the Policy Director and working under daily supervision of the Program Director for energy, the Policy Specialist will support advocacy campaigns to advance MEC’s priorities around climate change, clean energy, and zero emission transportation.

This position conducts research, analyzes policy proposals, educates decision makers on policy priorities and organizational positions, and leads projects to develop and advocate for MEC priority policies. An ideal candidate will utilize a range of skills and relationships to strengthen Michigan’s economic resilience in the face of climate change, fuel price uncertainty, pollution-related health impacts, and other challenges linked to our energy system. This position will be based in MEC’s Lansing, Michigan, headquarters and a significant portion of this position involves directly interfacing with elected officials and government staff.

This is an entry-level position where the employee will learn skills and gather experience in issue advocacy and clean energy and transportation policy expertise leading to career options such as Engagement Director, Program Director and Policy Director.

Responsibilities
General Duties
• Support MEC programs and projects related to state policy development.
• Analyze environmental policy proposals (both legislative and executive branch) and monitor their progress through state decision-making processes.
• Educate policymakers and staff about environmental concerns and priorities.
• Work with external consultants and partners to align strategies and goals.
• Generate research and advocacy reports.

Energy Program
• Support the Program Director for energy and assist in the effort to advance policies that mitigate climate change by reducing emissions from the transportation sector and accelerating Michigan’s transition to clean energy.
• Assist with MEC’s engagement in stakeholder efforts at the Michigan Public Service Commission and in utility cases.
• Promote strong administrative action on renewables, efficiency, climate change, and electric vehicles.
• Inform state policy in the areas of climate change mitigation, electric vehicles, small-scale solar, data access, and renewable siting.
• Educate current and future leaders about the economic and environmental importance of clean, renewable energy and energy efficiency.
• Work with communications team to generate and provide content on clean energy and other policy topics for MEC’s newsletter, website and other publications.
**Minimum Qualifications**
- A bachelor’s degree in public policy, political science, natural resources or similar field.
- Strong communications, interpersonal relationship and teamwork skills.
- A proven strong work ethic and willingness to go the extra mile.
- Proficiency with Microsoft Office Suite and Google (GSuite)
- Ability to work well independently and as part of a team; meet deadlines; and balance multiple tasks.
- Experience or aptitude working in diverse coalitions, alliances or other groups.

**Preferred Qualifications**
- One to three years’ experience in legislative analysis, policy or political advocacy or other nonprofit work.
- Aptitude for and interest in politics and environmental public policy.
- Professional demeanor, sense of humor and positive attitude.
- Solid grasp of current issues related to energy and familiarity with environmental issues and expertise in one or more of MEC’s core program areas.

**Other Position Notes**
- The successful candidate for this position will become a registered lobbyist.
- This position is based in Lansing and requires occasional travel to other locations in Michigan and nationally. Some telecommuting is possible.
- This position requires occasional work outside normal hours, including evenings and weekends.

**Compensation Package:** MEC provides staff with an industry-leading compensation package. The Policy Specialist position includes a salary of $26,000 - $39,000 commensurate with experience; full medical, dental and vision benefits; organizational matching to a 403(b) retirement program and unlimited paid time off.

**Application Process:** Submit a single PDF with 1) a strong, detailed cover letter, 2) a resume, and 3) at least three references to jobs@environmentalcouncil.org. Include “Policy Specialist” in the subject line. Incomplete submissions will not be reviewed. Please direct questions about the job description to Policy Director Sean Hammond at sean@environmentalcouncil.org. Application review will begin December 3 and continue until the position is filled.

**Benefits:** MEC provides staff with an industry-leading compensation package. The Policy Specialist position includes a salary of $26,000 - $39,000 commensurate with experience; full medical, dental and vision benefits; organizational matching to a 403(b) retirement program and unlimited paid time off.

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**ENGAGEMENT SPECIALIST - COALITIONS MANAGER | Michigan Environmental Council | Lansing, MI**

**Application Deadline: December 31, 2019 | Salary: $26,000 - $39,000**

**About MEC:** Michigan Environmental Council (MEC) is a coalition of more than 60 organizations with offices in Lansing and Detroit. Created in 1980 to lead Michigan’s environmental movement. MEC combines deep environmental policy expertise, close connections to state and federal decision-makers and relationships with broad alliances to achieve positive public policy solutions to our most challenging environmental issues.

**Position:** Reporting to the Engagement Director and working under daily supervision of several other senior staff, the Engagement Specialist is a critical resource to help MEC connect with Michigan’s people and environmental organizations, and to improve the accessibility, relevance and impact of MEC’s policy expertise and strategy.

This position provides general support for all of MEC’s programs and projects, facilitating member group engagement and expanding our partnerships to new organizations and institutions.

This is an entry-level position where the employee will learn skills and gather experience in coalition management, leading to career options such as Engagement Director, Program Director and Policy Director.

**Responsibilities**

**General Duties**
- Develop and strengthen creative partnerships, research and communications projects to advance MEC initiatives.
- Develop and manage policy coalitions.
- Provide support to MEC’s functional and program staff, including event coordination, outreach, and communications.
- Coordinate and manage relationships with the coalitions led by MEC, and related networks and projects including setting up meetings, creating agendas, taking minutes, and engaging with members.
- Assemble meetings agendas, background materials and schedule meetings and phone calls.
- Represent MEC at select state, local and business meetings and events.
Coalition Diversity, Equity and Inclusion

- Support the CEO to expand and diversify MEC’s coalition.
- Assess the racial diversity of Michigan’s environmental community and build pipelines for people of color into nonprofit boards and staffs.
- Research, catalog and publicize MEC members’ issue and work priorities and network partnerships.
- Design and implement programming to improve MEC and its members’ support for environmental justice and disruption of issue racialization.

Agriculture, Groundwater and Surface Water

- Support the Program Director for agriculture, groundwater and surface water to create novel partnerships and build awareness of progressive resource management and protection strategies.

Environmental Health

- Support the Program Director for environmental health to improve recognition of environmental determinants of health among health practitioners, hospitals and insurance providers.

Minimum Qualifications

- A degree in social work, organizational studies, management or similar field.
- Strong interpersonal relationship and teamwork skills.
- A proven strong work-ethic and willingness to go the extra mile.
- Comfort communicating on the phone, instant messenger, email
- Proficiency with Microsoft Office Suite and Google (G Suite)

Preferred Qualifications

- Two years’ experience in community organizing or other nonprofit work.
- Attention to detail and ability to manage and prioritize tasks from multiple administrators
- Aptitude for and interest in community organizing, politics and/or public policy
- Professional demeanor, sense of humor and positive attitude.

Other Position Notes

- This position is based in Lansing and requires occasional workdays in Detroit and other locations. Some telecommuting is possible.
- This position requires occasional work outside normal hours, including evenings and weekends.
- This position requires access to a vehicle and regular travel statewide.

Compensation Package: MEC provides staff with an industry-leading compensation package. The Engagement Specialist position includes a salary of $26,000 - $39,000 commensurate with experience; full medical, dental and vision benefits; organizational matching to a 403(b) retirement program and unlimited paid time off.

Application Process: Submit a single PDF with 1) a strong, detailed cover letter, 2) a resume, and 3) at least three references to jobs@environmentalcouncil.org. Include “Coalition Engagement Specialist” in the subject line. Incomplete submissions will not be reviewed. Please direct questions about the job description to CEO Conan Smith at conan@environmentalcouncil.org. Application review will begin December 3 and continue until the position is filled.

Benefits: MEC provides staff with an industry-leading compensation package. The Engagement Specialist position includes a salary of $26,000 - $39,000 commensurate with experience; full medical, dental and vision benefits; organizational matching to a 403(b) retirement program and unlimited paid time off.

About MEC: Michigan Environmental Council (MEC) is a coalition of more than 60 organizations with offices in Lansing and Detroit. Created in 1980 to lead Michigan’s environmental movement. MEC combines deep environmental policy expertise, close connections to state and federal decision-makers and relationships with broad alliances to achieve positive public policy solutions to our most challenging environmental issues.

Position: Reporting to the Engagement Director, our Engagement Specialist for Detroit is a critical resource to help MEC connect with Michigan’s people and environmental organizations, and to improve the accessibility, relevance and impact of MEC’s policy expertise and strategy.

This position coordinates the Zero Waste Detroit coalition, staffing its advisory committee and executing its strategy plan which includes advocacy for recycling and composting programs, improving public awareness of sustainable solid waste practices and encouraging participation in recycling programs. This position also supports MEC’s Detroit engagement work including efforts in the
Denby neighborhood focused on community service and leadership for high schoolers. Based in Detroit, a significant part of this role is providing direct assistance to the Engagement Director on a variety of organizational projects and priorities.

This is an entry-level position where the employee will learn skills and gather experience in coalition management, leading to industry career options such as Engagement Director, Program Director and Policy Director.

**Responsibilities**

**Strategy, Vision and Leadership**
- Coordinate the Zero Waste Detroit coalition, including development and implementation of its strategic plan and management of coalition meetings.
- Develop and strengthen creative partnerships, research and communications projects to advance MEC initiatives.
- Plan, develop and implement engagement strategies and tactics.
- Provide support to MEC’s functional and program staff, including event coordination, outreach, and communications.

**Tactical Engagement Work**
- Coordinate and manage relationships with the coalitions led by MEC, and related networks and projects including setting up meetings, creating agendas, taking minutes, and engaging with members.
- Assemble meetings agendas, background materials and schedule meetings and phone calls.
- Represent MEC and ZWD at select meetings and events, including through tabling, community forums, and small group and one-on-one meetings.
- Communicate with public officials, program partners, and other audiences.
- Assist in the coordination and development of programs to reinforce the connection of MEC's programs through strategic outreach and partnerships.

**Minimum Qualifications**
- Two years' experience in community organizing or other nonprofit work.
- Excellent written and oral communications skills, including public speaking, social media, and writing.
- Familiarity with Detroit’s neighborhoods.
- Strong interpersonal relationship and teamwork skills.
- A proven strong work ethic and willingness to go the extra mile.
- Proficiency with Microsoft Office Suite and Google (GSuite)

**Preferred Qualifications**
- A degree in social work, cultural studies, communications or similar field.
- Some measure of Spanish language skills.
- Familiarity with recycling, environmental protection and environmental justice.
- Experience working with the professional media.
- Attention to detail and ability to manage and prioritize tasks from multiple administrators
- A network of friends and community leaders in the city of Detroit.
- Aptitude for and interest in community organizing, politics and/or public policy
- Professional demeanor, sense of humor and positive attitude.

**Other Position Notes**
- This position is based in Detroit and requires regular travel to Lansing. Some telecommuting is possible.
- This position requires regular work outside normal hours, including evenings and weekends
- This position requires access to a vehicle and a clean driving record

**Compensation Package:** MEC provides staff with an industry-leading compensation package. The Engagement Specialist position includes a salary of $26,000 - $39,000 commensurate with experience; full medical, dental and vision benefits; organizational matching to a 403(b) retirement program and unlimited paid time off. This position is also eligible for monthly performance bonuses to maximum of $13,000 annually.

**Application Process:** Submit a single PDF with 1) a strong, detailed cover letter, 2) a resume, and 3) at least three references to jobs@environmentalcouncil.org. Include “Detroit Engagement Specialist” in the subject line. Incomplete submissions will not be reviewed. Please direct questions about the job description to Engagement Director Sandra Turner-Handy at sandra@environmentalcouncil.org. Application review will begin December 3 and continue until the position is filled.

**Benefits:** MEC provides staff with an industry-leading compensation package. The Engagement Specialist position includes a salary of $26,000 - $39,000 commensurate with experience; full medical, dental and vision benefits; organizational matching to a 403(b) retirement program and unlimited paid time off.

jobs@environmentalcouncil.org | http://environmentalcouncil.org/careers
**Application Deadline: December 4, 2019** | **Salary:** $55,000 - $62,400 FTE salary of $55,000 - $62,400, depending on experience

**HOURS:** 40 Hours/week

**BENEFITS:** NCLT offers a competitive package of benefits sick/vacation, full health benefits, 401k matching retirement, and a sabbatical program every 5 years.

**TO APPLY:** Please submit a resume and letter of interest to jobs@nclt.org no later than December 4, 2019. Interviews are tentatively planned between December 9th – 20th, 2019.

**About NCLT:** Founded in 1973 and headquartered in Berkeley, the Northern California Land Trust is a Community Land Trust (CLT) that develops affordable housing and community facilities in the Community Land Trust model. We are a small, but complex organization that provides property management, real estate sales and development, and direct housing counseling & education services to our residents and community partners. [https://nclt.org](https://nclt.org)

**Position Description:** This position is focused on two interrelated areas of work:

1. **Education & Outreach** Coordinating outreach and educational programs for the Community Co-Ownership Initiative (CCOI) (a partnership between the Northern California Land Trust [NCLT] and the People of Color Sustainable Housing Network [POCSHN]); and
2. **Stewardship** Coordinating and overseeing stewardship of NCLT’s various CLT homeownership projects.

**Description & Responsibilities:**

**Education & Outreach:** 45%

The core of this work is to: 1) conduct outreach to (and recruit) prospective resident-ownership groups; 2) coordinate (and continuously improve) a series of educational trainings for both prospective and existing resident-operated cooperatives and HOAs, 3) help develop and maintain an accessible online curriculum resource for the same, and 4) to coordinate with other NCLT staff in assisting resident group(s) to acquire and convert their rental properties into resident-run cooperatives. *(for more information on the Community Co-ownership Initiative, CCOI, please see: [https://nclt.org/co-ownership/](https://nclt.org/co-ownership/))*

Specific duties include:

- Coordinate & conduct introductory orientations on the CCOI educational training series and the CLT model; this involves on-the-ground outreach to communities in neighborhoods on the verge of displacement and hosting (bi)monthly orientations in the affected communities.
- Coordinate the CCOI educational training series (a 6 to 8 part series of workshops, typically 3 to 5 hours on weekends over as many months. This includes:
  - Marketing of series via focused community outreach, social media, etc.
  - Setting up & coordinating registration of participants
  - Scouting & booking locations/venues; coordinating with facilitators/trainers; providing or coordinating materials for trainings (sign-in sheets/roster, exit surveys, food, projectors, white boards etc.)
  - Maintaining updated database & listserv of participants; & doing follow through & check-ins over time w/ participants (with attention to identifying & referring to other NCLT staff groups ready to start a coop).
- Co-design curriculum improvements (using lessons from prior cohort pilot, and input from exit surveys & interactions with/observations of participants).
- Support NCLT’s & POCSHN’s prospective cooperative resident groups in assessing and building readiness for co-op creation (leadership development).
- Manage & update/improve the online training tool (learn.nclt.org, which uses the moodle platform) including:
  - Manage existing material for increased accessibility and ease
  - Update with curriculum provided by facilitators as workshops progress
  - Utilize the capacities within moodle to hold a forum space, and others
  - Co-create and distribute educational materials for property owners who are interested in transferring their property into the Community Land Trust model.

**Outreach**

- Co-coordinate on-the-ground outreach to communities in neighborhoods on the verge of displacement, sharing information on the CCOI educational training series and the CLT model.
  - Contacting and building relationships with aligned organizations working on tenants rights, and/ or basic needs support
  - Connect with people already doing similar work
  - Offering intro workshops to such groups, and inviting to CCOI and/or POCSHN potlucks.

**NCLT Resident Stewardship:** 45%

Stewardship means ensuring the on-going physical & financial health of CLT properties (units owned by low-income homeowners), ensuring the permanent affordability of those homes through compliance with the affordability and occupancy restrictions in the land leases, and occasionally enforcing covenants in the land leases when necessary. The three main ways this is achieved (& specific tasks) are through:
1. Cultivating a long-term relationship with homeowners in CLT homes (in co-ops, condo associations and single-family detached homes), and being responsive to their needs and any problems they may be encountering with regards to their homeownership:
   a. Maintain up to date resident information in the NCLT stewardship database; track household income and asset data for program evaluation.
   b. Send out annual certifications of homeowners to ensure compliance with affordability & other covenants of their land leases (e.g. primary residence, paying property taxes & mortgage, keeping required insurance coverage, etc.)
   c. Support with overall NCLT communications with residents, including fielding, documenting & triaging homeowners’ issues/problems.
   d. Serve as staff liaison to the education and project board committee.

2. Supporting existing and emerging co-ops and HOAs as they work towards self-management and long-term sustainability through the following:
   a. Provide on-going needs assessment of co-op boards and residents for post-purchase education curriculum design (see below).
   b. Coordinate and/or provide ongoing technical training for existing co-op and HOA boards and residents as necessary (e.g., meeting facilitation & conflict resolution, budgeting & financial reporting, board elections, resident engagement, committees, regular updating of reserve studies etc.). Includes some hands-on ‘training’ at coop/HOA board meetings. This work borrows heavily on the CCOI materials, and likewise informs ongoing development of the CCOI curriculum.
   c. Support resident needs for education, outreach, and advocacy.

3. Overseeing/directing the re-sale process of existing CLT homes (i.e. working with selling homeowner in setting the restricted re-sale price per land lease covenants; coordinating with NCLT’s real estate broker or outside RE agents; preparing & conducting outreach/marketing of unit; and processing applications and certifying income & other requirements to determine eligibility of qualified buyers; organizing the post-sale files and providing some post-purchase assistance to new homeowners)

General Administrative Support (10%)
• Grant writing and reporting to continue scaling this position and project, as necessary.
• All NCLT staff collaborate and share various administrative tasks & general office support. This position will be expected to participate in that collective effort.

Desired Knowledge, Skills, and Qualities
• Problem solving mentality, and sense of initiative
• Strong Verbal and Written Communication Skills, including regular public speaking
• Strong Facilitation Skills
• Pro-active attitude toward combatting racism and promoting racial & social equity
• Experience with Community Organizing & Outreach
• Ability to work well with teams / good collaborator
• Ability to work well with culturally diverse constituents
• Curriculum Design Skills
• Event Coordination Skills
• Basic Website Management & Design Skills (WordPress and Moodle a plus)
• Familiarity with Community Land Trusts / Cooperative Development
• Comfortable designing basic outreach & presentation materials
• Certification in Conflict Resolution and/or Restorative Justice
• Familiarity with or aptitude to learn MailChimp
• Familiarity with Salesforce Database (a plus)

The position reports to the Executive Director and will be expected to work cooperatively with a diverse group of staff and volunteers including NCLT project development staff, the POCSHN leadership group, and instructors and facilitators.

Equal Opportunity Employer: NCLT provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected

Benefits: NCLT offers a competitive package of benefits sick/vacation, full health benefits, 401k matching retirement, and a sabbatical program every 5 years.

How to Apply: Visit https://nclt.org jobs@nclt.org
Conservation Advocate for Environment America | Work for Progress | Denver, CO

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

**Environment America Conservation Advocate:** We live in a world of incredible material abundance, but we’re running short on nature. We want more special places where we can hike among trees and wildflowers; more shoreline where we can sit mesmerized by ocean waves; more abundant wildlife, from the grizzly bear to the monarch butterfly. It’s up to us to protect America’s special places and the life they support.

We’re running campaigns to keep plastics out of our oceans and oil drilling off our coasts; to protect bees and other pollinators by banning the most problematic uses of the pesticides that kill them; to protect our public lands by blocking short-sighted proposals to shrink them or sell them off.

Environment America is seeking a Conservation Advocate to engage in the big challenges around our public lands and wildlife. The Conservation Advocate will work with our experienced team of federal lobbyists, researchers, state-level advocates, organizers, and digital/communications experts to develop and implement advocacy campaigns at all levels of government and in corporate boardrooms.

We’re focused on winning policy reforms that protect nature, but we recognize that to create a greener, healthier world we must continue to win the hearts and minds of our fellow Americans. Our job is to do both.

If you want to work hard, challenge yourself, and make an actual impact on the critical environmental issues of our time, then consider a career with Environment America.

**KEY RESPONSIBILITIES INCLUDE**
- Develop campaigns aimed at protecting wild places and wildlife.
- Work with our teams at the federal and state levels to advance our policy agenda.
- Work with groups and elected officials from across the political spectrum. Someone might disagree with us a majority of the time, but we’ll work with them if they support us on a given campaign.
- Work with the media to help advance our campaigns, including opinion editorials, press releases, letters to the editor, action campaign emails.
- Fundraise from charitable foundations and individual donors to support our program.

**QUALIFICATIONS**
The ideal candidate will be:
- An experienced communicator with excellent writing and verbal communication skills.
- Creative, effective at solving complex problems, and a strategic thinker with excellent judgement and discretion.
- A good people-person/listener with a track record of successful access-building.
- Well-organized and able to track multiple campaign projects and organizational priorities such as fundraising and recruitment.
- Three plus years of experience in grassroots organizing, coalition-building, campaign politics and/or advocacy.
- A team player, with the passion and grit to build a movement and do what it takes to get the work done.

**COMPENSATION:** Target annual compensation for this position is commensurate with the relevant professional experience and/or advanced degrees that a candidate has. We value experience with campaigns, advocacy at the federal level and grassroots organizing. Environment America offers a competitive benefits package.

**LOCATION:** The ideal location for this position is Washington, DC, but we will consider other locations (Denver, Boston and Chicago in particular) for the right candidate who is willing and able to travel.

**APPLY:** To apply, fill out our online application at https://jobs.environmentamerica.org/apply_309.html. 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 https://publicinterestnetwork.org/core-values.html for things you should know about our network when you apply. 
*Environment America is an equal opportunity employer.*

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Legislative Assistant | Earthjustice Headquarters | Washington, DC

**Application Deadline: December 6, 2019**

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.

This position reports to the V.P. of Policy and Legislation and provides administrative and legislative support to Policy and Legislation Lands, Wildlife & Oceans and Access to Justice Teams, and assists in the implementation of legislative and administrative strategies on environmental issue priorities for Earthjustice.

Responsibilities

**Lobbyist Support (70-75%)**
- Attends, takes accurate notes and reports back on legislative hearings and briefings as directed by PAL lobbyists.
- Attends and takes accurate notes on conference calls as directed by PAL lobbyists.
- Assists PAL staff in lobbying Congress as directed by PAL lobbyists (phone calls, community lobby days) and reports the results of same.
- Manages Hill e-mail blasts.
- Schedules Hill meetings as directed by PAL lobbyists.
- Monitors legislation and federal rules of interest to PAL.
- Keeps apprised of issue areas PAL staff work on.
- Acts as general point of contact for the department for Hill staff, the public, clients and other Earthjustice staff.
- Coordinates and organizes fly-ins and events, including budget management, travel, catering, meeting scheduling and serves as main contact for attendees.
- Plans and staffs events like Hill briefings, receptions and meetings as requested by PAL lobbyists.
- Researches, writes, proofreads and edits a variety of materials including but not limited to fact sheets, action alerts, memos, and blogs.
- Creates and maintains vote/target list/vote count spreadsheets and databases as requested by PAL staff.
- Conducts research on Members of Congress and issues of interest to PAL.
- Moderates listservs for lobbyists as requested.
- Monitors media coverage of interest to PAL.
- Assists in booking travel for clients and partners.
- Assists Communications Strategist, Policy and Legislation as requested.

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

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

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

**Salary:** Salary depends on experience and location.

Salary range for this position in Washington, DC is $58,000 – $64,000 and includes excellent benefits that are comprehensive and competitive. We also offer an extremely congenial work environment and a casual dress code. 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.

How to Apply
Interested candidates should go to https://app.jobvite.com/j?cj=o7vubfw1&s=Idealist and submit a:

• Resume
• Cover letter
• Two writing samples

If you’re having technical difficulties submitting your application, please reach out to jobs@earthjustice.org.

Please, no hard copies, calls, or drop-ins.

Environment America Conservation Advocate | Environment America | Chicago, IL

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

Deadline | Dec 02, 2019
We live in a world of incredible material abundance, but we’re running short on nature. We want more special places where we can hike among trees and wildflowers; more shoreline where we can sit mesmerized by ocean waves; more abundant wildlife, from the grizzly bear to the monarch butterfly. It’s up to us to protect America’s special places and the life they support.

We’re running campaigns to keep plastics out of our oceans and oil drilling off our coasts; to protect bees and other pollinators by banning the most problematic uses of the pesticides that kill them; to protect our public lands by blocking short-sighted proposals to shrink them or sell them off.

Environment America is seeking a Conservation Advocate to engage in the big challenges around our public lands and wildlife. The Conservation Advocate will work with our experienced team of federal lobbyists, researchers, state-level advocates, organizers, and digital/communications experts to develop and implement advocacy campaigns at all levels of government and in corporate boardrooms.

We’re focused on winning policy reforms that protect nature, but we recognize that to create a greener, healthier world we must continue to win the hearts and minds of our fellow Americans. Our job is to do both.

If you want to work hard, challenge yourself, and make an actual impact on the critical environmental issues of our time, then consider a career with Environment America.

KEY RESPONSIBILITIES INCLUDE

• Develop campaigns aimed at protecting wild places and wildlife.
• Work with our teams at the federal and state levels to advance our policy agenda.
• Work with groups and elected officials from across the political spectrum. Someone might disagree with us a majority of the time, but we’ll work with them if they support us on a given campaign.
• Work with the media to help advance our campaigns, including opinion editorials, press releases, letters to the editor, action campaign emails.
• Fundraise from charitable foundations and individual donors to support our program.

QUALIFICATIONS
The ideal candidate will be:

• An experienced communicator with excellent writing and verbal communication skills.
• Creative, effective at solving complex problems, and a strategic thinker with excellent judgement and discretion.
• A good people-person/listener with a track record of successful access-building.
• Well-organized and able to track multiple campaign projects and organizational priorities such as fundraising and recruitment.
• Three plus years of experience in grassroots organizing, coalition-building, campaign politics and/or advocacy.
• A team player, with the passion and grit to build a movement and do what it takes to get the work done.
COMPENSATION
Target annual compensation for this position is commensurate with the relevant professional experience and/or advanced degrees that a candidate has. We value experience with campaigns, advocacy at the federal level and grassroots organizing. Environment America offers a competitive benefits package.

LOCATION
The ideal location for this position is Washington, DC, but we will consider other locations (Denver, Boston and Chicago in particular) for the right candidate who is willing and able to travel.

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 https://publicinterestnetwork.org/core-values.html for things you should know about our network when you apply.

Environment America is an equal opportunity employer.

HOW TO APPLY: To apply, fill out our online application on our website

Military Environmental Analyst - Limited Service | State of Vermont | Colchester, VT

Overview: The Military Environmental Analyst is a diverse position in which the incumbent will work with a variety of environmental media and a great group of committed professionals. This position will plan, develop, and implement compliance plans and programs particular in the areas of air compliance, hazardous waste and hazardous material, and environmental conditions of property. The Analyst is also responsible for managing the Environmental Performance Assessment Program, which is an internal audit system to ensure full compliance with all applicable Environmental regulations. Additionally, the position is responsible for providing expert opinion, advice, and training to staff, outside parties, and the public on assigned programs. This position is a unique opportunity to work away from the desk and assist National Guard soldiers and civilians with an array of environmental concerns.

This is a limited service position that is set to last through 9/30/2024, with anticipated continued funding.

Who May Apply This position, Military Environmental Analyst (Job Req #3443), is open to all State employees and external applicants. This is a Limited Service position, which is non-tenured and authorized for a specific period of time. Limited Service positions are established for specially funded projects or programs.

If you would like more information about the duration of this position or other details, please contact Lee Ann Banks at leeann.banks@vermont.gov or (802) 338-3327.

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. Visit https://careers.vermont.gov/

Special Requirements: Incumbents of this job are issued a Department of Defense Common Access Card (CAC), which is issued only upon passing a federal background check (Tier 1) including a fingerprint-supported criminal record check. Candidates must obtain the CAC for successful completion of original probation. Possession of the CAC is a condition of employment.

Class Definition Plans, conducts analyses and performs environmental works at an advanced professional level for the Military Department. Duties involve complex tasks in the technical review and analysis of environmental policies, programs, activities and data in a variety of regulatory, non-regulatory, and technical programs. Duties entail the collection and analysis of environmental data, evaluation of conceptual plans for environmental investigation, and the preparation, execution and evaluation of environmental studies. Duties may include administrative and general supervisory work, which is limited to project team management. Work involves independence in assuring completion of work assignments; and responsibility and accountability for work performed by project teams. Provides expertise in a specialized environmental technology elements or programs, which is not duplicated in the Department. Position differs from a lower level analyst in the number and complexity of assigned responsibilities. Work is performed under the general direction of section supervisor or division director.

Environmental Factors Duties are largely performed in an office setting; however, some field travel may be necessary for which private means of transportation must be available. Fieldwork may involve exposure to chemicals, gases, hazardous liquid and solid waste, and construction sites during all weather conditions; and may involve traversing rough terrain and bodies of water. Some work outside of regular working hours, including attendance at public meetings, may be required. Strong differences of opinion may be encountered on a regular basis.

Minimum Qualifications Bachelor’s degree in a biological-life or physical science, engineering, or an environmental or natural resources field AND three (3) or more years of experience at a professional level in an environmental or natural resources field.
OR
Master’s degree in an environmental or natural resources field AND two (2) or more years of experience at a professional level in an environmental or natural resources field.
Benefits
The State's total compensation package features an outstanding set of employee benefits that are worth about 30% of your total compensation, including

Total Compensation As a State employee you are offered a great career opportunity, but it’s more than a paycheck. 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.

Estimated salary
- Base salary: $46,600/yr
- Range: $33K to $67K

About us: Vermont is a special place filled with creative people, friendly communities and fascinating innovations. Whether you currently live in Vermont and are searching for a new career or are considering relocating to Vermont you can begin your search for a job that matches your skills and lifestyle. National rankings prove it: Vermont is one of the best states in which to live. We’re consistently ranked in the top 3 healthiest states in the nation and the top 3 states for child well-being. Our communities are also hives of cutting-edge creativity. With one of the lowest unemployment rates in the nation and the fastest growing economy in New England, Vermont is bursting with exciting career opportunities.

Conservation Associate – 48223 | The Nature Conservancy | Birmingham, AL

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 74 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 Conservation Associate manages and maintains conservation databases and provides technical support in GIS or other relational database technologies to Conservancy staff. This is a two-year term part-time position averaging 20 hours/Week.

Essential Functions: The Conservation Associate assists conservation staff in various aspects of project development and documentation by managing various conservation databases and utilizing spatial and/or relational data sets derived from cartographic and tabular source material. They perform data analysis and produce reports, provide hardware and software support, and train staff. They build, maintain, and populate data and records databases and manual files, produce maps and/or other graphic products and reports, and develop and maintain GIS library and/or database products library.

Responsibilities And Scope
- Manage conservation databases necessary to document our conservation work.
- Support the development of projects through reporting and GIS programs.
- May help develop work plans and project budgets.
- Ensures integrity of both data collection and management relating to conservation projects and project statistics.
- Works under minimal supervision making independent decisions based on experience and judgment.
- May work in variable weather conditions, at remote locations, on difficult and hazardous terrain and under physically demanding circumstances.

Minimum Qualifications
- BA/BS or Associates degree in related field and 2 years related experience, or equivalent combination of education and experience.
• Experience managing, maintaining and populating databases and manual files.
• Experience with producing maps and/or other graphic products and reports and operating GIS software.
• Experience analyzing, building, populating and producing reports from databases.
• Experience with Microsoft Word, Excel, Access and web browsers.

**Desired Qualifications**

• Multi-lingual skills and multi-cultural or cross-cultural experiences appreciated.
• 2-3 years related experience or equivalent combination of education and experience.
• Working knowledge of legal real estate documents.
• Ability to manipulate, analyze and interpret data.
• Managing time and diverse activities under deadlines while delivering quality results.
• Managing and prioritizing tasks from multiple sources.
• Communicating clearly via written, spoken and graphical means in English and other relevant languages.
• Training experience.

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

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

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

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**Research Assistant | Lincoln Institute of Land Policy | Cambridge, MA**

**Application Deadline:** December 13, 2019  
**Position Title:** Research Assistant  
**Supervisor Title:** Associate Director – Poverty Reduction  
**Date:** November 2019  
**FLSA Status:** Full-Time, Exempt  
**Location:** Cambridge, MA

The Lincoln Institute of Land Policy is looking for a Research Assistant to join the Urban Programs team, under the direction of the Associate Director, Poverty Reduction. You will support a variety of activities primarily for the Legacy Cities Initiative and the Consortium for Scenario Planning. The Legacy Cities Initiative is a new program the Lincoln Institute is launching to advance its goal of reducing poverty and spatial inequality. The Initiative creates networks of city leaders and allies within and between states to test and advance both proven and new ideas. We support civic leaders, policy makers, and others working to spark change by advancing networks, programs, and policies that lead to more equitable, sustainable, and prosperous places. The Consortium for Scenario Planning works to increase the practice, accessibility, and resources of scenario planning as a field for both newcomers and longtime practitioners. The Consortium offers a community of practice for practitioners, including access to technical assistance, educational resources, and a network of fellow innovators.

**What You’ll Do:**

• Research questions such as conditions in legacy cities and/or innovative new practices to help them equitably revive, and examples of scenario planning used in a range of applications and geographic areas
• Write for a variety of audiences and contexts, including case studies, memos and white papers, meeting agendas and materials, web content, and social media posts
• Plan event content, draft event materials, and coordinate with speakers and the Lincoln Events team
• Coordinate networks, communities of practice, or other organized groups of practitioners
• Work with other internal teams to advance the work of Urban Programs, prospectively including contracts and finance, events, communications, and administrative support
• Be a point of contact for the general public, addressing inquiries or directing them to the right person
• Assist with other activities as requested

**What You’ll Need:**

• A background in urban planning, public policy, government, urban affairs, or similar
• Bachelor’s degree or equivalent and 3-5 years of experience, or master’s degree in a related field
• Excellent professional writing and communication abilities
• Strong organizational skills and the ability to solve problems independently
Excellent communication and coalition building skills with an ability to work with a variety of internal and external stakeholders
• Professional and positive attitude
• Experience with data analysis or mapping (preferred but not required)

About the Lincoln Institute of Land Policy
The Lincoln Institute of Land Policy seeks to improve quality of life through the effective use, taxation, and stewardship of land. A nonprofit private operating foundation whose origins date to 1946, the Lincoln Institute researches and recommends creative approaches to land as a solution to economic, social, and environmental challenges. Through education, training, publications, and events, we integrate theory and practice to inform public policy decisions worldwide. With locations in Cambridge, Massachusetts, Washington, DC, Phoenix, and Beijing, we organize our work in seven major areas: Planning and Urban Form, Valuation and Taxation, International and Institute-Wide Initiatives, Latin America and the Caribbean, People’s Republic of China, The Babbitt Center for Land and Water Policy, and the Center for Community Investment.

The Lincoln Institute of Land Policy is an Equal Opportunity Employer.
The Lincoln Institute of Land Policy is dedicated to creating an inclusive work environment and is proud to be an equal opportunity employer. Individuals seeking employment are considered without regards to race, color, religion, national origin, age, sex, marital status, ancestry, physical or mental disability, veteran status, gender identity, sexual orientation or any other category protected by law.

Please include resume and cover letter in application. jgrogan@lincolninst.edu

Community Organizer | Alaska Center for the Environment | Anchorage, AK

Application Deadline: December 15, 2019 | Salary: $45,000 - $50,000Salary is dependent on experience.

Job Title: Community Organizer
Reports to: Political and Campaigns Director
Status: Full time
Salary: Commensurate with experience
Location: Anchorage, Alaska

Position Overview:
The Alaska Center is seeking a dedicated and talented individual to serve as a Community Organizer in Anchorage, AK. This position will conduct outreach and advocate for climate justice, clean energy solutions, and salmon habitat protection throughout Alaska by engaging, inspiring and galvanizing thousands of individuals to take action and volunteer on an array of campaigns and issues. This position will also support The Alaska Center’s work to elect decision-makers who will stand up for clean air and water, promote solutions to climate change, and support a strong democracy. The ideal candidate will be passionate about building relationships, understand the importance of connecting with a diverse array of communities, and skilled at developing and maintaining partnerships.

Organizational Overview:
The Alaska Center envisions a thriving, just and sustainable Alaska for future generations. We engage, empower, and elect Alaskans to stand up for clean air and water, a strong democracy, and for a fair and equitable transition from an extractive economy to a regenerative economy. Our issue priorities are protecting salmon habitat, advancing clean energy solutions in the face of rapid climate change, and amplifying Alaskans’ voices in the public process. In partnership with our sister organization The Alaska Center Education Fund, we achieve our vision through youth education and leadership development, community organizing and mobilization, and electing leaders who will champion our values.

Core Responsibilities: Duties and responsibilities include, but are not limited to:

Community Engagement and Issue Advocacy:
• Build and cultivate a large network of volunteers and community leaders to engage thousands of residents in Anchorage on our priority statewide campaigns;
• Build and sustain relationships with the communities we serve, with a focus on communities most impacted by the issues we work on, including Alaska Native, people of color, youth, and low-income communities;
• Identify, engage and strengthen relationships with business leaders, tribal entities, and other decision-makers;
• Secure commitments from community members and leaders to write letters and opinion pieces and to work to persuade policymakers to engage in The Alaska Center’s priority campaigns;
• Manage and support part-time organizers and interns;
• Represent The Alaska Center at community events;
• Work with the Political Director to strategize on statewide and local advocacy issues;
• Work with The Alaska Center communications team to identify and support community spokespeople;
• Maintain clean, standardized data collection in the Voter Action Network Alaska and affiliated databases and update progress weekly;
• Represent The Alaska Center in meetings with other conservation advocates and organizers to ensure collaborative decision making & field organizing goals.
**Voter Engagement and Turnout:**
- Coordinate and lead grassroots door, street and phone canvasses for campaigns and for endorsed candidates in local and statewide elections
- Coordinate events geared toward voter and candidate education on our priority issues

**Climate Justice and Clean Energy Engagement**
- Work with The Alaska Center staff to support and facilitate the Solarize Anchorage program
- Provide educational and volunteer opportunities for rural cooperative member-owners to engage with their utility boards on renewable energy issues
- Provide platforms for community members to influence climate policy outcomes

**Salmon and Clean Water Engagement:**
- Work collaboratively with The Alaska Center staff, volunteers, and coalition partners on the Save Bristol Bay Campaign
- Work collaboratively with the Native Village of Eklutna and other stakeholders to conduct outreach on the Eklutna River Restoration Campaign and supervise the Eklutna Organizer

**Skills and Qualifications:**
- 0-2 years of experience with grassroots organizing, electoral campaigns, civic engagement or integrated voter engagement programs;
- Passion for The Alaska Center’s mission and three major policy platforms - salmon protection, climate solutions, and a strong democracy;
- Ability to meaningfully engage Alaskans from diverse backgrounds;
- Experience working with communities of color, cross-cultural communication, and understanding of inclusive organizing;
- Commitment to understanding race, class, gender, and other equity issues in organizing and politics;
- Commitment to strengthening racial justice, equity, and inclusion throughout our organization, in campaigns, and with partners;
- Innovation, ability to take risks, constant curiosity and desire to learn;
- Demonstrated initiative and ability to work well independently;
- Excellent organization, planning skills, and experience coordinating events;
- Demonstrated ability to manage multiple projects, respond quickly to emerging opportunities, and be flexible to adapt to changing circumstances of dynamic organizations;
- Experience with the Voter Activation Network and affiliated databases is a plus;
- Ability to inspire action in others, lead by example and instill purpose into daily campaign operations of the organization;
- Ability to maintain a positive attitude and solution-based approach in high pressure or difficult situations;
- Willingness to engage in phone and door canvasses, volunteer recruitment, host volunteer meetings, plan campaign events.

This is a full-time position that **must be based** in Anchorage, Alaska. **Salary** is dependent on experience with a generous and competitive benefits package. All Alaska Center staff have access to professional development opportunities, including training and support. The Alaska Center provides a supportive work environment with excellent benefits and incentives. The Alaska Center is an equal opportunity employer. Employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, gender identity or expression, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

**To apply,** email your resume and cover letter to jobs@akcenter.org. **Position open until filled. The first review of applications will be 12/13/2019.** No phone calls, please.

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**Program Manager | Global Visionaries | Seattle, WA**

**Salary:** $38,000 - $42,000 or DOE

**Position Summary:**
The Program Manager works closely with our Program Director and staff to develop and implement curriculum for young leaders. This individual is responsible for managing and tracking program components and impact, including social and environmental justice curriculum, anti-oppression work, and service learning. The Program Manager is a critical link between our participants and the rest of the organization. They directly engage with youth participants, families, colleagues, and interns. They work within our small program team to evaluate and improve processes, think strategically about long-term opportunities, and increase youth voice in our organization and community.

**Duties & Responsibilities**

**Program Logistics & Operations**
- Serve as an Immersion Leader (1-2 times annually) for the two-week cultural immersion trips to Guatemala during spring and/or summer.
- Develop and maintain professional relationships with participants, families, partner organizations, colleagues, teachers, staff, board members, and other stakeholders
- Oversee program logistics, including event planning, space rentals, transportation, communications, and event agendas
- Track attendance & data for First Year Program (FYP) and Advanced Leadership Program (ALP)
• Responsible for onboarding and overseeing interns, establishing and sustaining intern partnerships, and facilitating project development with interns
• Co-responsible for communication and communication schedule development for student cohorts and families
• Evaluate programs and implement programmatic changes based on internal and external feedback

**Participant Recruiting & Enrollment**
• Run in-class and information night presentations during recruitment season (Sept-Nov)
• Promote and support the student application process, oversee acceptance and enrollment
• Work closely with Guatemalan team and Program Director to meet annual enrollment goals for both the FYP and ALP

**Participant Support & Education**
• Foster a safe and inclusive environment for participants from a variety of backgrounds and experiences, actively encourage their agency within GV and the broader community
• Develop and implement curriculum focused around environmental and social justice for the FYP and ALP
• Co-manage 2-3 ALP teams
• Support student fundraising efforts, act as coach and support for those participants with socio-economic barriers in utilizing their network and strengths
• Develop and maintain partnerships with outside organizations to strengthen community and program success

**Qualifications:**
The ideal applicant will have the following qualifications and/or skills:
• Relationship building and interpersonal skills, especially with young people
• Experience with curriculum development, implementation, and evaluation
• Culturally responsive and aware; commitment to racial justice and equity work
• Familiar with trauma-informed care practices
• Experience with facilitation and public speaking
• Familiar with Office 365, Salesforce, MailChimp, Remind, or equivalent technological platforms
• Highly self-motivated, with the ability to manage multiple projects and work according to specific deadlines
• Excellent organizational skills
• Knowledge of local and global issues
• International travel experience
• Ability to adapt to fast-pace and changing environments
• Ability to work flexible hours, including evenings and some weekends, as necessary

**Preferred but not required:**
• 3-5 years working with youth
• Bachelor’s Degree or higher
• Experience living abroad
• Involvement in local community
• Proficient Spanish language skills

**Organization Mission & Description:**
Global Visionaries invites youth from diverse socio-economic, racial, and ethnic backgrounds to be active leaders in their local and global communities. We foster leadership skills grounded in environmental and social justice. We serve over 200 students from the US and 100 students from Guatemala annually. Through youth-led retreats, workshops, service projects, and a two-week immersion in Guatemala, our participants report a new capacity to be agents of change.

*Global Visionaries is an equal opportunity and affirmative action employer. Women and people of color are encouraged to apply. Our organization does not discriminate on the basis of age, race, religion, color, sex, national origin, marital status, sexual orientation, class, gender identity, creed, physical or mental disability. We seek a diverse workforce to match the global nature of our programs and the broad diversity of the students who participate.*

**Benefits** include medical, dental, vision coverage, partial retirement match, 3 weeks paid vacation, sick leave, and 11 paid holidays per year

**How to Apply:** Applicants strongly encouraged to **apply by December 13, 2019**
Submit your resume and cover letter to: **HR@global-visionaries.org**
Please write your **Full Name** along with Program Manager in the email subject line. **Preferred start date: Early to Mid-January**
Environmental Educator and Naturalist positions | The Center for Alaskan Coastal Studies Homer, AK

Job Type: Temporary
Salary Details: See Job Description

Do you enjoy getting people excited about our natural world? As an Environmental Educator, Naturalist or Intern with the Center for Alaskan Coastal Studies, you'll have the opportunity to share your energy and enthusiasm by leading educational programs for children, school groups, and visitors to Alaska. Seasonal staff are employed at the Wynn Nature Center (a 140-acre boreal forest preserve), Peterson Bay Field Station (a semi-rustic facility across Kachemak Bay and accessible only by boat), and Yurt on the Spit (exploration of invertebrate life living on and around the Homer Harbor Docks).

As an Environmental Educator during the spring season (March 30th–May 22nd), instill wonder, scientific understanding and love for coastal ecosystems with school groups from throughout Alaska. Lead overnight field trips and day trips in the forest, marsh and intertidal zones. As a Naturalist, Intern or Environmental Educator during the summer season (May 25th to Labor Day) impart knowledge and a sense of stewardship with visitors and groups from around the world. Lead multi-day field studies and guided natural history tours, develop programs for all ages and/or participate in citizen monitoring projects. Duties vary depending on the specific position.

Benefits include compensation of $1,760–$2,080 per month DOE and housing. Qualified applicants are energetic and flexible, have a background in environmental education and forest and/or marine ecology, and the maturity to live in group situations.

HOW TO APPLY: To apply, email a cover letter, resume, and contact information for 3 professional references to Seth Spencer by January 17th, 2020. Please indicate in both your cover letter and e-mail subject line the position(s) for which you are applying.

Contact info:
Seth Spencer, Education Program Coordinator
Center for Alaskan Coastal Studies
708 Smokey Bay Way
Homer, AK 99603
(907) 235-6714
jobs@akcoastalstudies.org

AKCoastalStudies.org

Campaign Manager | New England Forestry Foundation | Littleton, MA

Deadline: Dec 31, 2019

NEFF is currently in the early stages of shaping a comprehensive $25 million campaign with three key initiatives designed to 1. Promote the benefits of exemplary forestry, 2. Enlarge the land base where exemplary forestry is practiced, and 3. Have influence on and participate in regional and national efforts to combat climate change.

Position Summary: The Campaign Manager will be responsible for the day-to-day planning, coordination and management of the campaign. The Campaign Manager will lead in the design of a comprehensive campaign plan as well as manage the execution of all aspects of this multi-faceted, multi-year campaign. The role entails working collaboratively and thinking creatively with members of the NEFF development office and senior staff, Campaign Leadership Team, and Board of Directors.

Principle Responsibilities
- Overall campaign management and organization including crafting a multi-year campaign plan.
- Work with key volunteers and staff to develop and refresh a pipeline of rated prospects and moves management strategies for top prospects to maximize philanthropic results.
- Work with prospect research staff on prospect profiles and database management of prospects and donors.
- Develop campaign correspondence including solicitation proposals, meeting requests and meeting follow-ups.
- In collaboration with communications staff, manage the writing and development of campaign print and electronic collateral materials and coordinate their design and production.
- Develop and/or maintain all systems, policies, procedures, metrics and infrastructure to support efficient and effective implementation of the campaign.
- Manage donor tracking system to monitor the progress of each prospect through cultivation, solicitation and stewardship.
- Assist in strategizing and implementing cultivation and recognition events.
- Monitor fundraising progress, set goals, motivate and support staff and volunteers, and instill collaboration and cohesiveness to ensure success.

More detailed information is available here: https://newenglandforestry.org/about/careers/

HOW TO APPLY: To apply, please send a cover letter, resume, and writing sample via email to Kim Doherty at kdoherty@newenglandforestry.org.
**Assistant Program Manager | The Glacier Institute | Polebridge, MT**

**Job Type**  
Temporary

**Salary Details**  
$1200-$1500 DOE per month w/ Room and Board

**Deadline**  
Feb 01, 2020

Since 1983, The Glacier Institute, a private 501(c) (3) nonprofit, has been providing hands-on, field-based education in some of nature’s wildest places. Through a science-based approach to outdoor education, our participants leave better prepared to make informed and constructive decisions as empowered stewards. The Glacier Institute is looking to hire one full-time, seasonal Assistant Program Manager for its Big Creek Outdoor Education Center located in northwestern Montana.

Big Creek Outdoor Education Center primarily serves students ages 7-18; however, specialized groups of all ages visit our site each year. We are an all-inclusive site, which means we provide lodging, meals and transportation for most of our participants. Big Creek is located 20 miles north of the nearest town of Columbia Falls, Montana, and occupies an old Forest Service Ranger Station. Our remote, off-grid site sits in the heart of the Flathead National Forest (Glacier View District) along the banks of Big Creek. We are 200 yards away from the wild and scenic designated North Fork of the Flathead River, which designates the western border of Glacier National Park. Reaching us requires traveling 7 miles of unpaved gravel road. Most of our buildings are historically designated and nearing 100 years in age, resulting in truly rustic accommodations.

**Job Summary:**
The Big Creek Assistant Program Manager is responsible for supervising the 4 full-time, seasonal Outdoor Educators and 1 Outdoor Educator Intern in curriculum and educational programming, as well as day-to-day operations at our Big Creek Outdoor Education Center. At Big Creek, we work with local school groups and youth camps to empower students of all ages through place- and science-based learning. The Assistant Program Manager is responsible for monitoring, maintaining, and improving the quality of curriculum through conducting staff training, evaluations, and program development. The Assistant Program Manager will be responsible for designating and supervising staff projects at the request of the Program Manager. Along with the Outdoor Educators, the Assistant Program Manager is responsible for teaching various environmental science classes, leading students on day-hikes and backpacking trips, and monitoring students during mealtimes, and free-times. All staff rotate through a variety of camp tasks including, but not limited to, cooking, cleaning, and overnight bunk supervision (during the summer season). The Big Creek Assistant Program Manager reports to the Big Creek Program Manager.

**Start Date:** March 1, 2020  
**End Date:** November 1, 2020 | *There is some flexibility in these dates - specific details will be discussed during hiring.

**Compensation:**
- Full room and board.
- DOE monthly stipend with the ability to earn a performance based, end-of-season bonus.
- 2020 employee entrance pass into Glacier and Waterton National Parks.
- Friends and family discounts for all Glacier Institute courses (subject to availability).

**For a full job description, what to expect, and how to apply, visit our website The Glacier Institute Employment**

**HOW TO APPLY:** If this position sounds like the right fit, please submit a resume, three reference contacts, and a cover letter addressing the three questions listed in the full job description on our website to careers@glacierinstitute.org and include the title of the position(s) you are applying for in your cover letter and subject line of your email.

*We look forward to your application!*

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**Waste Reduction Program Coordinator | Rutland County Solid Waste District | Rutland, VT**

View the PDF version here.

**Position Summary:** The Rutland County Solid Waste District (RCSWD) seeks a passionate and highly organized self-starter with exceptional planning, project management, and communications skills to serve as RCSWD’s Program Coordinator. This position will work closely with the Program Director to coordinate all phases of assigned programs in areas such as community and business materials management, education and community outreach, research, grant management, and technical assistance. This is a full-time, salary position based in our office in Rutland, VT. We support best management practices for solid waste management and resource recovery in communities; build capacity in the recycling and composting industries; advocate for better policies; and provide technical assistance to individuals, businesses, educational institutions, and 17 regional municipal town stakeholders.

**Job Responsibilities:**
- Research, develop, and implement programs designed to help communities achieve waste management and waste diversion best practices and goals.
• Prepare educational and informational materials such as planning reports, grant reports, guides, fact sheets, and website/social media content.
• Organize, promote, and facilitate educational and informational meetings for programs.
• Collaborate with a range of stakeholders to provide assistance, recommendations, and evaluation of recycling and waste management programs.
• Maintain records of project development to write and prepare grant reports.
• Participate in organizational meetings, events, and administrative functions of NRC, performing various duties as assigned that support the organization.
• Perform program services such as waste audits, waste reviews, and community consultation services.
• Assume responsibility of coordinating new programs and services as they are developed.
• Participate in defining project and program goals, and develop reporting procedures to monitor, evaluate, and review effectiveness in achieving goals and objectives.

The ideal candidate will be a creative problem-solver motivated to create solutions for maximizing the benefits of resource recovery. This role requires excellent communication skills and the ability to convey complex ideas into clear and compelling reports, articles, proposals, and presentations; and an ability to lead with a passion for working collaboratively with State agencies, and people from all walks of life to promote waste reduction and sustainability.

Qualifications & Requirements:
• Bachelor’s degree in environmental sciences, natural resources, public administration, or a related field preferred; 4 years of equivalent work experience related to sustainability and/or recycling and solid waste programs may be substituted.
• Four years’ experience supervising staff.
• Experience in policy developing, coordinating and implementing programs required. Also, working knowledge of budget preparation as it relates to programs and their financial impacts.
• Highly organized with the ability to handle multiple projects and priorities while coordinating workflow in a deadline-driven and solution-focused environment.
• Exceptional communication skills, both written and verbal.
• Ability to work well alone as a self-starter who takes initiative, and collaboratively in a team environment.
• Demonstrated commitment to sustainability and environmental issues. Preference for experience in waste reduction and recycling programs.

Essential Requirements:
• Valid Driver’s License
• Ability to lift and carry at least 30 pounds
• Ability to operate, or ability to learn to operate a loader and excavator.
• Travel and overnight stays are required occasionally to work directly with community partners, attend trainings, and for conferences.
• Full working knowledge of Microsoft Word, Excel and PowerPoint, and Google Docs.

Total Compensation Package: Annual salary: $48,000 – $55,000 Benefits: RCSWD offers medical, vision, and life insurance; retirement benefits after one full year of employment; paid vacation, holidays, and flextime; continuous learning opportunities with trainings and conferences; and a great work-life balance!

How to Apply: Please email your cover letter, resume, and one writing sample to Mark S. Shea, District Manager at mshea@rcswd.com. Applications will be accepted through December 13, 2019.

RCSWD is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, or sexual orientation, gender identity or expression, disability, nationality or sex.

Conservation Analyst | Vermont Housing and Conservation Board | Montpelier, VT

APPLICATION DEADLINE: DECEMBER 13, 2019

VHCB seeks a highly capable, self-motivated individual with attention to detail, the ability to work as part of a team, and strong communication skills to join our conservation staff. Responsibilities include supporting the farmland and forestland conservation missions, assisting with state and federal programs administration, electronic document management, GIS mapping, and data collection. The analyst will be responsible for underwriting applications for conservation funding, outreach activities, and policy work.

Prior experience and training in natural resources, agriculture, and/or land conservation, and a commitment to the mission of VHCB required. Experience and proficiency in data analysis, database and document management systems, and GIS mapping is essential. Experience and proficiency in program and grants compliance, reporting, and financial analysis is strongly preferred.

Full time position with comprehensive benefits. EOE. See the job description. Please send resume and cover letter by December 13 to: Laurie Graves, VHCB, 58 East State Street, Montpelier, Vermont 05602 or jobs@vhcb.org
Wild Steelhead Initiative Advocate | Trout Unlimited | Western WA

Trout Unlimited is a national organization with 300,000 members and supporters organized into over 400 chapters and councils nationwide. These dedicated grassroots volunteers are matched by a respected staff of organizers, lawyers, policy experts and scientists, who work out of more than 45 offices across the country. Our mission is to conserve, protect, and restore North America’s cold-water fisheries and their watersheds.

POSITION SUMMARY
TITLE: Wild Steelhead Initiative Advocate
DEPARTMENT: Western Conservation
REPORTS TO: Pacific Northwest Director, Sportsmen’s Conservation Project
POSITION TYPE/HOURS: Full time/40 hours

The Wild Steelhead Initiative (Initiative) advocate leads advocacy work in Washington State to protect and restore wild steelhead. This entails advocating policies and management that will achieve wild steelhead conservation goals and provide sustainable wild steelhead angling opportunities in priority river basins. It also will entail communicating, primarily through social media, about the goals, progress and issues related to the Initiative overall. Specific duties and responsibilities are set forth below. The position will be based in western Washington, preferably in or within a reasonable driving distance of Olympia.

DUTIES AND RESPONSIBILITIES
• Educate, organize and mobilize anglers and wild steelhead advocates (primarily supporters of Wild Steelheaders United and Trout Unlimited) to obtain policies and management practices to advance Initiative goals
• Develop and sustain productive relationships with key staff at the Washington Department of Fish and Wildlife, Washington Fish and Wildlife Commission members, and elected officials important to advancing the Initiative
• Generate and lead staff efforts to develop compelling content for the Wild Steelheaders United website, newsletter, and social media channels
• Use and manage multiple social media platforms to generate support for Initiative goals and recruit supporters of Wild Steelheaders United
• Guided by the Initiative’s science director and with support from Trout Unlimited’s Science Team, identify and organize angler science projects to gather data and information important to advancing Initiative goals
• Assist with fundraising efforts including attending and helping to organize donor recruitment and retention events and recruiting potential business supporters
• Communicate regularly with TU’s Washington State Council and state chapters regarding Initiative projects and developments
• Recruit anglers and organizations to join Wild Steelheaders United

QUALIFICATIONS
• Bachelor’s degree or commensurate experience
• A passion for wild steelhead conservation and steelhead fishing
• Demonstrated team-building skills and a passion for connecting with and motivating people to get active for a cause
• Issue campaign experience
• Project management experience
• Working knowledge of steelhead biology and ecology, academic background in fisheries a plus
• Sophisticated understanding of the political and cultural dynamics in Washington specifically and the region generally relevant to wild steelhead conservation
• Ability and desire to work respectfully with diverse interests to solve problems
• Excellent oral and written communication skills. In particular, substantial experience required with developing and delivering content for websites and social media, including Facebook, Instagram and Twitter.
• Website administration skills a plus
• Established relationships with reporters, editors, bloggers and influencers a plus
• Experienced steelhead angler
• Experience with Adobe Photoshop Suite a plus
• Ability to work independently
• Strong team ethic
• Ability to engage in various physical activities related to Initiative field work, such as hiking, snorkeling and wading rivers
• Ability to travel frequently throughout Washington and occasionally to other Pacific Northwest states
• Valid driver’s license and a personal automobile
• Fundraising experience a plus

PAY
$60,000/yr. plus benefits
HOW TO APPLY
Please send a letter of interest and resume by December 6, 2019 to Dean Finnerty at Dean.Finnerty@tu.org. No phone calls please. Open until filled.

TU is an Equal Opportunity & Affirmative Action Employer pursuant to Section 503 of the Rehabilitation Act & Vietnam Era Veterans Readjustment Assistant Act.

TU hires staff without regard to race, color, religion, national origin, age, gender, sexual orientation, marital status or disability.

Please fill out this form and submit it as an attachment to this e-mail address recruiting@tu.org

Federal Policy Associate | Sierra Club | Washington,

Job Code153-19

Job Title: Federal Policy Associate | Department: Program | Reports To: Senior Washington DC Director | Location: Washington, DC

Context: Carries out the strategies and activities for assigned legislative and administrative advocacy campaigns in coordination with the broader Federal Policy Team in support of the federal policy efforts on clean energy and other issues. The Federal Policy Associate will help develop and carry out federal policy strategies and priorities for assigned issues and will support various federal defense issues as needed.

Scope: The Federal Policy Associate collaborates with the Director of Federal and Administrative Advocacy, members of the Federal Policy Team and volunteer leaders who work on the assigned issues. The Federal Policy Associate creates materials for use in public policy and outreach and education campaigns, and represents the Sierra Club to government officials, the media, and other organizations, travels occasionally to lobby, participate in Chapter and federal activities, and coordinates with and trains volunteer leaders. Takes appropriate action to ensure that campaign and federal policy goals and objectives are met.

Job Activities:

1. Represents the Sierra Club to legislators, government officials, other environmental groups, news media, and the public by participating in meetings, public speaking, and establishing and maintaining contacts. Carries out federal and administrative lobbying to support the federal effort.
2. Lobbies members of Congress and their staff and other relevant elected officials on behalf of the Club on clean energy and other issues.
3. Develops relationships with administrative officials and their staff, including the Environmental Protection Agency, Department of the Interior and Department of Energy. Carries out administrative lobbying campaigns associated with the assigned national program.
4. Works closely with other capacities to ensure federal policy objectives are prioritized and met.
5. Supports media outreach activities related to the campaign/program, including implementing media outreach plans. Serves as issue expert for both reactive response and proactive pitching to media outlets in coordination with communications staff.
6. Provides content for educational and campaign issues information. This may include the writing, editing and distribution of fact sheets, newsletters, alerts and take actions, and political and educational materials. It may also include the writing, editing and reviewing of articles, blogs and social media content for conservation-related publications.
7. Supports and mobilizes grassroots conservation campaign activities by providing guidance and information to activists and volunteers, fellow Sierra Club staff, [specific campaign] leadership and delivery teams, and coalition partners. Takes the lead in organizing the Sierra Club’s participation in volunteer lobby weeks.
8. Performs miscellaneous duties as directed.

Knowledge & Skills:

• B.A./B.S. degree in Environmental Studies/Science, Political Science, or comparable relevant experience
• 1 - 2 years’ experience in the environmental field that includes legislative experience or lobbying, research and campaign organizing, press relations and public speaking.
• Good written and oral communication skills
• Strong interpersonal and consensus building skills, and demonstrated ability and effectiveness working with volunteers
• A passion for Sierra Club’s mission to enlist humanity to protect and restore quality of the natural and human environment, and a commitment to working collaboratively to advance equity, inclusion and justice.
• Prior experience and ability in writing training information and materials
• Prior experience and knowledge of the national legislative process

This position is represented by a collective bargaining unit and is subject to the terms and conditions of the contract between Sierra Club and Progressive Workers Union.
The Sierra Club offers competitive salary package commensurate with skills and experience plus excellent benefits that include medical, dental, and vision coverage, and a retirement savings 401(k) plan.

This is a category 5 exempt position.

Sierra Club is a 501(c)(4) non-profit organization. Sierra Club employees are not eligible to participate in the Federal Public Service Loan Forgiveness (PSLF) Program. Sierra Club does not sponsor H1B visas.

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

Explore, enjoy and protect the planet.

*If you are applying for more than one position with us, please attach your job-specific cover letters in the 'Attachments' section.

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**Consultant I, Climate Change Advisory (Entry Level) | ERM | San Francisco, CA**

**Apply with SEEK**

ERM is seeking an entry-level Climate Change Advisory Consultant to join our sustainability advisory services team in San Francisco. In this role, you will contribute to the development and growth of ERM’s sustainability and climate change business.

ERM delivers a wide range of climate change services including Task Force on Climate-related Financial Disclosure (TCFD) analysis, strategy development, target setting, benchmarking, greenhouse gas (GHG) inventory and verification, and CDP disclosures. We help develop and implement climate change programs across a broad range of industry sectors for global companies and financial institutions.

**RESPONSIBILITIES:**

- Collect, manipulate, and analyze large datasets to frame technical climate topics for a range of audiences.
- Assist in developing practical and measurable sustainability and climate change programs including vision, targets, metrics, data collection, GHG and environmental inventory development and verification.
- Analyze physical and transitional climate risks in alignment with the TCFD framework.
- Support clients responding to the DJSI, CDP Climate Change, Water, and Forest Questionnaires, and other public disclosures.
- Conduct desk-based research and synthesize information into key themes to develop conclusions and clearly communicate written recommendations.
- Assist ERM Partners and Project Managers to effectively deliver projects.
- Stay knowledgeable of trends in the field.

**REQUIREMENTS**

- 1 to 3 years of experience.
- A Bachelor’s (required) or Master’s degree (preferred) in engineering or basic/applied science (such as physics, chemistry, material science, environmental science, earth sciences, etc.) or economics.
- Attention to detail.
- Ability to think critically through systems and processes.
- Experience working with GHG datasets and international standards, and some technical understanding of GHG measurement, inventories and reporting.
- Proficiency with Microsoft Office suite software, specifically advanced level Excel (ability to perform advanced equations, graph, learn new functions quickly).
- Interest in a career in consulting and demonstrates a passion for serving clients.
- Effective written/verbal communication, demonstrated through a writing test.
- Ability to recognize when to ask for help and how to identify appropriate resources to accomplish tasks as needed.
- Ability to multi-task, maintain flexibility, travel, and work independently with minimal supervision.

**COMPETENCIES**

The ideal candidate will also have:

- Proficiency with other programming and/or data analysis software (PowerBI, VBA, R, SQL, Tableau Desktop, Watson Analytics, etc.).
- Experience with life cycle analysis with SimaPro or GaBi.
- Excellent proofreading and technical editing.
- Proficiency in GIS.

Please submit your resume and brief cover letter. Qualified candidates will be contacted by email, and requested to complete a video questionnaire. Based on review of these responses, shortlisted candidates will be invited for interviews.

ERM does not accept recruiting agency resumes. Please do not forward resumes to our jobs alias, ERM employees or any other company location. ERM is not responsible for any fees related to unsolicited resumes.

ERM is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Thank you for your interest in ERM!
Investment in climate-friendly development falls far short of the need. CPI works to redirect finance from high- to low-carbon activities and resources and climate risk. Enough capital exists to transition the world into a low-carbon, climate-resilient economy. However, current climate policy, finance, regulation, and carbon markets, as well as knowledge and understanding of national regulatory institutions that effectively align public and private interests.

CPI’s Climate Finance program guides decision makers who are working to ensure economic growth while addressing increasingly scarce resources and climate risk. Enough capital exists to transition the world into a low-carbon, climate-resilient economy. However, current investment in climate-friendly development falls far short of the need. CPI works to redirect finance from high- to low-carbon activities and helps decision makers use their resources wisely. We provide much-needed information on climate finance flows, apply in-depth analysis to guide decision makers on their efforts, and support innovation in finance to address investors’ needs and lower costs.

Under the supervision of the Associate Director of CPI’s San Francisco office, the Assistant Analyst/Analyst undertakes robust and careful analysis, drawing on methodologies from micro- and macroeconomics, public policy, regulatory economics, finance, behavioral science, risk management, statistics, law, engineering, and other academic and commercial disciplines.

In conducting analysis, the Assistant Analyst/Analyst is required to work in close cooperation with a range of international partners from the policy, finance, and corporate spheres, as well as with CPI teams throughout the world. Previous work experience with climate policy, finance, regulation, and carbon markets, as well as knowledge and understanding of national regulatory institutions and/or multilateral or bilateral financial institutions and national or regional development banks and/or private finance institutions are valuable assets.

**PRIMARY DUTIES & RESPONSIBILITIES**
- Perform rigorous quantitative evaluation of national and international climate finance mechanisms and climate and energy policies
- Under the direction of Senior Analysts, contribute to the design, management, and implementation of complex research assignments and analytical projects
- Engage clients throughout the research process and advise policymakers on the implications of research findings
- Assist in the writing and editing of high-quality CPI products, including full reports, executive summaries, blogs, and presentations
- Communicate and collaborate with CPI staff working around the globe
- Produce high-quality materials on demanding deadlines
QUALIFICATIONS

- At least two years of professional experience
- Experience analyzing climate finance, economics of policy choices, and/or energy and climate markets. Private sector experience and/or government or multi-lateral experience is valuable
- BA or BS degree required with coursework in finance, economics, and policy. Master’s degree in Economics, Finance, Public Policy, or a related, quantitatively rigorous field strongly preferred

COMPETENCIES & PERSONAL ATTRIBUTES

- Understanding of current climate and energy policies under discussion in relevant countries, with a specific focus on the interaction with finance
- Experience in financial modeling and/or macroeconomic modeling of energy and climate markets
- Independent, analytical mind with a track record of applying sound financial, political and strategic judgment to complex issues
- Programming competency in Python, R, and/or SQL is desirable
- Flexibility, professionalism, enthusiasm for working as part of a team, and an ability to interact with a diverse array of people
- Strong attention to detail, organization, time management, and prioritization skills, and an ability to work under pressure and to tight deadlines
- Superior English written and verbal communications skills

LOCATION & COMPENSATION

CPI is hiring for one full-time Assistant Analyst/Analyst position, open immediately. The position will be located in San Francisco but may require occasional regional and international travel. CPI offers an excellent and competitive compensation and benefits package. Compensation will be based on experience

To apply

Visit this link to submit an application. With your application, attach two documents: (1) CV/resume, (2) a cover letter outlining how your skills and experience align with the above requirements and why you want to work with CPI, followed by a writing sample of 5 pages or less that has not been edited by anyone other than yourself.

Unfortunately, we cannot sponsor or transfer visas- including OPT/ H1B visas, for this position.

The position will remain open until we find the right candidate to join our team. Applications will be assessed on a rolling basis and we therefore encourage you to submit your application at the earliest opportunity.

Only short-listed applicants will be contacted. https://climatepolicy.bamboohr.com/jobs/view.php?id=105

Climate Policy Initiative is an equal opportunity employer

CT Schoolyards Program Manager | New Haven Ecology Project | New Haven, CT

Application Deadline: December 9, 2019

Job title: CT Schoolyards Program Manager

Program Description: Common Ground’s CT Schoolyards Program supports teachers in New Haven Public Schools and across CT in integrating outdoor learning and play into their school. Core CT Schoolyards activities include:

- Consultation, design, installation, and ongoing maintenance of edible gardens and native pollinator and habitat gardens, as well as outdoor maker-spaces and other creative play and learning spaces.
- Professional development that supports teachers in integrating outdoor learning into their curriculum. PD takes the form of co-teaching, workshops, conferences, and hands-on events like Outdoor Days that welcome an entire school community to celebrate outdoor learning on their school grounds.

More information on the CT Schoolyards Program is HERE, and photos of the work in action are HERE.

Schedule and Location: Full Time, primarily weekdays, however some evening and weekend work is necessary. In the Spring and Fall seasons, the CT Schoolyards Program Manager typically works most Saturdays. This is a 12 month position, including full time summer work. This position is based on Common Ground’s campus, and involves regular travel to area schools.

Job Description: Common Ground is seeking applicants who are looking to step outside the traditional teaching box, who are passionate about nature-based education, and who will thrive in a position that balances indoor and outdoor work as well as administrative time and hands-in-the-dirt time! In a single busy spring week, the CT Schoolyards Manager may:

- Meet with a principal of a partner school to discuss details of a contract for service for the following school year
- Lead a faculty meeting mini-workshop on outdoor learning at a local public school
- Lead a crew of high school students in using hand tools and power tools to build raised beds to install at a local school
- Dig for worms and plant lettuce with children at an Outdoor Day that sees 350 children participate in outdoor activities over the course of the school day
- Participate in a conference call with partners to discuss deliverables and timeline on a grant funded project
- Place orders for soil deliveries to partner schools
We are seeking candidates who have:

- **Passion for outdoor education and a commitment to Common Ground’s mission**
- **Experience thinking about outdoor and environmental education through a justice and equity lens, and a commitment to working to reduce barriers to access to such programs**
- **Significant professional experience in program management and administration, including supervising staff, managing contracts, grants, and deliverables, and responsibility for all aspects of budget management**
- **Understanding of working within public school systems. Preferred qualifications include experience working as a classroom teacher and/or school administrator. Applicants with significant teaching or administration experience within New Haven Public Schools are especially encouraged.**
- **Experience with outdoor or non-traditional education, including nature based education, play based learning, and inquiry-driven curriculum. Preferred qualifications include experience with vegetable gardening, native plants, and/or environmental education broadly.**
- **Enthusiasm for exploring how Schoolyards can expand its impact through expanded service or publication of curriculum tools.**
- **Strong critical thinking and problem solving skills and ability to work independently on big projects. Excellent time management, ability to make and maintain schedules and priorities, and attention to detail are essential.**

**Qualifications:**

- Significant professional experience in program management and administration, including supervising staff, managing contracts, grants, and deliverables, and responsibility for all aspects of budget management
- Understanding of working within public school systems. Preferred qualifications include experience working as a classroom teacher and/or school administrator. Applicants with significant teaching or administration experience within New Haven Public Schools are especially encouraged.
- Experience with outdoor or non-traditional education, including nature based education, play based learning, and inquiry-driven curriculum. Preferred qualifications include experience with vegetable gardening, native plants, and/or environmental education broadly.
- Enthusiasm for exploring how Schoolyards can expand its impact through expanded service or publication of curriculum tools.
- Strong critical thinking and problem solving skills and ability to work independently on big projects. Excellent time management, ability to make and maintain schedules and priorities, and attention to detail are essential.
• Strong written and oral communication skills
• Prior experience in planning and leading professional development for educators and working with schools in a collaborative and supportive manner
• Experience with program evaluation, data collection, and data reporting
• Bachelor degree, Masters preferred
• Reliable personal transportation is required, as the position involves regular local travel and transportation of teaching supplies to multiple school sites.

Compensation: Competitive salary and benefits package that includes health, vision, dental, Health Savings Account, paid vacation time, and access to free lunch on campus!

To Apply: Send a resume and a cover letter describing your relevant experience to Rebecca Holcombe: rholcombe@commongroundct.org

Application deadline: December 9, 2019

Great job for a Masters!

VCRD is seeking a dedicated, energetic and hardworking Community and Policy Associate to support our extensive community engagement efforts and rural policy initiatives in line with our mission to support rural Vermont communities and advance policies that create a prosperous and sustainable future.

We're looking for someone who:
• demonstrates excellent communication skills;
• is a self-starter with the ability to work independently as well as part of a team;
• is eager to work with rural communities and local leaders in all their diversity and complexity;
• can support community engagement and grow with us as a facilitator of community and policy projects;
• is dedicated to sustainability, innovation, and the progress of rural Vermont
• has the ability to travel in Vermont and work in a flexible schedule including evening events.

Hours and compensation negotiable based on experience.

Visit www.vtrural.org for the full job description and application details, and for more information about VCRD and its services.

Program Coordinator, American Humane Hollywood | American Humane | Studio City, CA

Application Deadline: December 31, 2019 | Salary: Commensurate with experience

American Humane seeks a highly-motivated self-starter with superb attention to detail, excellent time management skills, and outstanding communication and interpersonal skills to join its American Humane Hollywood’s No Animals Were Harmed® Program as the Program Coordinator. This position is based at American Humane’s office in Studio City, CA and reports directly to the Managing Director, American Humane Hollywood.

Founded in 1877, American Humane is committed to ensuring the safety, welfare and well-being of animals. Our leadership programs are first to serve in promoting and nurturing the bonds between animals and people. We are first to serve, wherever animals are in need of rescue, shelter, protection or security. Through our innovative leadership initiatives – from our “No Animals Were Harmed®” program in Hollywood to broad-based farm and conservation animal welfare certifications, to rapid response rescue and care across the country – American Humane sets the gold standard as the most visionary and effective animal welfare organization in the nation.

Position summary: The Program Coordinator performs a wide variety of duties in support of the delivery of animal monitoring services to the film and television production community through American Humane Hollywood’s No Animals Were Harmed® program. Primary responsibilities include:
1. Working collaboratively as part of a scheduling team to facilitate Certified Animal Safety Representative™ (CASR) assignments
2. Providing excellent and timely communication with production regarding scheduling, animal action and assignments and CASRs.
3. Scheduling Certified Animals Safety Representatives™ (CASRs) in the field
4. Fielding calls from CASRs regarding on set safety issues and notifying Chief Veterinary Advisor and Managing Director regarding concerns
5. Reading scripts, one-liners, schedules to identify animal action days and intensity.
6. Managing production and scheduling database to ensure information is correct.
7. Drafting contracts for international and non-union productions
9. Various administrative responsibilities, including cross-training for other program positions, on-boarding new employees and special projects.

This a fast-paced position that requires excellent organizational skills, attention to detail, prioritizing and time-management skills, interpersonal skills, the ability to work independently and problem-solve, as well as discretion in handling confidential information.
Responsibilities:

Contracts: Drafting contracts for non-union domestic and international productions. Managing all correspondence related to contracts.

Scheduling:
- Analyzing scripts, one-liners and schedules and correlating the information to determine animal action days and intensity. Entering information into database.
- Evaluating animal intensity, rep expertise and location to make scheduling decisions and prioritize animal action coverage.
- Assigning CASR to productions and creating the daily schedule.
- Monitoring the Film & TV Unit general email box for production documents and call sheets to access and facilitate proper assignments. Emails range from 130-175 or more per day.

Database: Continually updating the film database based on conversations with production and CASRs.

Liaison with CASRs and Production:
- Communicating daily with CASRs regarding activity on all assignments.
- Identifying situations that require additional attention and communicating promptly with the Sr. CASRs and/or Chief Veterinary Officer on animal welfare and safety issues on set.
- Initiate outreach to production to clarify animal action. Forward projects requiring additional follow-up to Sr. CASR Advisor.
- Fielding animal-related calls from production, i.e., prop department, producers, coordinators, trainers regarding animal welfare and safety and clarifying our AH guidelines.

Script Assignments: Distributing priority scripts to be read and importing them into the database. Reading scripts as needed.

Administrative & Special Assignments
- Assist with administrative duties, including scheduling meetings, proofreading and editing documents, updating and distributing contact list, coordinating travel, assist with trainings.
- Cross-train to provide back up for the Pre-Production Coordinator when they are out of the office.
- Participate in American Humane related activities, events and meetings.

Essential experience, knowledge, skills and abilities:
- Bachelor’s Degree from an accredited institution.
- Interest in animals and their protection.
- Knowledge of American Humane’s practices and procedures, including the Guidelines for the Safe Use of Animals in Filmed Media preferred.
- Knowledge of film production processes and understanding of the entertainment industry preferred.
- Strong organizational skills, including the ability to set priorities, juggle multiple tasks, organize time effectively.
- Demonstrates high level of detail orientation, able to operate in environment with competing priorities and shift focus quickly and easily.
- Experience coordinating and planning complex domestic and international travel arrangements.
- Outstanding interpersonal skills, including the ability to work both in groups and individually
- High degree of motivation and self-discipline with a strong work ethic. Maintains a conscientious approach to work with the ability to meet tight deadlines, anticipate needs and be proactive in order to resolve issues.
- Excellent verbal and written communication skills, including proofreading and editing.
- Commitment to providing high quality service through responsiveness to all requests and maintaining a professional demeanor always.
- Knowledge of and demonstrated proficiency in the use of software (FileMaker Pro, Windows, Microsoft Word, Excel, PowerPoint and Outlook) while also quickly learning systems and processes specific to the department.
- Operates with a high level of discretion, maintaining confidentiality and using sound judgement.
- Demonstrates ability to take a proactive approach to problem solving with strong decision-making capacity

Direct reports: None

Physical demands and work environment:
- Standard working office environment.
- While performing the duties of this position, the employee will be regularly required to:
  - Sit for extended periods;
  - Look at and work off of a computer screen for extended periods;
  - Talk, hear and exchange information over the telephone and in person.
- Staff bring personal pets to the office, so will need to be comfortable around animals
- Requires some evening and weekend work on a regular basis.

Employees are expected to adhere to all organizational policies and to act as role models, demonstrating American Humane’s core values: Compassion | Accountability | Respect for all | Loyalty to mission | Sustainability | Honesty, integrity, trust

How to Apply: https://americanhumane.applytojob.com/apply/I7epqPFJ39/Program-Coordinator?source=IDEALIST

American Humane will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.
American Humane is an equal opportunity employer and strongly encourages diverse candidates to apply.
Have you Connected with Alumni Yet?

Office of Alumni Relations
Want to connect with alums in your area? Are you searching for jobs in a new city? Check in with Melissa Harwood, Director of Alumni Relations. Melissa can introduce you to alums in your location and/or your area of interest. Email Melissa at: mharwood@vermontlaw.edu

Connect on vlsConnect
If you're looking for a directory of alums, sign up for vlsConnect if you are a recent grad. VlsConnect also hosts a job board. Check out the regional alumni groups and see if they are hosting an event near you! It's a great way to get to know other Swans because, you know - Swans Fly Together!