Welcome to Career Notes

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

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

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

A note on where we find these jobs

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

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

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

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

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

We have job postings on Facebook
https://www.facebook.com/groups/295128751297/
Join the “Vermont Law School Career Services” group on Facebook. This is a closed group only for VLS students and alums. It has new postings daily, and is searchable. Most focus on post-graduation jobs many being Masters specific. In addition there are usually a broad range of positions for a variety of experience levels (including summer internships, fellowships, and similar opportunities). 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

Recommended Job Search Websites

LinkedIn Jobs  Indeed  USA.Jobs.gov
Idealist.org  Zip Recruiter  The Ladders
Seven Days  For VT Jobs  EcoJobs
NSCRS (RJ)  Conservation Job Board  Connect2Justice Jobs
Comfoodjobs  VT Farm To Plate Network  DC Jobs
Ed’s Clean Energy and Sustainability Jobs List  Use this link as there is another list similarly named
FELLOWSHIPS & INTERN/EXTERNSHIPS

WHAT IS A FELLOWSHIP?

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

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

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

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

EXTERNSHIPS

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

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

You may also contact Elijah Gleason for with questions.
AmeriCorps Vista - SNAP Outreach Systems Specialist
| Vermont Food Bank | Barre, VT

Want to make a lasting difference through work that matters? Come join a dedicated team working to ensure that everyone in Vermont has enough healthy food to eat, every day. The Vermont Foodbank is the largest hunger-relief organization in Vermont, providing 12 million pounds of food to 153,000 Vermonters each year through partnerships and innovative programs.

We are seeking a SNAP Outreach Systems Specialist position who will focus on initiatives that help people facing hunger access SNAP benefits, especially in the southern region of the state. Opportunities will include partnership building, program evaluation, promotion of an automated text screening tool, targeted outreach to unique groups like college students and older adults, and gathering client stories to help reduce the stigma around hunger.

Learn more about SerVermont and the AmeriCorps VISTA program.

For details and to apply, please visit AmeriCorps.gov.

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AmeriCorps Vista - Network Capacity Specialist

Want to make a lasting difference through work that matters? Come join a dedicated team working to ensure that everyone in Vermont has enough healthy food to eat, every day. The Vermont Foodbank is the largest hunger-relief organization in Vermont, providing 12 million pounds of food to 153,000 Vermonters each year through partnerships and innovative programs.

We are seeking a Network Capacity Specialist who will focus on initiatives to better understand the charitable food system in Vermont and ultimately help to build the capacity of the Foodbank’s network of 215 food shelves and meal sites statewide. Opportunities will include conducting a community needs assessment, developing evaluation tools, data analysis, and partnership building.

Learn more about SerVermont and the AmeriCorps VISTA program.

For details and to apply, please visit AmeriCorps.gov.

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Climate Corps AmeriCorps Fellow: Equity and Deep Decarbonization | California Volunteers

AmeriCorps Programs - Central Coastal Region | Oakland, CA

Start Date: September 1, 2020 | Application Deadline: June 30, 2020 | Salary: $22,197 - $22,197

**Position Title:** Equity and Deep Decarbonization Fellow - Climate Corps AmeriCorps

**Term of Service:** Full-time, September 1, 2020 – July 15, 2021

**Time requirements:** 40 hours/week; 1,700 hours total from September 1, 2020 - July 15, 2021

**About Climate Corps AmeriCorps**

AmeriCorps is a national service commitment that meets a community’s critical needs in education, public safety, health, and the environment. Climate Corps AmeriCorps partners with local government, educational institutions and nonprofit organizations across California to provide full-time service opportunities in the Bay Area supporting communities’ critical needs in building climate resilience. Climate Corps AmeriCorps fellows dedicate 1,700 hours of service in exchange for leadership and career development, and a living stipend supported by our AmeriCorps grant.

Climate Corps AmeriCorps is an exciting opportunity for service-minded individuals who are passionate about building climate resilience for communities. For more information, please visit www.americorps.gov.

**About the City of Oakland**

The City of Oakland, represented by nearly 5,000 employees serving more than 420,000 residents in one of America’s most diverse cities, strives to address historic inequities through the equitable reduction of GHG emissions, resilience-based climate adaptation, and continued expansion of the green economy. One of the earliest adopters of
sustainability, Oakland has maintained a climate program since 1998, creating and implementing some of the most creative and successful policies and plans anywhere in the world. Oakland has among the lowest per capita GHG emissions in the United States, having reduced its emissions 23% from 2005 to 2017. The City also tracks its consumption emissions, recognizing that the true picture of climate impact must be measured globally. Yet these successes are only a fraction of what is needed to serve our community. Oakland has set deep decarbonization goals of reducing GHG emissions 83% by 2050 and 56% by 2030, which will require our Fellows to assist in designing and implementing cutting-edge programs that both reduce emissions, building employment pathways for underserved communities, creating meaningful engagement opportunities for frontline communities, and ensuring that every Oaklander can experience the benefits of clean air and water, less flooding, and improved health. Oakland Fellows are expected to be passionate leaders in developing solutions to climate challenges; supportive teachers in educating the next generation of climate leaders; and intelligent team members in building collaborations that span internal departments as well as local, national, and international climate efforts. The City will hire two Sustainability Fellows to serve in the Environmental Services Division of Public Works (ESD), who will work individually and together, as well as with numerous City staff and outside partners and experts, to accomplish the projects below.

**Description of duties:**

- **Equitable Climate Action Plan (ECAP) Development and Implementation** – Oakland is finalizing a new 10-year ECAP in Summer 2020, which will guide climate and adaptation action until 2030. This is the culmination of several years of community engagement, technical analysis, and iterative plan development. Both Fellows will support ECAP implementation, including policy research, policy and program development, ongoing equitable community engagement, and coordination among City work groups across multiple departments.

- **Zero Emission Vehicle (ZEV) Action Plan Support** – The City has received a planning grant from CalTrans to develop a ZEV Action Plan. Preliminary work on this Plan has begun, but the bulk of research and development is slated to occur in 2020-2021. At least one Fellow will support this work through a combination of best practices review, technical research, community outreach and engagement, and draft development. This project will address passenger vehicle electrification, ZEV infrastructure, medium- and heavy-duty vehicle electrification, and internal policy review.

- **Deep Decarbonization Program Support** – In 2018, Oakland became the first North American city to complete the CURB climate planning tool, analyzing the most cost effective and impactful climate programs to help Oakland reach its deep decarbonization goals. The results informed the high-level strategies in the 2030 ECAP. Both Fellows will serve with staff in ESD, the Department of Transportation, and the Planning and Building Department, to incorporate the results of CURB into strategic and long-range planning, as well as specific policy and program development. These efforts will include transportation mode shifting, vehicle electrification, building energy electrification, and improving building envelope performance.

- **Public Education and Knowledge Sharing** – At least one Fellow will assist in providing the Oakland community with actionable and relevant information on climate science, policy, and focus. Oakland maintains relationships with education providers from the Oakland Unified School District, Y-PLAN, private schools, and adult education providers, and is regularly asked to speak to students of all ages to help spread the understanding of the role that greenhouse gas emissions and environmental equity play in the lives of people in the community. The Fellow will regularly provide leadership in Oakland through the sharing and teaching of tomorrow’s leaders.

- **Equitable Community Engagement** – At least one Fellow will support engagement activities both city-wide, and with historically-underserved and frontline communities, for a number of sustainability initiatives. These efforts will entail community and stakeholder engagement. The Fellow will support staff in understanding specific needs of underserved and frontline communities, developing equitable engagement plans, and supporting the development of policies that will mitigate environmental burdens disproportionately borne by communities of color and other frontline communities.

**Basic Eligibility**

AmeriCorps fellows must:

- Be US citizens or lawful permanent residents.
- Have a high school diploma/GED
- Be 17 years old or older
- Pass state criminal and FBI background checks, and a national check in the Dru Sjodin National Sex Offender Public Registry
- Test negatively for tuberculosis
Desired qualifications/characteristics

- College degree and/or work experience in environmental policy, science, or planning with an emphasis on energy or climate are preferred, but other relevant experience is considered (internships, volunteer experience etc.)
- A solid foundation of math and science coursework
- Classroom experience in energy and environmental policy
- Community outreach and communications experience
- Comprehension of energy systems, climate change science, California environmental policies, water conservation, and/or waste reduction
- Excellent organizational, writing, interpersonal, and speaking skills
- Ability and willingness to work independently, and possibly telecommute, if needed as a result of the ongoing COVID-19 pandemic and shelter in place.

Benefits

- Receive a living allowance stipend of $2,115 per month
- Upon the successful completion of your 1,700 hours and term of service, receive a Segal Education Award of $6,195.
- Receive free minimum essential coverage healthcare throughout your term of service
- Child care support throughout your term of service
- Receive ongoing training & support, including a 4-day orientation, monthly trainings, a 2-day retreat, and a personal development plan.
- Benefit from the robust, ever-growing Climate Corps network of partner organizations and alumni.
- Develop sustainability skills, implement impactful climate change resiliency projects, and build partnerships in your community.

Level of Language Proficiency

Fluency in English is required.
Competency or fluency in another language commonly spoken in Oakland (like Spanish, Cantonese, Tagalog or Vietnamese) is desirable.

How to Apply

climate.corps@gmail.com
https://fm.seiinc.org/climatecorps/jobs/equity_and_deep_decarbonization_fellow_-_-americorps_-_-sept_-_-start_19B389.html

Apply here!
in a nearly full-time capacity on activities such as: research and planning, marketing and outreach, data and technical support, program and campaign launch and implementation. Climate Corps AmeriCorps is sponsored by Bay Area Community Resources (BACR) and Strategic Energy Innovations (SEI), who are responsible for the initial recruitment, monthly professional development of fellows, and stipend and benefits.

SAN MATEO COUNTY OFFICE of EDUCATION (SMCOE) OVERVIEW
San Mateo County is unique in its diversity of people, cities and geography. The San Mateo County Office of Education (SMCOE) serves 175 schools in 23 districts, which range from urban environments to schools in rural nature preserves. On the whole, San Mateo County serves 95,502 students of whom 33% are socioeconomically disadvantaged and 41% qualify for free and reduced lunch. The dedicated and professional staff at SMCOE works collaboratively with districts, schools, and a diverse array of community partners to eliminate barriers to learning, including those associated with poverty. We know that positive student outcomes are a direct result of effective and positive support systems. At SMCOE, we provide many of these systems of support through a variety of instructional, business, and consulting services. The three main functions of SMCOE are:

Support and Regulatory: SMCOE provides support and monitoring to school districts in a number of areas including: local control accountability plan (LCAP), business management, financial auditing, data processing, payroll accounting, human resources, legal services, school district boundaries, state financial standards, and teacher credential registration.

Educational Leadership and Coordination: SMCOE delivers resources and staff training to thousands of educators each year. We coordinate services and provide staff development in all areas of curriculum and instruction including implementation of Common Core State Standards and the new Smarter Balanced assessment system, STEM education, early childhood education, Transitional Kindergarten, English Learner services, library media services, Environmental Literacy, and educational data services, among others.

Direct Student Instruction: SMCOE delivers direct instruction for a variety of at-risk student populations including students with severe disabilities and youth who are wards of the Juvenile Court or with needs for an alternative educational program. Additionally most San Mateo County elementary students participate in SMCOE’s Outdoor Education program at Jones Gulch.

ENVIRONMENTAL LITERACY & SUSTAINABILITY FELLOWSHIP OVERVIEW
The San Mateo County Office of Education (SMCOE) is interested in hosting a Climate Corps AmeriCorps (CCAC) Environmental Literacy and Sustainability Fellow from Fall 2020 through Summer 2021 to support the expanding Environmental Literacy and Sustainability Initiative (ELSI). Through a robust offering of programs and services, this initiative promotes environmental literacy and helps prepare leaders to integrate environmental sustainability and a climate ready mindset, across a school community's campus, curriculum, community and culture.

This fellowship is a great opportunity for a dynamic individual that is passionate about environmental sustainability and social justice, and is looking to apply (and learn) a wide variety of skills (i.e. project management, data and landscape analysis, event coordination, video editing, website development, stakeholder engagement, etc.) to an assortment of diverse projects and tasks.

ESSENTIAL DUTIES
- Conduct landscape analysis of sustainability efforts and programs at the school site/ district, municipal, and county level, and synthesize research for multiple stakeholders (i.e. Green Schoolyards, Zero Waste, Clean Energy, etc.)
- Support Capacity Building and Network Programs including support for coordination and facilitation of task forces, professional development cohorts, workshops, summits, etc.
- Support customized technical assistance services for environmental literacy and green facilities efforts at SMCOE and at school districts and sites
- Support design and updates for ELSI Webpage
- Support ongoing efforts with annual recognition and awards program
- Assist with outreach and promotions campaigns for projects, programs, and events
- Assist with curriculum design and teaching
- Support in managing high school and college interns
- Support administrative tasks such as calendar and schedule updates, and preparing program materials
Qualifications
- Be US citizens or lawful permanent residents.
- Have a high school diploma/GED
- Be 17 years old or older
- Pass state criminal and FBI background checks, and a national check in the Dru Sjodin National Sex Offender Public Registry
- Test negatively for tuberculosis
- Be able and willing to commit to the 10.5-month service term
- Ability to work full time Mon-Fri (likely 8-4 with some early mornings, evenings, and weekends) for the fellowship term
- Must have reliable vehicle and proof of insurance for regular work-related travel throughout San Mateo County
- Education and Experience
- 4-year college degree
- Experience working with children and/or adolescents in an educational setting

Desired Skills, Interests, and Experiences
- Passionate about sustainability related topics and issues
- Interested in personal and professional development
- History of self-management, and has the willingness and ability to take initiative, but can also follow directions, and work effectively on a team
- Learns quickly and is not afraid to ask questions
- Demonstrated ability to work respectfully and effectively with others from highly differing racial, cultural, and economic backgrounds
- Understands and can implement coordination steps for events, programs, and projects, and has a track record of following through
- Has strong communication skills both verbally (presentations, facilitation, and collaboration), and for formal and creative writing tasks such as reports, correspondence, and marketing and promotional materials
- Can navigate social media platforms for professional application
- Has some experience updating web sites
- Familiar and comfortable with Google Drive applications
- Enjoys and is effective at conducting research and synthesizing data, and is comfortable using Excel/Google Sheets to perform basic-to-medium level calculations and analysis

Benefits
- Receive a living allowance stipend of $2,115 per month
- Receive free minimum essential coverage healthcare throughout your term of service
- Child care support throughout your term of service
- Upon the successful completion of your 1,700 hours and term of service, receive a Segal Education Award of $6,195.
- Receive ongoing training & support, including a 4-day orientation, monthly trainings, a 2-day retreat, and a personal development plan.
- Benefit from the robust, ever-growing Climate Corps network of partner organizations and alumni.
- Develop sustainability skills, implement impactful climate change resiliency projects, and build partnerships in your community.

How to Apply: APPLY HERE!
climate.corps@gmail.com
https://fm.seiinc.org/climatecorps/jobs/environmental_literacy_fellow_-_americorps_006CA4.html
Bringing diverse perspectives into anti-hunger work is critical to affecting meaningful change. To expand the diversity of voices that speak with authority towards this end, we welcome highly motivated candidates — with particular attention to candidates who have experience in communities that are underrepresented in the work to end hunger and poverty and possess a strong commitment to issues of social and racial equity. Hunger Free Vermont is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply. If you require any accommodations in order to apply, please communicate with the person listed as the contact for the position.

**Position Summary**
The Community Engagement Coordinator / AmeriCorps VISTA will support Hunger Free Vermont’s work to develop and implement a robust community engagement and education program. This position will support community engagement activities for enhancing food security in Vermont through the coordination of the Hunger Councils of Vermont and other education activities.

The VISTA will receive training and increase their experience and skills in project management, communication, public speaking, strategic planning, community organizing, facilitation, and public education on nutrition and hunger issues.

**Hunger Councils**
Hunger Free Vermont organizes 10 regional Hunger Councils across Vermont. These groups of local, state, and federal leaders work together to end hunger in their communities and Vermont. The Community Engagement Coordinator will provide backbone support for the Hunger Councils and collaborate with staff and Hunger Council leaders to coordinate logistics, develop agendas, set goals, record minutes, and manage effective community meetings.

**Community Education and Engagement**
Hunger Free Vermont is the state’s leading hunger advocacy and education organization and a resource for similar organizations across the country. Helping Vermonters and organizations learn about the issue of hunger and what’s needed to end hunger is crucial to our mission. The Community Engagement Coordinator will work with the Community Engagement team and others to maintain and expand community education materials and support tools, including presentations and workshops for a variety of audiences. They will also create sustainable management systems for tracking and advertising community education and engagement workshops and activities.

**Minimum Requirements**
- Experience in working cooperatively, managing complex projects, and building positive relationships with internal and external partners.
- Enjoys connecting with a wide variety of people and partner organizations through meetings, group presentations, and over the telephone.
- MS Office Suite / Google Suite proficiency.
- Ability to work independently and as part of a team.
- Strong time management, attention to detail, project management, and organizational skills.
- Ability to honor confidentiality and to follow protocols for storing and using confidential information.
- Valid driver’s license. Access to a reliable vehicle for in-state travel is preferred but not required.
- Proficiency in reading and writing in English.

**Additional Preferred Skills & Experience**
- Experience in coordinating meetings or events and note taking.
- Knowledge of and sensitivity to the needs and concerns of low-income individuals and those serving people struggling to meet their basic needs.
- Commitment to working with others to make change in a system or institution to advance and promote social and racial justice.
Organizational

- Commitment to a learning culture where curiosity and ongoing examination are valued and encouraged.
- Commitment to a team orientation and willingness to give and receive feedback with colleagues.
- Commitment to diversity, and experience working with diverse groups of people.
- Sound understanding of, and commitment to, Hunger Free Vermont’s philosophy, mission, and vision.

Working Conditions & Physical Demands

Hunger Free Vermont will make reasonable accommodations to enable individuals to perform the essential functions of their work to the degree we are able to do so.

- **Internal Work Conditions:** Work is performed in a climate-controlled office environment with no exposure to hazardous materials/conditions. There is a moderate level of noise from office equipment (phone, copier, etc.) and an open office layout.
- **External Work Conditions:** Routine in-state travel to training/meeting sites is required; some availability outside of normal business hours is required.

- **Physical Demands:**
  - Regular and predictable attendance is required.
  - Must be able to work in an office environment and operate a computer and phone for extended periods of time.
  - Work may include occasionally moving objects up to 20 pounds.

**AmeriCorps Benefits**

- Childcare assistance if eligible,
- Training,
- Choice of Education Award or End of Service Stipend,
- Relocation Allowance,
- Health Coverage & Living Allowance.

For more detailed information about AmeriCorps VISTA benefits visit: [https://www.vistacampus.gov/in-service/benefits-service](https://www.vistacampus.gov/in-service/benefits-service)

**About Hunger Free Vermont**

Hunger Free Vermont is the state’s leading hunger advocacy and education organization and a resource for like-organizations across the nation. The state-wide organization has a mission to end the injustice of malnutrition and hunger for all Vermonters and is committed to making long-term, systemic changes to ensure all Vermonters can access food in dignified ways. Established in 1993, the organization is made up of a dynamic team of smart, creative, and professional advocates and educators and cultivates a culture that promotes professional development, team learning, and a strong work/life balance.

**To Apply**

Please send a resume and cover letter to jobs@hungerfreevt.org.

Applicants will also need to apply for this AmeriCorps VISTA Position through the AmeriCorps portal: [https://my.americorps.gov/mp/listing/viewListing.do?id=81013](https://my.americorps.gov/mp/listing/viewListing.do?id=81013)

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**Wisconsin-Based Policy Fellowship | Work For Progress | Madison, WI**

**Start Date:** August 2, 2020 | **Application Deadline:** July 24, 2020 | $28,000 - $30,000

**Speak up for the public interest**

**Attention Job Seekers:** In light of the current COVID-19 pandemic, we want to assure you that U.S. PIRG is actively hiring for this position, and we welcome your applications.

Our mission is to advocate for the public interest—to speak out for a healthier, safer world in which we're freer to pursue our own individual well-being and the common good.

Whether it’s working to stop the overuse of antibiotics in agriculture, addressing our country’s plastic waste crisis, or alerting people to threats in the marketplace, the problems we work on aren’t progressive or conservative. They’re just problems that our country shouldn’t tolerate any longer.

We have a 45-year track record of winning laws and policies that make a real difference in people’s lives. Take clean air for example. Deaths from air pollution dropped nearly in half between 1990 and 2010. The laws and policies that we won to limit pollution from power plants, cars and other sources helped save tens of thousands of lives.

If you are ready to roll up your sleeves and win more results for the public, we’d love to hear from you.

**What it means to be a fellow**

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

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

**Compensation & benefits**
The target annual compensation for this position is $28,000- $30,000 in the first year. U.S. PIRG offers a competitive benefits package. We also offer an excellent training program and opportunities for advancement.

**Locations & start dates**
We’re currently hiring for positions in multiple locations across the country, including TX, CO, MD, WI, NJ, and OR. If you’re flexible, you can apply for multiple locations. We accept applications on a rolling basis. Positions start in August 2020. Visit jobs.uspirg.org to see our immediate openings. Please apply on our website.

One of our partners is hiring short term campaign staff to help register and get out the vote on Election Day. The Student PIRGs is hiring Organizers in over 16 states to help get out the youth vote. Learn more here at www.StudentPIRGs.org.

U.S. PIRG is part of The Public Interest Network, which operates and supports organizations committed to a shared vision of a better world and a strategic approach to getting things done.

Visit [https://jobs.uspirg.org/core-values.html](https://jobs.uspirg.org/core-values.html) to learn more.

Right now, U.S PIRG is working to ensure that everyone who needs a COVID-19 test gets one. The pandemic has affected thousands of Americans, and killed dozens already, but doctors still can’t get tests for those that need it. Please take action by calling on the new testing chief to adopt a plan that will help ensure that everyone who needs a test gets a test: [https://uspirg.webaction.org/p/dia/action4/common/public/?action_KEY=37037](https://uspirg.webaction.org/p/dia/action4/common/public/?action_KEY=37037).

**U.S. PIRG is an equal opportunity employer.**


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**State Policy Fellow | Environment America | Various Locations/ Various Openings**

**BECOME AN ENVIRONMENT AMERICA STATE FELLOW** - Environment America’s mission is to transform our ideas and imaginations into change that makes our world a greener and healthier place.

**We build support for clean, renewable energy.** In just the past year, we helped convince California, New Mexico, Washington state and Maine to commit to 100 percent zero-carbon electricity.

**We campaign against pollution and climate change.** We’ve won $250 million in penalties and actions from ExxonMobil and other polluting companies, and programs to reduce carbon pollution, from Colorado to Massachusetts.

**We protect wildlife and wild places.** We won the nation’s first statewide bans on single-use plastic bags in California and single-use polystyrene foam in Maine.

We do what it takes to turn public opinion and political momentum toward a greener, healthier world. If that’s what you want to do, visit [jobs.EnvironmentAmerica.org](https://jobs.EnvironmentAmerica.org).

**WHAT YOU’LL DO**

- **Build powerful coalitions**: Reach out to small business owners, farmers, public health officials and others to demonstrate support for our policy goals.

- **Earn traditional media and social media attention**: Organize news conferences and write opinion pieces. Build a following on Facebook and Twitter for your campaigns.

- **Lobby elected officials**: Coordinate strategy with a champion in Congress. Make a convincing case to a legislator who is undecided on a particular vote. Work the “inside game” to complement our outside field operation, where most of our power is derived.

- **Research and write reports**: Catalogue and analyze sources of carbon pollution in the U.S. Detail the success of the Clean Water Act in our reports. Help influence public debate and earn media attention for our cause.
• **Identify and cultivate donors:** Reach out to foundations and major donors and ask them to fund our work to tackle global warming, promote clean energy, and protect our most spectacular natural areas.

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

**Check out this interview with one of our current fellows on ProFellow to learn a bit more about the job:**

**COMPENSATION & BENEFITS:** The target annual compensation for this position is $28,000- $30,000 in the first year. Environment America offers a competitive benefits package. We also offer an excellent training program and opportunities for advancement.

**LOCATION:** We’re currently hiring for positions in multiple locations across the country, including NM, TX, CA, and CO. We accept applications on a rolling basis. Positions start in August 2020. Visit jobs.EnvironmentAmerica.org to see our immediate openings.

Environment America is part of The Public Interest Network, which operates and supports organizations committed to a shared vision of a better world and a strategic approach to getting things done.

Visit [https://jobs.environmentamerica.org/core-values.html](https://jobs.environmentamerica.org/core-values.html) to learn more.

Right now, our partner U.S PIRG is working to ensure that everyone who needs a COVID-19 test gets one. The pandemic has affected thousands of Americans, and killed dozens already, but doctors still can’t get tests for those that need it. Please take action by calling on the new testing chief to adopt a plan that will help ensure that everyone who needs a test gets a test: [https://uspirg.webaction.org/p/dia/action4/common/public/?action_KEY=37037](https://uspirg.webaction.org/p/dia/action4/common/public/?action_KEY=37037)  Environment America is an equal opportunity employer.

**HOW TO APPLY:** Please apply on our website.

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**California Sea Grant Science Communication Fellowship 2020**

**Application Deadline: October 31, 2019**

The California Sea Grant College Program is soliciting applications for a 2020 Science Communication Fellow. The science communication fellowship provides a unique educational opportunity for an early career science communicator to gain hands-on experience in marine and coastal science communication. The fellow will be advised by science communications professionals with over 10 years of experience in the field, and have access to a national network of science communicators through the Sea Grant Communications Network.

This new fellowship opportunity is closely linked with the long-running California Sea Grant [State Fellowship](https://jobs.environmentamerica.org/core-values.html). The successful applicant will be placed at California Sea Grant’s office at the Scripps Institution of Oceanography, UC San Diego for a 12-month paid fellowship ($3,905 per month).

**Application deadline: October 31, 2019 11:59 PM PST**

**Fellowship Description**

This opportunity will provide the fellow with professional experience they need to launch a successful career in science communication. The fellow will learn skills and techniques specifically related to marine and coastal science communication, using a variety of modern communications tools. They will gain an understanding of and experience in science communication, the Sea Grant network, and research funding and administration. Potential experiences may include:

• Science writing of a variety of types for various audiences including the general public, resource managers, and policymakers;

• Producing visual, multimedia, video, web, or audio products to communicate research or topics relevant to California Sea Grant’s focus areas;
• Producing and publishing content for social media and analyzing engagement in order to adapt practices to changing trends;
• Writing or contributing to reports and other communications about California Sea Grant impacts and accomplishments for funding and agency audiences at national and state level;
• Collaborating with California Sea Grant extension specialists, funded researchers, and/or Sea Grant fellows to develop and distribute communication products.

Eligibility
Applications may be submitted by a graduate student close to completing a degree (Masters, Ph.D., or J.D) in a field related to science communication, journalism, or science, at a U.S. university. Graduate students who recently completed their degree with graduation date [i.e. date the degree was awarded by the university] after May 1, 2018 are also eligible to apply. Applicants should address their degree of interest and experience in science communication, and in issues of marine, environmental, and coastal science. Fellows must complete all degree requirements before starting the fellowship.

Sea Grant is committed to increasing the diversity of the Sea Grant workforce and of the communities we serve. Sea Grant embraces individuals of all ages, races, ethnicities, national origins, gender identities, sexual orientations, disabilities, cultures, religions, citizenship types, marital statuses, job classifications, veteran status types, and income, and socioeconomic status types. Sea Grant is committed to building inclusive research, extension, communication, and education programs that serve people with unique backgrounds, circumstances, needs, perspectives and ways of thinking.

Stipend and Expenses
The fellow will receive $46,860 in stipend for the twelve-month assignment ($3,905/month). Additional funds will be available for health insurance reimbursement ($3,120) and to cover fellowship related travel ($2,400). Additional travel associated with the fellowship may be covered by California Sea Grant at the program’s discretion.

Length of Assignment
The length of assignment is 12 months (non-renewable). The fellowship is planned to begin in early February 2020, though other schedules may be arranged.

Application
A complete application will include:
1. Resume/curriculum vitae (not to exceed two pages using 12-point font).
2. A personal education and career goal statement that emphasizes the applicant’s abilities and interest in science communication, and the applicant’s expectations of the career development experience (500 words or less).
3. One unedited writing sample, written by the applicant about a scientific topic for a general audience. (500 words or less)
4. One letter of professional recommendation from a faculty advisor or professional contact (supervisor, editor, etc) who is familiar with the applicant’s capabilities and potential in the area of science communication.
5. Copies of all undergraduate and graduate student transcripts. Unofficial copies will be accepted.

How to Submit an Application
The electronic files comprising your application must be submitted as PDFs using eSeaGrant, California Sea Grant’s online submission portal.

You will need to register for an account (click on the banner labeled “Register”) in eSeaGrant if you have not done so in the past year. You can change the randomly generated password once you log in successfully into the website. To apply for this fellowship, follow eSeaGrant instructions specific for this opportunity.

Please make sure to include your last name in the file names for each section of the proposal (e.g., Smith_statement.pdf or Smith_cv.pdf). When naming the document please do not use apostrophes. Once submitted through the website, PDFs may not be edited. To change a PDF, it must be deleted and resubmitted.

IMPORTANT: To maintain confidentiality, letters of recommendation may be submitted directly from the referee to California Sea Grant through eSeaGrant and must be submitted by the application deadline to be considered. Letters may also be emailed to sgproposal@ucsd.edu. Please address letters to Dr. Shauna Oh, Director, California Sea
Grant. Late submissions may lead to the rejection of incomplete applications. Candidates are encouraged to work with referees to meet the deadline.

For electronic files larger than 6 MB, contact sgproposal@ucsd.edu to make other arrangements.

Only Acrobat documents (pdf) are accepted.

For technical issues with submitting your application through eSeaGrant please contact sgproposal@ucsd.edu or (858) 534-1160.

Application deadline: October 31, 2019, 11:59 PM PST

NOTE: the eSeaGrant proposal portal will close at the date and time stated above, and late applications (even 1 minute late) cannot be accepted. It is your responsibility to get materials submitted before the deadline.

Selection
Selection of the finalists is made by communications staff of the California Sea Grant College Program based upon review of written application materials and interviews (in person, Skype, or phone) of a subset of applicants. Selection criteria used by California Sea Grant include: academic ability, writing and communication skills, diversity and appropriateness of academic background and experience, career goals, additional qualifying experience, and support of referees.

Timeline
- October 31 (11:59 pm PDT): Applications due to the California Sea Grant office
- Nov 15-30 (approximate): Interviews for selection of finalists by California Sea Grant
- December 5 (approximate): Finalist is notified of selection
- February 2020: Fellowship begins

Contact
Katherine Leitzell
Communications Coordinator
kleitzell@ucsd.edu

Land Stewardship Coordinator | Woonasquatucket River Watershed Council, TerraCorps | Providence, RI

Job Type | AmeriCorps
Salary Details | Living allowance, education award, and additional AmeriCorps benefits
Deadline | Jul 31, 2020
Required Experience | 0 - 1 years

TerraCorps is an innovative national service program that prepares and mobilizes emerging leaders to help communities conserve and secure land for the health and well-being of people and nature. We do this by supporting AmeriCorps members who serve with nonprofit organizations across MA and RI to tackle issues around land access, sustainable agriculture, and conservation. This year we are looking for about 45 members to join the TerraCorps team!

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

- **“Talking NO Trash” Initiative Leader. Coordinate Top Down and Bottom Up Initiative:**
  - Collaborate with local and state partners to develop ordinance language and policies that help prevent littering and make proper trash disposal easy and free
  - Help develop and collaborate with a WRWC “Talking NO Trash” media team to create and implement high level and grass roots messaging aimed at changing behavior and creating community pride
  - Help the WRWC River Ranger Team on recruiting youth from neighborhoods surrounding the River and Greenway to participate in and lead litter-free initiatives in their own neighborhoods, including developing signage in both English and Spanish, visiting residents and local businesses to create buy-in and enthusiasm for the initiative and host community cleanup events where larger initiative messaging is reinforced

- **Expanding capacity for WRWC’s Woonasquatucket River Greenway (trail) based programs including:**
  - Building new and maintain additional recreational amenities
  - Collaborate with River Rangers on best methods to manage invasive species, planting native species and improving river and greenway wildlife habitats
  - Develop and lead public recreation programs such as walks, hikes, bikes and paddles

Members serve in full-time (38 hour/week), 11-month positions from August 31st, 2020- July 30th, 2021. These 1,700-hour AmeriCorps positions receive a living allowance and are eligible for an education award, and additional AmeriCorps benefits. Application specifics, position descriptions, and additional information about how to apply can be found [here](#).

**HOW TO APPLY:** Please apply [online](#).
FEATURED JOB

Reentry Coordinator and Restorative Justice Panel Coordinator | The Community Restorative Justice Center | Hardwick, VT area/St. Johnsbury, VT

The Community Restorative Justice Center is seeking a restorative justice program assistant to work with our Reentry Coordinator and Restorative Justice Panel Coordinator mostly in the Hardwick area. There will be some travel involved. A qualified applicant will be familiar with and supportive of the principles and practices of restorative justice, be organized, and be a team player. The position will start with 20 hours per week, with the potential for growth. A background check with the Department of Corrections will be required. Training will be provided by the Center. Interested applicants must send a resume and letter of interest describing familiarity with restorative justice no later than Friday, June 26, 2020 to: Susan Cherry, Executive Director by email: scherry@communityrjc.org or by postal mail: CRJC, 576 Railroad St. Suite 2; St. Johnsbury, VT 05819. Position will start when a qualified candidate is hired.

Program Assistant | Hudson River Foundation | New York, NY

Application Deadline: June 22, 2020 | Salary: $45,000 - $45,000

The Hudson River Foundation, a not-for-profit organization that supports scientific research, restoration, and environmental programs specific to the Hudson River, seeks a qualified versatile individual to work closely with staff on various ongoing projects dealing with the ecology of the Hudson River and its estuary.

The person hired for this position will be responsible for management of the Foundation’s website (WordPress) and other communications media; and managing its grants and publications Access databases; additional projects can include editing and formatting technical reports, assisting with administration of grants, summarizing and mapping data (ArcGIS) and collaborating on other initiatives.

Applicant must have excellent writing, computer, and communication skills; have experience with and MUST be proficient in WordPress website content management and have basic knowledge of HTML; be proficient with Microsoft Office – (Word, Excel, Publisher, Outlook, and PowerPoint) and Microsoft Access, knowledge of SQL and ArcGIS a plus.

Graduate or undergraduate degree required, with background in science and interest in river and estuary management issues preferred. Individual must be flexible, organized, have a very positive attitude, and be willing to wear additional hats as required in a small office environment.

This is an excellent opportunity for a multi-faceted individual to hone their skills and gain a sense of the behind the scenes work involved in maintaining environmental science programs in the not-for-profit world. The Foundation is involved with numerous projects throughout the Hudson Valley and New York/New Jersey Harbor, including management of the New York – New Jersey Harbor & Estuary Program, and meets with managers and local environmental leaders on a regular basis. It is a unique venue for recent graduates to become familiar with the major players in the environmental science community, and make connections for future employment opportunities.

The Foundation's offices are in the Financial District of Manhattan, and while the entire staff generally operates out of the Manhattan office, the staff is currently working remotely.

The Hudson River Foundation is committed to the principle of equal employment opportunity without regard to race, color, religion, sex, national origin, age, or disability.
Benefits: Excellent health benefits; dental insurance; life insurance; pension plan; paid vacation

Level of Language Proficiency: Excellent English, written and spoken; Spanish a plus; proficient in HTML a must

How to Apply
Apply only if you are proficient in HTML and have experience with WordPress.

Send cover letter which includes how your interests and qualifications intersect with the goals of the Foundation and the requirements of this job, and your resume to: resumes@hudsonriver.org.

resumes@hudsonriver.org
https://www.hudsonriver.org/

Administrative/Research Assistant | As You Sow | Berkeley, CA

Application Deadline: June 12, 2020 | Salary: $23,500 - $45,000

ORGANIZATIONAL BACKGROUND
As You Sow is a Berkeley-based non-profit organization founded in 1992. We promote corporate environmental and social responsibility through shareholder advocacy, coalition building, and innovative legal strategies. We are one of the nation’s leading practitioners of shareholder advocacy, moving companies to take greater responsibility for the social and environmental impact of their operations. We engage companies directly, work with and mobilize investor coalitions on key issue areas, file shareholder resolutions, and write reports and research briefs to inform investors and the public about novel issue areas. In short, for 28 years we have gotten big companies to make big changes for good.

POSITION SUMMARY
The Administrative/Research Assistant supports program and executive staff with a variety of administrative and research projects; responsible for a range of operational, and clerical tasks. This position requires flexibility, attention to detail, time management skills, the appreciation of a fast paced team, and an enjoyment of creating and maintaining a pleasant work environment (note that this position will probably begin remotely and then move to our office in Berkeley when it is deemed safe.)

JOB DESCRIPTION
The Administrative/Research Assistant will work directly under the supervision of As You Sow’s Office Manager and will support Program Managers as needed in five program areas: Energy, Environmental Health, Waste, Social, and Human Rights. Responsibilities include conducting various research projects, some aspects of weekly bookkeeping, document preparation, staff administrative support, calendaring, equipment troubleshooting, and office maintenance tasks. A successful candidate will be adept at and interested in undertaking a broad range of tasks working in a number of issue areas while maintaining critical focus and work quality.

As You Sow is focused on making bold, lasting, and positive change in the world on issues including climate change, environmental health, ocean plastics, wage justice, financial transparency, and human rights. The ideal applicant will care passionately about these issues and be enthused to participate in creating this change.

RESPONSIBILITIES
• Perform research projects for program staff
• Draft and maintain consultant contracts
• Assist with database lists and management
• Assist in tracking and managing emails, donors, logos, resolutions, filings, etc.
• Process incoming checks and make bank deposits
• Perform general administrative tasks including filing, errands, scanning, calendaring
• Oversee mailings (physical and electronic,) supplies management, printing, etc.
• Keep minutes and facilitate staff meetings (update agenda, keep notes, arrange lunches)
• Oversee household tasks
• Other duties that arise

QUALIFICATIONS
• Two or more years of experience preferred
• Energetic and thrives while wearing multiple hats
• Strong work ethic
• Extreme attention to detail
• Able to work independently, but ask questions when needed
• Ability to handle and prioritize tasks and meet deadlines in a fast-paced environment
• Experience with Microsoft Office Suite required, with proficiency in Word, Excel, and Outlook
• Experience with Salesforce, Pardot preferred
• Passionate personal commitment to progressive social and environmental change
• Sense of humor appreciated

COMPENSATION
Negotiable depending upon experience.

As You Sow is a 501c3 not-for-profit organization and is an equal opportunity employer. AYS makes employment decisions on the basis of merit and business needs. AYS does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity or expression, national origin, ancestry, age, physical or mental disability, legally protected medical condition, family care status, veteran status, marital status, sexual orientation or identification, or any other basis protected by law. Women, People of Color, and LGBTQ candidates are strongly encouraged to apply.

We thank all applicants for your interest. Only those selected for an interview will be contacted.

• Remote Possible
• Part Time Schedule
• Contract
• 4-Year Degree Required
• Entry level

Benefits: Benefits upon becoming full-time employee

How to Apply
Please submit a resume and cover letter discussing your qualifications and interest in this position to jobs@asyousow.org. Please write “Administrative/Research Assistant” in the subject line. Applications will be accepted until a great candidate is found. As You Sow is an equal opportunity employer.

http://www.asyousow.org/

Advocacy and Outreach Lead | Clean Virginia | Charlottesville, VA

Start Date: August 1, 2020 | Application Deadline: June 30, 2020

Clean Virginia is an independent advocacy organization with an associated Political Action Committee, Clean Virginia Fund, working to fight legalized corruption in Virginia politics in order to promote clean energy and community control over our energy policy. We are motivated by the core belief that our democracy should serve the interests of citizens over special interests and that our energy policy should be a vehicle for social and economic justice in this country, not a driver of climate change, environmental degradation, inequality and political disenfranchisement.

Clean Virginia is working towards these goals in three ways: first, we design innovative campaigns to educate, inform, and engage Virginians on clean government and consumer-first clean energy. Second, we engage in innovative research to enact structural reform that protects consumers, promotes clean government, and advances 21st-century energy policy. Third, we support candidates for state-level elected office in Virginia who prioritize the interests of Virginians over those of the Commonwealth’s utility monopolies in order to eliminate the undue influence of these monopolies over the public officials who regulate them.

About Us: We are a small team of dedicated people headquartered in Charlottesville, Virginia. We are a highly collaborative staff, and we lean on the collective experience, knowledge, and skills of our team and cultivate interpersonal trust and open communication.

Application Instructions: Please submit a resume and cover letter to info@cleanvirginia.org by June 30th, 2020 with “Advocacy and Outreach Lead” in the subject line.

Clean Virginia is committed to a just, representative, and inclusive working environment. All interested individuals, particularly people of color, women, persons with disabilities, and persons who are LGBTQ are urged to apply.
Job description

Advocacy and Outreach Lead

The Advocacy and Outreach Lead will be responsible for the development and implementation of advocacy campaigns to promote Clean Virginia’s mission of clean energy and clean governance. They will be in charge of building broad partner coalitions to achieve Clean Virginia’s legislative, electoral, and strategic priorities and will work to identify, recruit, and train volunteers and activists to carry out year-round advocacy campaigns in support of Clean Virginia’s goals. They will manage digital tools to convert Clean Virginia’s followers on social media and email list into active and engaged supporters of Clean Virginia as well as generate opportunities for Clean Virginia to reach new audiences, constituencies, and stakeholders.

This position works closely with the entire Clean Virginia team and reports directly to Clean Virginia’s Communications Director. It is based in Charlottesville, VA, and requires a willingness and ability to travel around the state and work outside of traditional hours as necessary.

Duties and responsibilities

• Build and manage statewide coalitions of partners across the political spectrum and in both the public and private spheres to develop support for issues of concern to Clean Virginia.
• Design and implement a program for volunteer and activist engagement on crucial energy issues to educate key constituencies and empower people to advocate for their communities with legislators, the State Corporation Commission, local governments, etc.
• Develop statewide campaign plans for constituent engagement and activism — letters to the editor, lobby days, educational efforts, lawmaker pressure campaigns, etc. — and design metrics to evaluate their success.
• Work closely with the political and policy team in managing strategic partners and allies and coordinating grassroots efforts during the legislative session and Virginia’s election cycles.
• Maintain Clean Virginia’s supporter lists, developing and implementing advocacy campaigns using EveryAction and NewMode.
• Ensure Clean Virginia’s strategic imperative of equity, justice, and inclusion is included in organizing efforts.
• Perform other duties as assigned.

Qualifications

• Bachelor’s degree in a relevant field is preferred.
• 2-4 years of professional experience with grassroots, nonprofit advocacy and/or campaign organizing is preferred. Superior communication and interpersonal skills are a must; ability to work with multiple stakeholder groups across a decentralized organization also necessary.
• A strong understanding of theories of change, engagement ladders, and best practices in advocacy.
• A collegial and collaborative work style, innovative thinking, strong work ethic, enthusiastic attitude, and a sense of humor are essential.
• Strong administrative skills including computer word processing and database management.
• Experience working with CRM systems, Wordpress, and digital organizing tools strongly preferred.
• A flexible approach to work, with a willingness to travel, as needed, and participate in programs occurring after typical business hours.
• Strong demonstrated interest in government transparency, clean energy, people-powered change, and the mission of Clean Virginia.

Benefits: Compensation/benefits Clean Virginia offers a highly 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.

Application Instructions: Please submit a resume and cover letter to info@cleanvirginia.org by June 30th, 2020 with “Advocacy and Outreach Lead” in the subject line.

info@cleanvirginia.org
https://www.cleanvirginia.org
Clean Virginia is an independent advocacy organization with an associated Political Action Committee, Clean Virginia Fund, working to fight legalized corruption in Virginia politics in order to promote clean energy and community control over our energy policy. We are motivated by the core belief that our democracy should serve the interests of citizens over special interests and that our energy policy should be a vehicle for social and economic justice in this country, not a driver of climate change, environmental degradation, inequality and political disenfranchisement.

Clean Virginia is working towards these goals in three ways: first, we design innovative campaigns to educate, inform, and engage Virginians on clean government and consumer-first clean energy. Second, we engage in innovative research to enact structural reform that protects consumers, promotes clean government, and advances 21st-century energy policy. Third, we support candidates for state-level elected office in Virginia who prioritize the interests of Virginians over those of the Commonwealth’s utility monopolies in order to eliminate the undue influence of these monopolies over the public officials who regulate them.

About Us: We are a small team of dedicated people headquartered in Charlottesville, Virginia. We are a highly collaborative staff, and we lean on the collective experience, knowledge and skills of our team and cultivate interpersonal trust and open communication.

Clean Virginia is committed to a just, representative and inclusive working environment. All interested individuals, particularly people of color, women, persons with disabilities, and persons who are LGBTQ are urged to apply.

Job description
Energy & Regulatory Policy Lead
The Energy & Regulatory Policy Lead will spearhead Clean Virginia’s research and policy on energy and utility issues, including but not limited to energy burden, environmental justice, transitioning to a just and equitable clean energy economy, utility regulation, market design, energy efficiency, and clean transportation. In addition to producing primary research and collating secondary research on these topics, they will also work collaboratively with partners in this space and advocate for justice-informed environmental and energy policy with the state legislature and administration. The ideal candidate will possess in-depth familiarity with the legal and regulatory structures of Virginia’s energy sector and renewable energy policy.

This position works closely with the entire Clean Virginia team and reports directly to Clean Virginia’s Political and Legislative Director. It is based in Charlottesville and requires extensive travel to Richmond, VA during Virginia’s General Assembly Legislative Session (early January-late February/early March) as well as a willingness and ability to travel around the state and work outside of traditional hours as necessary.

Duties and responsibilities
- Develops and oversees a robust primary research and policy development program, providing in-house expertise on issues including: energy utility regulatory reform; the legal and regulatory barriers to advancing distributed and community-owned renewable energy; the intersection between utility reform, environmental justice and consumer protection; clean transportation and electric vehicles.
- Spearheads the production of detailed policy reports, one-pagers, and other materials with the goal of making environmental justice and utility regulation policy more accessible to the general public and interested stakeholders.
- Monitors, studies and researches proposed energy and utility legislation and policy to determine the impact on Virginians and makes appropriate recommendations.
- Closely monitors energy trends, significant issues in the utility landscape, and regulatory action and the implementation of energy law in Virginia.
- Prepares and presents testimony, or works with volunteers and partners to present testimony, at appropriate legislative hearings, committee meetings, etc.
- Works with other individuals and groups to collaborate on legislative and policy initiatives.
- Ensures Clean Virginia’s strategic imperative of equity, justice, and inclusion is included in all legislative and policy efforts.
- Assists with political work and performs miscellaneous duties as assigned.

Qualifications
• Bachelor’s degree in a relevant field required.
• Post-graduate degree or 2-4 years professional experience in related policy work is preferred.
• A collegial and collaborative work style, innovative thinking, strong work ethic, enthusiastic attitude, and a sense of humor are essential.
• Superior communication and interpersonal skills including the ability to work with multiple stakeholder groups across a decentralized organization.
• Strong administrative skills including management, operational budgeting, computer word processing, database management and policy development.
• Strong demonstrated interest in government transparency, clean energy and the mission of Clean Virginia.

Benefits: Clean Virginia offers a highly 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.

How to Apply: Please submit a resume and cover letter to info@cleanvirginia.org by June 30th, 2020 with “Energy & Regulatory Policy Lead” in the subject line.

info@cleanvirginia.org
http://www.cleanvirginia.org

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RESEARCH ANALYST, RAISING NATIONAL AMBITION | WORLD RESOURCE INSTITUTE, Program Management | Washington, DC

Apply

Job Summary
In this role, you will support the research, analysis, and outreach efforts of WRI projects focused on raising national ambition, specifically on NDCs and long-term strategies.

Your research will help improve understanding of national and global ambition for reducing greenhouse gas emissions, and use data and analysis to inform and influence a diverse set of international climate policy stakeholders. You will initially play an active role in analyzing the mitigation commitments that countries put forward in 2020, and will subsequently support efforts to monitor progress towards achieving those commitments.

This is a unique opportunity to deepen and evolve your understanding of national progress toward addressing climate change and contribute to analysis that has a meaningful impact on how countries enhance action.

Job Responsibilities

Research & Knowledge (75% time):
• Assist with qualitative and quantitative analysis
• Conduct desk research and literature reviews
• Assist with and/or co-author reports, briefs, and data products
• Assist with and/or co-author blog posts and other communication documents
• Present at internal meetings
• Review knowledge products written by other researchers

Administrative (25% time):
• Coordinate internal and external meetings, workshops, conferences and other dissemination activities
• Liaise with external partners and WRI colleagues across programs and countries
• Draft reports to funders
• Respond to internal and external requests for information

Job Qualifications
• Bachelor’s degree in Environmental Policy, Environmental Studies, Economics, Engineering, the Natural Sciences, Public Policy, or related field
• Minimum of 1 year of relevant, full-time work experience in related role and subject matter
• Familiarity with GHG emissions data and with other data common to relevant sectors (energy, forests, agriculture, etc.)
• Familiarity with national and international climate change and energy policies
• Knowledge of the UNFCCC negotiating process a plus
• Ability to present complex information in a clear and concise manner
• Detail-oriented, well organized, and highly motivated
• Excellent qualitative and/or quantitative research and writing skills
• Excellent computer skills in Microsoft Office and internet research
• Strong interpersonal skills and the ability to work with teams of individuals and colleagues
• Flexibility to travel
• US work authorization is required for this opportunity.

How to Apply
Please submit a one-page cover letter detailing your interest in the position, along with your resume. Applicants must apply through the WRI Careers portal to be considered.

Program Overview
WRI’s Climate Program helps businesses, policymakers and civil society at the local, national and international levels advance the deep structural shifts necessary to address climate change. We focus on ensuring near-term decisions align with our long-term temperature goals so all people can benefit from a safer world and thriving economies.

Over the last four years, WRI’s Climate Program has worked with partners to scale up national ambition toward the achievement of the Paris Agreement goals, with a specific focus on enhancing nationally determined contributions (NDCs) (national plans up to 2030) and developing long-term strategies (national plans up to 2050).

WRI’s Climate Program will continue work to assist and encourage countries to increase their ambition through enhanced NDCs and long-term strategies in 2020 and beyond. This will contribute to the global Paris Agreement effort and the achievement of related 2030 Sustainable Development Goal outcomes.

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

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

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

We have been growing rapidly: our staff has doubled in size over the past 5 years and our operating budget is now $150 million. Founded in 1982, WRI has a global staff of 1,000+ people with work spanning 60 countries. We have offices in Africa, Brazil, China, Europe, India, Indonesia, Mexico and the United States as well as a growing presence in other countries and regions.

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

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

**Application Deadline: June 19, 2020 | Salary: $34,000 - $36,000**

**Colorado Trout Unlimited** is seeking applicants for a full-time position as Youth Education Coordinator. This position will focus on engaging youth (K-12 through college) with the great outdoors and conservation, through TU’s Stream of Engagement educational activities. The Denver-based position will work in close coordination with teachers, local TU chapters, and other youth program partners. **Applications are due on June 19th, 2020.** For more information and to apply, visit the full position listing at [https://coloradotu.org/blog/2020/5/work-for-ctu-youth-education-coordinator](https://coloradotu.org/blog/2020/5/work-for-ctu-youth-education-coordinator).

**Benefits**
Includes full National Trout Unlimited benefits package - subsidized group health, dental and vision insurance; matching retirement contribution program starting at 1-year anniversary of employment; two weeks paid vacation plus federal holidays

**How to Apply:** Review job listing at [https://coloradotu.org/blog/2020/5/work-for-ctu-youth-education-coordinator](https://coloradotu.org/blog/2020/5/work-for-ctu-youth-education-coordinator) and submit cover letter and resume by email to david.nickum@tu.org.

david.nickum@tu.org
[https://coloradotu.org](https://coloradotu.org)

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Public Policy and Justice Organizer | **WATERSPIRIT** | Rumson, NJ

**Description:**
Waterspirit is seeking a passionate Public Policy and Justice Organizer to develop and implement public-focused advocacy campaigns that further the mission of Waterspirit, a nonprofit center for spiritual ecology headquartered in Rumson, New Jersey. An ideal candidate would be comfortable showing initiative to design, promote, and implement campaigns. This is a great opportunity for a self-starter who wishes to delve deeply into faith-based, intersectional environmental advocacy, who shows enthusiasm and a desire to stay informed about breaking developments in issue areas. Waterspirit is seeking candidates who display a commitment to articulating and enacting racial equity through campaigns and within our organizational culture.

Please note: Waterspirit is working remotely during the COVID-19 crisis. Candidates should have the ability to start this position remotely. Once it is safe to return to the office, the amount of in-office versus remote work time would be determined in conversation with the Executive Director.

**Time commitment:** This is a full-time, non-exempt position that may require travel as well as occasional night and weekend availability.

**To Apply:** Submit a cover letter, brief writing sample, and resume or CV to jobs@waterspirit.org. In your cover letter and resume please highlight your relevant experience, in particular with campaign organizing, faith-based advocacy and/or the environment. Ideally, writing samples will reflect these themes as well. Questions about this position may be directed to jobs@waterspirit.org or to (732) 923-9788.

**Deadline for Submissions:** This position will remain open until filled.

**Responsibilities:**
- Identifying, designing, promoting, and implementing advocacy campaigns focused on ensuring clean, safe water for all.
- Developing intersectional, racial justice-focused campaigns that have a local impact while taking into account their state-wide, national, and international contexts.
- Keeping informed of relevant campaign developments and adjusting quickly.
- Strengthening relationships with current collaborators (including Empower NJ and Rally for the Navesink) while seeking new connections.
- Creating ongoing opportunities for volunteer involvement in campaigns and attracting new volunteers.
- Curating relevant social media, website, and other media content in collaboration with the Waterspirit team. (You would have primary responsibility for crafting communications related to your campaigns.)
- Coordinating advocacy campaigns with programming and fundraising initiatives as appropriate.
- Collaborating with Waterspirit’s staff and assisting with other tasks as needed. Our small team often pitches in on whatever needs to be done, which may at times include duties not listed in this description.
Qualifications and Requirements:
- Willingness to learn about and work from the mission and charism of Waterspirit as well as its parent organizations Peace Ministries, Inc. and the Sisters of St. Joseph of Peace.
- Commitment to spiritual ecology and social justice. Ability to articulate the connection between racial justice and environmentalism, and to use this focus to craft campaigns.
- Ability to form connections with and create content for diverse audiences in communities of different faiths, backgrounds, and ages.
- Bachelor’s degree, preferably in an environmental-, religion-, or public policy-related field.
- Experience in creating and implementing advocacy campaigns, preferably around environmental issues (especially water), racial justice, and/or faith-based advocacy. Comfort with digital organizing is a must!
- Strong communication and public speaking skills.
- Creativity, initiative, focus, determination, and a collaborative spirit.
- Availability to travel and to work occasional nights or weekends.

About Waterspirit
Waterspirit is a center of ecology and spirituality that informs, inspires, and enables all people to deepen their consciousness of the sacredness and interdependence of all creation with a focus on water as critical in sustaining all life. Waterspirit is a ministry of the Sisters of St. Joseph of Peace.

Waterspirit's Core Values:
- Waterspirit values education, advocacy, and collaboration in promoting the individual transformation and systemic change needed to sustain water and all life on Earth.
- Waterspirit values the inclusion of all who seek to pursue a spirituality that deepens their connection with Earth and all her systems.
- Waterspirit, rooted in the Gospel and Catholic Social Teaching, stresses the importance of the right to clean, safe water for the poor and disadvantaged.

More information on our organization is available at [www.waterspirit.org](http://www.waterspirit.org).

Benefits
Health, vision, dental, 401(k)

To Apply: Submit a cover letter, brief writing sample, and resume or CV to jobs@waterspirit.org. In your cover letter and resume please highlight your relevant experience, in particular with campaign organizing, faith-based advocacy and/or the environment. Ideally, writing samples will reflect these themes as well. Questions about this position may be directed to jobs@waterspirit.org or to (732) 923-9788.

[jobs@waterspirit.org](mailto:jobs@waterspirit.org)
[http://www.waterspirit.org](http://www.waterspirit.org)

Farm Conservation Planner | American Farmland Trust | Wareham, MA

Salary: $38,000 - $59,000Yearly Salary

American Farmland Trust (AFT) is the only national conservation organization dedicated to protecting farmland, promoting sound farming practices and keeping farmers on the land. AFT’s innovative work led to a national movement to save the land that sustains us. No Farms, No Food. Since 1980, American Farmland Trust has helped to permanently protect more than six and one half million acres of farmland and ranchland and led the way for the adoption of conservation practices on millions more. Learn more at www.farmland.org.

To help make Massachusetts agriculture more sustainable and viable, AFT is working with USDA Natural Resources Conservation Service (NRCS) to provide direct technical and financial assistance to farmers and other landowners. As a part of this joint effort, AFT has 5 Farm Conservation Planners working directly with USDA NRCS in various parts of Massachusetts to assist with the delivery of NRCS conservation planning and financial assistance. AFT is now expanding the program with two more Planners. These individuals, once hired, will use their prior education, working knowledge, and on the job training of farming and agronomy to work directly with target audiences to plan and implement conservation practices on farms across Massachusetts.

While these are full-time regular positions with AFT’s New England Regional Office, Planners are focused on serving specific areas of the state. AFT is hiring for two positions at this time, one to be based in the MA NRCS Field Office in Wareham serving south eastern Massachusetts and one to be based the MA NRCS Field Office in Pittsfield serving
western Massachusetts, primarily Berkshire County. These Planners will work under the day-to-day direction of a NRCS District Conservationist. Travel to other regions of the state may be required from time to time.

The ideal candidate will have had prior work experience providing direct technical assistance to farmers or landowners or will have had direct experience in production agriculture themselves. They will be able to meet farmers and landowners where they are, and through dialogue and learning, identify opportunities where conservation practices can help address challenges faced by those farmers and landowners while also improving their communities.

**Duties and Responsibilities:**
The primary responsibilities of this position are to carry out coordinated soil and water conservation planning and outreach and to assist with the delivery of USDA NRCS farm assistance programs. First and foremost, Planners must have the ability and a willingness to learn NRCS programs and protocols and work closely with NRCS staff daily to ensure successful implementation of conservation practices in Massachusetts. Specific additional responsibilities include:

- Assist landowners in the identification of specific federal and state programs designed to assist in the viability, conservation, and management of land use for food and fiber production or the preservation of natural resources.
- Work with farmers and landowners in the selection and application of suitable soil and water conservation practices as needed to address individual resource concerns.
- Receive referrals, contact farmers, & make field conservation planning visits.
- Furnish necessary planning assistance resulting in a conservation plan that documents farmer/landowner decisions.
- Aid in the layout & installation of practices and in checking on completed practices.
- Update a conservation Toolkit database with farm bill program information, applicant files, eligible practices, cost lists and contract details.
- Assist landowners in the identification of specific federal and state programs designed to assist in the viability, conservation, and management of land use for food and fiber production or the preservation of natural resources.
- Work with farmers and landowners in the selection and application of suitable soil and water conservation practices as needed to address individual resource concerns.
- Receive referrals, contact farmers, & make field conservation planning visits.
- Furnish necessary planning assistance resulting in a conservation plan that documents farmer/landowner decisions.
- Aid in the layout & installation of practices and in checking on completed practices.
- Update a conservation Toolkit database with farm bill program information, applicant files, eligible practices, cost lists and contract details.
- Enter conservation plan data into the Toolkit for program applications and contracts
- Develop and compile conservation planning maps for applicants and contracts.
- Maintain program contract file folders.
- Assist field office staff with contacting program applicants for data collection.
- Compile data for input into nutrient and pest management components of conservation plans for program applicants and contracts for certification.
- Assist in maintaining workload registers with information from contracts for needed follow-up, and in carrying out some basic functions of the follow-up schedule.
- Establish and maintain program files and documents for program delivery and documentation.
- Maintain mailing and contact lists for program delivery.
- Attend program related meetings to gather data and record information.
- Assist with a targeted outreach campaign for marketing Farm Bill programs. Work with NRCS Public Affairs Specialist in developing needed brochures and other outreach information. Assist with meeting notices, letters, printing, copying, mailings, etc. for program delivery.
- Maintain records of work accomplishments for reports relative to all agricultural programs.
- The Farm Conservation Planners must be comfortable working both at a desk and in the field on farms directly with farmers and other landowners and individuals. They must EITHER:
  - Have a strong background in agriculture, conservation, soil science, or environmental science with at least 3 credits of college-level soil science, and at least three years’ experience that includes the application of techniques, principles, and methods from a variety of agricultural and natural resource fields, OR
  - Have a degree in soil conservation, agronomy, soil science, agriculture, agricultural education, agricultural engineering, or a similar degree that has had a significant focus on agricultural production. The study must have included 30 semester hours in a natural resource or agricultural field, including at least 12 semester hours in a combination of soils and crops or plant science. Of the 12 semester hours, a minimum of 3 semester hours must have been in soils and 3 semester hours in crops or plant science.

Familiarity with federal and state policies and programs to assist in the viability of food and fiber production and implementation of conservation for the management of natural resources should be highlighted in the resume. Other required skills include:

- Ability to produce work products using computers and MS Office applications.
- Skill in organizational and administrative tasks.
- Skill in both oral and written communication.
- Perform duties in a professional manner.
- Perform other related duties and activities as assigned.
• Ability to work well with others, individually and in groups.
• Knowledge of equal opportunity and civil rights requirements of Equal Opportunity and Affirmative Employment Act, the willingness and ability to provide assistance to deliver programs and services that are carried out without regard to race, color, national origin, gender, religion, age, physical/mental disability, political beliefs, sexual orientation, and marital or family status, and maintain a positive regard for civil rights in all interactions with clients and others.
• Possessing a valid driver's license and a working motor vehicle for use during performance of duties (where necessary, mileage reimbursement will be provided).
• The ability to meet the qualifications necessary to obtain a federal security clearance for working in close alignment with NRCS, including, but not limited to, fingerprinting and a background check.

Compensation
Salary is competitive and commensurate with experience and background. AFT offers a full benefits package. These positions are currently funded under a two-year cooperative agreement with NRCS. While we expect the program to continue beyond that time, employment is subject to available funding.

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: https://www.click2apply.net/OaadE6HqjK5YsgVbs24j5

Public Engagement Coordinator | Compassion in World Farming | Decatur, GA

Application Deadline: June 19, 2020 | Salary: Up to $40,000

Position Location: Remote | Department: Compassion in World Farming USA - Public Engagement | Schedule: Full-time, 1-year contract position with possibility of extension

1. OVERALL OBJECTIVE(S) OF THE POST
The purpose of this role is to help end factory farming. The post holder will engage and inspire the public to reduce suffering of farmed animals through online advocacy and personal dietary change. They will primarily support Compassion USA’s Eat Plants. For A Change. campaign by handling resource production, social media management, content marketing, and more. Additionally, this position will assist in Compassion USA’s general campaign activities such as corporate engagement and compliance, legislative advancement, and more.

2. POSITION IN ORGANIZATION
• Line managed Public Engagement Manager, works closely with all members of the US Public Engagement department
• Works in close liaison with the US Food Business and Individual Giving teams
• Works in close liaison with other public engagement teams in HQ including International Comms, Digital, and Global Campaigns.

3. PRIMARY RESPONSIBILITIES AND DUTIES
50%- Eat Plants. For a Change. Campaign
• Assist growth of the Eat Plants. For a Change. campaign to encourage individual dietary changes that reduce reliance on animal products
• Produce creative & useful digital resources for consumers transitioning to a more plant-based diet
• Create and promote social media content (infographic and video) that educate on the benefits of plant-based eating for animal welfare, personal/public health, the environment, etc.
• Monitor and foster activity within Eat Plants. For a Change. Facebook group

25%- General Campaigning
• Collaborate on broader campaign strategy to support general factory farming awareness, legislative or regulatory progress, or corporate outreach efforts when applicable
• Identify and capitalize on key opportunities to mobilize supporters and engage with tangential social causes
• Build emails and action pages to achieve campaign objectives

25%- Web and Digital Support
• Support in growing engagement on social media platforms (Facebook, Twitter, Instagram, etc.) and track and report key metrics to maintain high engagement rates and steady growth
• Assist in delivery of research-driven, timely, or evergreen web news and blog content
• Assist in maintaining an accurate and updated web presence to cultivate high organizational authority

4. POSITION REQUIREMENTS
• Bachelor’s degree
• Experience with social media management, graphic and video production tools (Canva, Adobe Photoshop, etc.), writing for lay audiences, and research analysis
• Basic understanding of farmed animal welfare and intersectional environmental issues preferred
• Strong verbal and written communication skills and the ability to interact professionally with a diverse group of stakeholders
• Self-motivation with ability to work well independently and under pressure, manage multiple projects simultaneously, and meet deadlines
• Ability to travel domestically 2-3 times per year, or otherwise as needed
• Commitment to our mission and vision to end factory farming

Benefits
Compassion provides one of the strongest benefits packages in the animal protection movement, which includes:
• A comprehensive, nation-wide health insurance plan that covers individuals, spouses and families.
• 25 vacation days annually (plus 8 Federal holidays and two additional floating holidays)
• Four weeks of sick leave
• Paid parental leave, comprised of 12 weeks paid and an additional 12 weeks unpaid
• A 403b retirement plan with a 2% employer contribution
• A remote work environment with flexible schedules
• A welcoming and collaborative culture in a global organization spanning nine countries

HOW TO APPLY
Please address the following questions in your cover letter and send with your resume to jobs@ciwf.com.
1. Why do you want to work at CIWF?
2. What relevant experience do you have to succeed in this role?
3. To what do you attribute your past successes?

jobs@ciwf.com

Paralegal/Legal Assistant for Litigation | Lawyers’ Committee for Civil Rights Under Law | Washington, DC

The Lawyers’ Committee for Civil Rights Under Law is one of the leading national civil rights legal organizations, with the principal mission of fighting racial discrimination faced by African Americans and other racial and ethnic minorities. The Lawyers’ Committee was formed in 1963 at the request of President John F. Kennedy to enlist the private bar’s leadership and resources in combating racial discrimination and the resulting inequality of opportunity – work that continues to be vital today.

The Lawyers’ Committee seeks a collaborative, detail-oriented and highly organized individual to serve as a Paralegal/Legal Assistant (Title will depend on possession of a Paralegal Certification) supporting the litigation work of the organization. The Lawyers’ Committee engages in some of the most important and impactful civil rights litigation throughout the country in the following program areas: Criminal Justice, Digital Justice, Economic Justice, Special Litigation, Educational Opportunities, Fair Housing and Community Development, the James Byrd Jr. Center to Stop Hate, North Carolina Regional Office and Voting Rights. This position will provide critical assistance to lawyers across the organization.
This is a full-time position based in Washington, DC. The Paralegal/Legal Assistant will work under the supervision of the Chief Counsel.

Specific Duties and Responsibilities:
• Assist the Chief Counsel and Project Directors with centralized projects, such as the migration of matters to the organization’s new Case Management System, and the ongoing maintenance of various organizational electronic databases and systems related to litigation;
• Under general supervision, assist the Chief Counsel and Project Directors with all phases of litigation case support including document/information management, discovery, depositions and trial. Also provide support relating to public records requests;
• Provide administrative support to Project Directors in connection with ongoing litigation matters, including monitoring and tracking docket activity and case deadlines;
• Draft form pleadings, assisting with finalization of legal documents-- including tables of contents, tables of authorities, proofreading and formatting briefs and exhibits in accordance with applicable procedural rules;
• Coordinate service of process and/or filings with federal/state agencies;
• Coordinate contact with co-counsel support staff and observe confidentiality of client matters; and
• Provide litigation support at hearings and trials.

Minimum Requirements and Competencies:
• Bachelor’s Degree or Paralegal Certificate;
• Minimum of three (3) years of litigation paralegal experience in a law firm or legal environment is strongly preferred;
• Experience in all phases of litigation support, discovery, and trial procedures strongly preferred;
• Excellent attention to detail and good organization skills;
• Strong oral and written communication skills and superb proof reading, editing and blue booking skills;
• The ability to manage and effectively prioritize time-sensitive matters with professionalism and tact and to work with others to achieve collective results;
• High level of initiative and self-motivation;
• Experience using legal search engines and electronic records databases and case management systems, including Westlaw, ECF and PACER;
• Mastery of standard MS Office applications;
• Ability to travel to hearings or trials;
• Interest and knowledge of civil rights issues preferred; and
• Commitment to the mission and values of the Lawyers’ Committee.

To Apply: Please submit a cover letter and resume to https://podio.com/webforms/24560783/1797789. No calls will be accepted. The position will remain open until filled and applications will be reviewed on a rolling basis. Salary and benefits are competitive for a nonprofit legal organization. Staff Benefits include Employer Sponsored (Medical, Dental and Group Life & AD&D); Voluntary Benefits (Vision Insurance, Short-Term Disability, Long-Term Disability and Supplemental Life) coverage; the opportunity to participate in the 403(b) Retirement Plan; Voluntary Flexible Spending (Medical and/or Dependent Care) and Stipends (Cell Phone and Commuter/Parking Benefits); 11 paid Holidays and Vacation/Sick days.

Commitment to Diversity and Inclusion: The Lawyers’ Committee embraces diversity and inclusion in our workplace. We strongly encourage candidates of color and candidates from underrepresented communities to apply. The Lawyers’ Committee does not discriminate on the basis of actual or perceived race, religion, color, national origin, ancestry, disability, medical condition, marital status, sex, age, sexual orientation, gender identity or expression, family responsibility, personal appearance, genetic information, matriculation, political affiliation or any other status protected under law.

Accessibility Assistance: Although calls will not be accepted regarding questions about the position, if you are an individual with a disability and need assistance completing the online application, please call 202-662-8600 and ask for an applicant accommodation or send an email with the subject line “Applicant Accommodation” to kcoates@lawyerscommittee.org.

How to Apply: Visit https://podio.com/webforms/24560783/1797789
Program and Communications Assistant | Institute for Sustainable Communities | Nationwide/Flexible • U.S. Program

Apply

Description: ISC is seeking a motivated and energetic Program & Communications Assistant to join a dynamic team working on climate programs designed to advance equitable outcomes in community and regional resilience across the United States. Reporting to the Community Led Resilience Senior Program Officer, the Assistant provides administrative, logistical, programmatic, and communications support for ISC’s U.S. programs. Primary responsibilities include team and event planning and logistics; program research; drafting, editing, and proofreading a variety of communications materials for a diverse range of audiences; and other administrative and programmatic duties. In addition, this individual will work with the U.S. Program Communications Officer and across the communications team to send program and field updates via email and social media and develop innovative communications materials and approaches.

Position Scope: The preferred location is Washington D.C., or Montpelier, VT, but open to other locations and will consider virtual/home office for the right candidate. Some domestic travel required (<30%).

Key Responsibilities

Program - 50%
• Document, track and manage event communications, participants and program contacts using Salesforce and other contact management systems.
• Manage internal systems by maintaining team calendars, taking and disseminating meeting notes, disseminating information from webinars, training and program resources, and organizing, maintaining and updating electronic filing, project management, program development and evaluation systems, resources, and tools.
• Provide administrative support to the program team such as calendar and schedule management, meeting preparation and documentation, and travel support.
• Scheduling, data management and designing and utilizing project management and other systems to support effective program delivery with diverse partners nationally.
• Design and execute project management and progress tracking systems.
• Support timely processing of invoices and other payments.

Communications - 50%
• Conduct research to support program development, including compiling information for current and future projects, targeted outreach efforts, and constituent engagement opportunities.
• Assist in writing, editing and publishing of project reports, summaries, newsletters and other written materials for ISC’s U.S. team.
• Help produce, organize and edit white papers, technical reports, grant proposals and funder reports.
• Copy edit communications materials (blogs, articles, event materials, case studies, etc.)
• Help maintain various websites and assist program staff in web updates and maintenance.
• Assist in promoting the work of the U.S. team through ISC’s social media channels (Facebook, Twitter, LinkedIn).
• Develop and draft compelling stories, slideshows and other materials for staff presentations and/or publication.

Requirements
ISC is committed to addressing structural racism and income inequality in the US that undermines efforts to build strong communities and regions prepared to respond to climate change. As such, the ideal candidate will have experience serving underrepresented communities, neighborhoods, and populations most vulnerable to the impacts of climate related events, and experience working directly with and for communities of color to address and overcome systemic racism and the multitude of adverse outcomes that result.

Other qualities of the ideal candidate include:
• Strong organizational and administrative skills that reflect a customer service focus, attention to detail, the ability to perform and prioritize multiple tasks, and effectively maintain systems.
• Excellent interpersonal, oral, and written communication skills, including the ability to effectively synthesize and summarize information.
• Ability to perform responsibilities using a racial equity lens - understanding of the root causes of racial inequities and experience working with diverse partners and stakeholders and on a diverse array of projects.
• Ability to anticipate the needs of the team and plan ahead, prioritizing and coordinating multiple projects.
• Ability to work under pressure, adapt to changes in the work environment, and manage competing demands.
• Ability to work both independently and collaboratively as a contributing team member and with people at all levels within the organization.
• Excellent writing, storytelling, copyediting and proofreading skills.
• Experience managing electronic newsletters and website content updates.
• Experience with social media outreach or campaigns. Experience with photography and videography a plus.
• Excellent skills in Microsoft Office suite specifically PowerPoint, Word and Excel, Google platforms, and data systems.
• Experience with newsletter program software and content management systems. Familiarity with the Adobe Creative Suite and basic HTML a plus.

Qualifications
• Values and strives to demonstrate values of equity, diversity and inclusion
• Bachelor’s degree or equivalent experience
• A minimum of two to five years relevant work experience
• Writing test required.
• Commitment to the ISC mission and goals

ISC is an equal opportunity employer and is committed to a diverse workplace. Women, persons with disabilities, and people from diverse racial, ethnic and cultural backgrounds are highly encouraged to apply.

Forestry Specialist | National Wildlife Federation | Washington, DC

Conservation FORES01134

Apply now

Description
Founded in 1936, the National Wildlife Federation (NWF or Federation) is America’s largest and most trusted grassroots conservation organization with 52 state/territorial affiliates and more than six million members and supporters, including hunters, anglers, gardeners, birders, hikers, campers, paddlers, and outdoor enthusiasts of all stripes. The Federation’s mission is to unite all Americans to ensure wildlife thrive in our rapidly changing world through programming focused on conserving wildlife, restoring habitats and waterways, expanding outdoor opportunities, connecting children with nature, and addressing the causes and consequences of climate change.

To support our mission, we seek a Forestry Specialist to join our National Advocacy Center in Washington, DC. (Due to COVID-19 all employees are working remotely until we make return to work decisions).

As our Forestry Specialist you will take the lead on the National Wildlife Federation’s policy work to address the carbon and biodiversity implications of using woody biomass for energy, as well as assisting NWF’s policy work to promote carbon sequestration in private forests and sustainable forest products. You will be a part of NWF’s Land Stewardship team. You will work with diverse partners and NWF state affiliates to promote sustainability in government and private sector policies related to private forestlands. Additionally, you will work with researchers to develop scientifically sound input to inform policy making around bioenergy and carbon storage, and to advocate for a policy landscape that benefits wildlife and addresses climate change.

Your major areas of responsibility will include:
• Legislative Advocacy: Implement NWF’s bioenergy and forest carbon advocacy work at the state, national and, to a more limited extent, international level. Endeavor to create a policy environment that is science-informed and benefits wildlife and climate. Collaborate and ensure synergies with NWF climate policy team, international team and legislative team.
• International Science & Policy: In collaboration with NWF’s International Team, promote research and coordinate with advocacy partners to develop consensus around carbon accounting that includes emissions from biomass in the UN Framework Convention on Climate Change.
• Coalition Work: Represent NWF in coalition working groups, collaborating directly with counterparts at partner organizations.
• **Communications:** Convey the strategy, policies, and NWF priorities via blogs, fact sheets, and other outward facing materials to advance program work on bioenergy. Collaborate with communications team, as needed, to ensure timely dissemination of research results or NWF reactions to policy developments.

• **One Federation:** Manage the crosscutting work of the bioenergy field with other teams and affiliates at NWF as part of the organization’s “One Federation” mission. Support and harness internal collaboration to build beneficial private forest strategies and policies, and emphasize the role of biodiversity in the climate movement.

• **Equity and Justice:** Contribute to NWF’s efforts to promote equity and justice within the organization and through our outward-facing work to advance the goals of the strategic plan.

**Minimum Qualifications:**

• Four year degree required preferably with a solid background in forestry, ecology and/or a related natural resources field.

• A minimum of 3 years of professional experience in policy and/or natural resources-related work with some experience in policy analysis, lobbying, and development of advocacy campaigns.

• Excellent written and oral communications skills, including the ability to translate highly technical information for a public audience and for corporate and agency offices.

• Ability to take initiative and to develop and implement a work plan while consulting with others and working with partners and allies

• Ability to juggle multiple tasks, set goals, and meet deadlines

• Extremely well organized and excellent attention to detail

• Strong interpersonal and networking skills, including being a team player

• Knowledge of legislative process and experience lobbying

• Technical knowledge regarding climate change, conservation, and forestry

• Ability to work well with diverse interests, including government officials, academics, and corporate, forestry and agricultural interests

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

**Preferred Qualifications:**

• Advanced Degree

• Familiarity with carbon cycling in forest systems, sustainability issues surrounding forest management, bioenergy and a good working knowledge of wildlife and biodiversity conservation.

There may be some travel in this role of 3-4 times per year for 2-3 days.

**Application:**

Applications will be reviewed on a rolling basis.

The salary for this position is $55,000 to $60,000.

The National Wildlife Federation offers excellent benefits, including 16 weeks of paid FMLA leave, competitive compensation, and a family-friendly, flexible work environment.

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

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

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

Candidates should submit a cover letter and resume.
Salary: $52,000 - $57,000

Verra is a global leader helping to tackle the world’s most intractable environmental and social challenges. As a mission-driven non-profit organization, Verra is committed to helping reduce greenhouse gas emissions, improve livelihoods and protect natural resources across the private and public sectors. We support climate action and sustainable development with standards, tools and programs that credibly, transparently and robustly assess environmental and social impacts and enable funding for sustaining and scaling up projects that verifiably deliver these benefits. We work in any arena where we see a need for clear standards, a role for market-based mechanisms and an opportunity to generate significant environmental and social value.

Verra is looking for a Program Officer to help manage Verra’s programs including the Verified Carbon Standard (VCS) Program, the Jurisdictional and Nested REDD+ framework (JNR), the Climate, Community & Biodiversity (CCB) Standards and the Sustainable Development Verified Impact Standard (SD VISta).

A day with Verra’s collaborative Program Team might include...

- Participating in meetings with the Program Team and other relevant members of the organization to determine solutions to unique issues that arise for users of the VCS, CCB, and SD VISta Programs (e.g., providing guidance for a REDD+ project facing changes to baseline rates and drivers of deforestation).
- Supporting users of the Verra programs (i.e., project developers, auditors, and other market participants) by clarifying program rules and procedures, and suggesting solutions to resolve challenges faced.
- Conducting quality reviews of submitted project documentation and new methodologies, and undertaking other research assignments.
- Contributing to the evolution of Verra programs (e.g., helping to develop updates to existing rules and procedures) so they continue to be relevant and drive significant environmental impact.
- Collaborating with other Verra teams (i.e., Innovation; REDD+; Outreach and Communications) to advance our organizational mission.

Specific functions you will be responsible for leading...

- Providing technical guidance and support to users of Verra’s programs, with a focus on our established certification programs (VCS, JNR, CCB, and SD VISta). Such users include project and program developers, methodology developers, validation/verification bodies, and other stakeholders.
- Supporting the development of Verra programs by gathering and synthesizing input from key stakeholders, via participation in relevant working groups and conferences, and researching emerging markets and policies.
- Drafting revisions to Verra program rules and procedures to help maintain the robustness, workability, and impact of those programs.
- Playing a key role in ensuring the quality of projects requesting registration with Verra programs, including reviewing project documentation, visiting projects, and liaising and collaborating closely with project stakeholders.
- The review of GHG accounting and assessment methodologies being developed under Verra programs.

You bring with you...

- At least 1-2 years of relevant professional or internship experience, preferably working for a standards organization, NGO, government, project developer and/or validation and verification body.
- A relevant university degree.
- Understanding of climate change mitigation and adaptation strategies, Sustainable Development Goals, supply-chain sustainability initiatives, and/or climate/development finance, and an appreciation for the challenges and opportunities faced by practitioners of these arenas.
- Strong attention to detail.
- Strong project management and organizational skills, including the ability to prioritize and work efficiently and effectively under deadlines.
- Culturally aware with ability to work with stakeholders and partners from different countries and cultures.
- Self-starter with ability to excel in a professional environment with limited supervision.
- Excellent written and verbal communication skills. Fluency in English is essential.

In this role, you will grow and expand your expertise by...

- Working at the cutting edge of programs designed to drive finance towards high-impact activities that tackle some of the most pressing environmental issues of our day.
- Gaining exposure to challenges and opportunities faced by practitioners of activities aimed at reducing greenhouse gas emissions and improving livelihoods.
• Finding effective ways to ensure the quality of projects and credits under the Verra programs.
• Working with a dynamic, committed and focused team of professionals.

You will know you are successful, if...
• You are seen as a reliable and capable member of the team by your peers and manager.
• You build an appreciation and respect for the challenges and opportunities faced by users of the Verra programs, and are able to effectively ensure the quality of activities certified under the Verra programs.
• Verra stakeholders consistently express positive feedback regarding your ability to collaborate to find workable solutions to challenges they face.

You will join a team...
• From diverse locations and backgrounds, including carbon market experts, ex-government representatives, auditors, and more.
• Committed to driving finance to projects and programs that advance climate action and sustainable development.
• That embodies the values Verra has established for itself, and which include Teamwork, Results, Integrity, Balance and Exploration.

Compensation at Verra
To help us attract and retain top talent, we pay employees competitively to the market. In return, we expect each employee to, at a minimum:
• Meet expectations in terms of work effort and performance;
• Take the initiative to build the skills and knowledge needed to do their job effectively; and
• Embody Verra’s values.

For this position, the salary range is USD $52,000 - $57,000

We will recognize employees who go beyond expected performance with salary increases and/or promotions, but the bar for earning those rewards is high.

Salary is one component of Verra’s total compensation package which also includes:
• Health, vision and dental care, and life insurance;
• Verra contributions to each employee’s retirement plan;
• Verra contributions as required by national labor laws in countries where staff are located;
• Paid Time Off (PTO), sabbatical and other leave allowances; and
• Funds to support professional development.

HOW TO APPLY
To apply, please send us the following:
• Cover letter (not to exceed one page)
• Resume/CV (not to exceed two pages)


Full-time Market Coordinator | Syracuse Rise | Syracuse, NY

Requirements: Prerequisites of the Full-time Agriculture/Market Coordinator include:
• -Bachelor’s degree in related field or equivalent experience
• -Driver’s License
• -Self-directed individual with the ability to work independently, with minimal supervision, as well as collaborate with others in a team setting
• -Proficiency with basic software and technology including MS Word, Excel, Google Drive, Google Sheets
• -Must excel at record keeping and data management
• -Outstanding leadership ability and communication skills
• -Ability to be flexible, solve problems as needed, and manage competing priorities
• -Experience with communicating with a diverse group of individuals
• -Deep passion and commitment to connecting both marginalized and privileged communities to sustainable agriculture
• -Ability to drive, have a clean driving record, and lift 50 lbs

Preferred Qualifications:
- Ability to speak and understand another language
- International travel experience
- Experience with and passion for community and personal development

Application Instructions: Please send a cover letter, resume/CV and contact information to bcolebrook@syracuserise.org by June 22, 2020.

RISE is a 501c3 nonprofit organization dedicated to advocating and promoting self-sufficiency through employment, education, social support and economic independence for members of the refugee and immigrant communities in Onondaga County, NY.

RISE is committed to providing equal opportunity employment opportunities to candidates and employees without regard to race, religion, creed, sex, sexual orientation, or national origin of citizenship.

Michigan Program Coordinator | FoodCorps | Detroit, MI

Apply for this Position

Who We Are:
FoodCorps believes every school should be a healthy school and every child – regardless of race, place or class – deserves to be well nourished and ready to learn. In underserved communities across the country, our AmeriCorps leaders teach students about healthy food through hands-on lessons, partner with farmers and food service workers to create nutritious and delicious school meals, and collaborate with communities to ensure a long-term culture of health. Building on this foundation of direct impact, FoodCorps pursues systemic strategies that will benefit all of our nation’s 100,000 schools.

What We're Looking For:
FoodCorps seeks a motivated and passionate individual to lead, coach, and support a cohort of 15+ FoodCorps service members and FoodCorps programming in Michigan under the direction of the Michigan Program Director. The Program Coordinator will play a critical role in the delivery of high quality, high fidelity programming statewide by assisting with the training and ongoing coaching to service members, the selection and management of service sites, and the day-to-day program administration tasks. They will have experience leading young teams and be excited to support new, pre-professional leaders. This position will continue to build the strength of the FoodCorps Michigan state office and will help to guide the program in Michigan through many changes. The ability to learn, adapt, and work through ambiguity will be important in this role! Successful candidates will be mission-driven with a passion for national service.

This full time position will be based in the FoodCorps Michigan state office and will require frequent in-state and occasional out of state travel.

Who You Are:
You are passionate about FoodCorps’ mission, and excited about the prospect of coaching and supporting emerging leaders to implement high quality programs in schools across the state. You have a commitment to diversity and inclusion with a desire to work for health equity and social and racial justice. You are a creative problem-solver with demonstrated leadership ability who is adept at coaching and supporting diverse individuals, both in person and remotely. You are thoughtful and compassionate, with the ability to handle technical, personal, and interpersonal challenges—professionally and with care. You approach challenges with a solutions-oriented perspective. You have impeccable attention to detail and thrive in a deadline driven environment. You thoroughly complete tasks assigned to you and are able to seamlessly manage multiple projects at the same time. You are known for your enthusiasm as well as your “no task too small” attitude, which is necessary for our fast-growing, creative, entrepreneurial organization. You are comfortable with ambiguity and eager to collaborate with FoodCorps as we build a high impact service program nation-wide.

Primary Responsibilities:
- Service Member Training, Management, and Support
  - Building and leading a statewide cohort and network of service members
  - Serving as the first point of contact in the state field office for the service member cohort, providing technical assistance with service activities, offering advice on personal challenges, and coaching to achieve programmatic quality and fidelity
  - Developing strong relationships with site supervisors and school contacts to ensure service members receive appropriate direction and support at the site and school levels
  - Collaborating with the Program Director to plan state orientation and monthly formal or informal trainings and gatherings for service members during the program year. They will identify and fill gaps in training to ensure members thrive in their service.
Supporting the implementation of strong local recruitment strategies and practices, and managing the service member selection process in partnership with the Program Director and service sites.

**Program Management and Administration**
- Conducting a minimum of 2 in-person site visits with each service member in the state to observe programming, deliver feedback, support improvements, and celebrate successes
- Ensuring that FoodCorps, service members, service sites, and schools are meeting FoodCorps and AmeriCorps compliance requirements
- Using data related to program quality, compliance, and satisfaction to drive communication and programmatic adjustments
- Acting as the liaison between FoodCorps and service members in the state, facilitating information-sharing between these parties, including communicating key program requirements to service members and communicating requests from service members to FoodCorps
- Supporting the Program Director with the cultivation of new service site partnerships, and evaluating the alignment of existing sites.
- Providing the Program Director and national team with current data and input regarding best practices based on knowledge gained through the observation of program activities and impact.
- Supporting the planning and implementation of site visits with potential donors Michigan and beyond
- Support the planning and delivery of training for service site supervisors.
- Identify and plan opportunities for engaging local FoodCorps alumni throughout the year where appropriate.
- Providing additional administrative and operational support as needed and requested by the Program Director.

**Organizational Support**
- Supporting FoodCorps program implementation through research and evaluation, professional development, recruitment, and fundraising and policy initiatives as needed and requested
- Participating in the development and implementation of national training events
- Helping to develop and identify effective initiatives and examples of exemplary partnerships in the state for replication elsewhere
- Acting as an outstanding public spokesperson and representative on behalf of FoodCorps through earned media and social media outreach, special events, recruitment efforts, and other opportunities

**Skills of the Ideal Candidate:**
- A self-starter, with ability to collaborate and build strong rapport with team members both in-person and remotely
- Previous experience leading and coaching groups of volunteers
- Experience managing ongoing deliverables and project deadlines
- Skilled at developing and managing relationships across varied stakeholders, including service members, service site partners, and school administrators
- Ability to plan and facilitate high quality trainings and other professional learning experiences
- Ability to take direction, manage up, and manage horizontally
- Effective verbal and written communication skills, with strong interpersonal acumen
- Comfort and competence in working with people from a diversity of backgrounds
- Comfort using online and social media platforms for communication, organization, and collaboration
- Knowledge of FoodCorps or other national service programs and/or familiarity with school or district contexts, and/or farm to school, garden, or nutrition education programming is preferred

**How to Apply:**
Applications will be accepted until our ideal candidate is identified. To be considered, submit your résumé, cover letter and salary requirements through our hiring site at http://foodcorps.hiringthing.com/.

FoodCorps pays salaries that are competitive with nonprofits of our budget size and geographic location, and offers generous vacation and medical benefits, 401(k) matching, professional development funds and a sabbatical policy. This position is a Coordinator-level role with an annual salary range beginning at $34,000.00/yr.

People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. FoodCorps is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. FoodCorps is an equal opportunity employer and does not discriminate in its employment decisions. FoodCorps provides reasonable accommodations to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

Location: Detroit, MI
Regional Trail Coordinator | The North Country Trail Association (NCTA) | Positions open (2) will cover Ohio & PA and NY & VT

Deadline: June 23, 2020

The North Country Trail Association (NCTA) is looking to expand their staff by hiring two additional Regional Trail Coordinators. One position will cover the NCT region in Ohio and Pennsylvania, and another will cover New York and Vermont.

NCTA's Regional Trail Coordinators are liaisons with agency partners, local communities, Chapters, Affiliates and volunteers. The RTC position supports key trail construction, maintenance, protection and promotion projects across their region of the North Country Trail.

HOW TO APPLY: Visit northcountrytrail.org/about-us/job-opportunities for the full job descriptions and application instructions. Resumes + cover letters will be accepted until June 23.

Environmental Coordinator/Environmental Planner/Natural Resource | Energy Environmental Group | Tonopah, AZ

Energy Environmental group is actively seeking an Environmental Coordinator/Environmental Planner/Natural Resource Specialist for employment on a transmission line construction project.

Job Description Summary:
Primary duties would include supporting the Environmental Manager with planning/coordination of environmental compliance during the construction of a transmission line project in California and Arizona. Responsibilities will include ensuring the implementation of plans such as the Storm Water Pollution Prevention Plan (SWPPP), the Spill Prevention Control and Counter-measurement Plan (SPCC), and Wildlife mitigation plans. Oversee environmental field staff and construction personnel.

Job Responsibilities:
- Ensure the implementation of federal, state, and local environmental programs.
- Maintain and implement Storm Water Pollution Prevent Plans for the project.
- Attend meetings with field personnel, project management and construction personnel.
- Coordinate daily with construction superintendents, foreman, and environmental staff to ensure overall environmental compliance for the Project.
- Communicates with construction compliance officers to ensure the construction of transmission line operations stay within project requirements.
- Ensures the installation of proper Erosion and Sediment control devices, flagging, and signage per project requirements to delineate environmental sensitive areas.
- The candidate would report to the Project’s Environmental Manager.

Minimum Requirements:
- Bachelor's Degree in biology, environmental science, natural resources, wildlife biology, or related discipline required
- Strong analytical and communications skills are a must
- Able to work flexible hours & travel (estimated 20%)
- Ability to work and perform tasks with minimal supervision
- Able to interact effectively with internal and external clients
- Ability to work outside in varying weather conditions
- Strong oral and written communication skills required
- Strong computer skills and a significant understanding of Microsoft office applications
- US citizenship required
- Valid driver’s license is required for business travel
- Must be comfortable in both an office and field environment, as assignment priorities may change
- Strong working knowledge of SWPPP, SPCC and MBTA programs

Preferred Qualifications:
• Experience working with federal and state environmental regulatory agencies, examples of agencies are the EPA, BLM, USFS, FWM, and/or others.
• Proficiency and knowledge with computers and able to perform data collection in the field with GPS handheld units
• General knowledge of erosion and sediment control/SWPPP/SPCC compliance.
• General knowledge of wildlife mitigation measures and able to manage documentation of wildlife surveys

HOW TO APPLY
Please submit Resume and Cover Letter to
Raina Johnson – Environmental Manager
rjohnson@energyenvirogroup.com
Cell: 435-503-5592

Program Officer, Corporate Water Stewardship – 20074 | World Wildlife Fund, Inc | Washington, DC

Overview
The Program Officer would work primarily to manage corporate engagement across Freshwater & Food priority initiatives such as textiles, cotton and sustainable agriculture in priority geographies. This role will work closely together with key partners to proactively scope new and strategic opportunities for corporate engagement in prioritized geographies and sectors. The incumbent will conduct research, analysis and initial scoping of potential partners, platforms and opportunities that align with WWF technical offerings and strategic priorities. The Program Officer will also serve to link the Corporate Water Stewardship - CWS partnerships and activities with other Freshwater & Food initiatives and priorities, as well as with those of WWF more broadly. The incumbent may also support the management, oversight, reporting and knowledge management of specific projects and portfolios within the CWS team as needed.

Responsibilities
• Supports overall corporate water stewardship initiatives, especially proactive strategic engagement of companies within key sectors such as textiles, cotton and agriculture
• Conducts data gathering, analysis, and engagement with corporates for potential place-based/landscape engagement in priority river basins.
• Supports overall communications, outreach, events and social media related to Corporate Water Stewardship
• Liaison with other Freshwater & Food priority initiatives, Goal teams and network practices.
• Works closely with key influence teams, within the WWF global network including Multilateral Engagement, and USG Policy teams to proactively assess opportunities, challenges and risks related to corporate engagement and water stewardship
• Develops specific relationships with key Private Sector Engagement team members, to develop strategic scoping of opportunities for corporate engagement in Freshwater and Food and WWF priority river basins and aligned with FW strategy
• Other duties assigned by supervisor

Qualifications
• Bachelors degree in a related field such as natural resources management, environmental science, ecology, law, business, international development or water policy is required; graduate degree will be favorably considered.
• Position requires 4-6 years relevant experience (2 with advanced degree) working with either water stewardship or resources management, sustainable agriculture, corporate sustainability, environmental certification platforms and business, as well as an understanding of risk analysis, policy and international conservation issues.
• Private sector experience preferred ideally in Apparel, Textile, Food & Beverage or CPG
• Hydrology or water resource management background
• Demonstrated ability to build and inspire private sector partners; Experience working with or within the private sector and senior level decision makers
• Excellent verbal and written communication skills
• Strong interpersonal skills, professional demeanor and strong representational and diplomatic engagement experience required
• Self-starter, strong organizational skills, ability to prioritize, commit and complete concrete tasks and deliverables in a timely manner
• Ability to work effectively as a team member with a wide range of individuals across cultures and time zones
• Experience incorporating geospatial mapping and water risk assessment tools into water stewardship approaches and solutions
• Project management experience, diplomatic skills with application in corporate water stewardship, standards and certification system settings
• Strong project management skills

HOW TO APPLY
• Please visit our Careers Page, job#20074, to submit an online application including resume and cover letter
• Due to the high volume of applications we are not able to respond to inquiries via phone

As an EOE/AA employer, WWF will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, age, marital status, genetic information, sexual orientation, gender identity and expression, disability, or protected Veteran status.

PI120412227
Apply Online

Development Associate | Center for Biological Diversity | Tucson, AZ

The Center for Biological Diversity is currently looking for a full-time development associate to work out of our Tucson, Ariz. office.

General position overview: The Center seeks a post-entry-level development professional to join a dynamic, successful fundraising team while advancing the organization's mission. The development associate will primarily help support and grow our donor-relations program while supporting the major-gifts team; she or he will work collaboratively with other development, membership, leadership, conservation and communications staff.

Main duties:
• Provide project-management support within the donor-relations team for mailed and email fundraising campaigns and cultivation efforts;
• Provide administrative support for the organization's major-gifts and planned-giving programs through record keeping and responsive communications;
• Conduct in-depth research on prospective and current major donors;
• Maintain accurate, up-to-date individual major donor records across multiple databases;
• Format and send email fundraising communications to highly segmented donor groups;
• Design and update online donation pages for outgoing fundraising emails;
• Assist with planning, coordinating and implementing major-gift team's donor visits and special events;
• Coordinate gift entry and run queries and extract information from donor databases for mailings and data analysis;
• Interact with donors via phone and other media;
• Provide technical support and project management support for phone briefings;
• Provide support planning and implement donor-focused events on a quarterly- or semi-annual basis;
• Participate in strategic planning;
• Assist with other projects in donor relations, major gifts, membership and grants, as assigned;
• Cultivate and steward a portfolio of current and prospective major donors ($1K+) for annual gifts and campaigns;
• Create weekly online-donation reports.

Essential qualities and skills desired:
• College degree (required);
• Ability to work quickly and efficiently both individually and in a team;
• Excellent verbal and written communication
• Energetic, with good interpersonal skills;
• Experience working with volunteers;
• Ability to retain high level of donor confidentiality;
• Experience with conducting in-depth donor research, including database work;
Exceptional attention to detail, organizational skills, time management and accuracy in completing complex tasks;
- Solid knowledge of the Microsoft Office suite, spreadsheets and mail merge functions;
- Experience with Microsoft Access or other fundraising databases preferred. Experience with Revolution Online (ROI) database and Microsoft GroupMail software a plus;
- Desktop publishing experience.
- Sense of humor and positive attitude, along with a passion for, and knowledge of, the natural world, biodiversity and the Endangered Species Act.

Application process: Please submit a thoughtful cover letter and resume at https://www.biologicaldiversity.org/about/jobs/. The position will remain open until filled. No telephone calls, please. Only candidates selected for interviews will be contacted.

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

We are an equal opportunity employer.

Benefits Package:
- Paid generous medical, dental and vision plan;
- Paid short-term and long-term disability;
- 403(b) plan with opportunity for match;
- Generous time-off policies;
- Relaxed work atmosphere and dress code.

Application process: Please submit a thoughtful cover letter and resume at https://www.biologicaldiversity.org/about/jobs/. The position will remain open until filled. No telephone calls, please. Only candidates selected for interviews will be contacted.

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.

For more information go to www.farmland.org with our New York programs highlighted at www.farmland.org/NewYork.

Duties and Responsibilities
American Farmland Trust is seeking a full-time New York Agricultural Stewardship Coordinator (Coordinator) to support and grow programs in New York state that assist farmers transitioning to or increasing adoption of regenerative farming practices. The Coordinator will join a team of dynamic staff and report directly to the New York Agricultural Stewardship Program Manager and be responsible for promoting and implementing strategies that engage farmers and landowners in adopting sound farming practices to protect water quality and mitigate the impacts of climate change.

Specific activities will include developing engaging educational programs for landowners and farmers, fostering partnerships, developing public education materials, supporting and promoting on-farm demonstration projects, and supporting communications objectives to highlight key activities and stories of impact. This role will also help to lead the expansion of AFT’s Women for the Land initiative in New York, a program designed for women farmers and landowners who want to protect and/or promote good stewardship of their land. The focus will primarily be in...
Western and Central New York, though the opportunity may exist for work in other parts of New York as well as in collaboration with AFT’s National Initiatives.

Specific position responsibilities include:

• Lead and manage the development and delivery of an engagement campaign targeting Non-Operating Landowner (NOLs), with a focus on Women Non-Operating Landowners (WNOLs), including:
  • Develop and support relationships with farmland owners and farmers, focusing on women landowners, to accelerate the adoption of conservation practices on farmland in targeted areas of New York.
  • Assist with facilitating conversations and partnerships with NOLs/WNOLs and farmers to implement conservation practices on rented land.
  • Lead and manage the design and execution of a series of facilitated small-group discussions with WNOLs surrounding conservation management of their land.
  • Develop evaluation metrics for NOLs/WNOLs educational tools and programs.
  • Assist in identifying and/or developing conservation tools for farmers and landowners.
  • Assist with planning and implementing on-farm demonstrations, field days and workshops.
  • Communicate about soil health practices and their impacts on soil resiliency, water quality/quantity and mitigation of climate change.
  • Facilitate and coordinate partnerships with a diverse network of agricultural and conservation professionals including AFT state and national staff, USDA NRCS, New York State Department of Agriculture and Markets, Soil and Water Conservation Districts, Cornell University and Cooperative Extension, farmers, crop consultants and others.
  • Coordinate with AFT’s communications team to actively promote work, identifying and assisting with storytelling opportunities through social media, blog posts, profiles, fact sheets, videos and other mediums.
  • Work collaboratively with core project team to manage project implementation and achieve project objectives.
  • Represent AFT at non-AFT public meetings, field days, and educational events.
  • Work with the Agricultural Stewardship Program Manager to develop annual program and budget goals and provide input on funding proposals and reporting.
  • Other duties as assigned.

Requirements
The Coordinator must be a self-starter and a capable problem solver with a demonstrated commitment of meeting high expectations. S/he must be highly motivated with strong interpersonal skills and should have:

• BA or BS degree and a minimum of 3 years of related work experience in agriculture, environmental management, or natural resource planning. Additional work experience or an advanced degree in one or more of the disciplines noted may substitute for these requirements.
• Experience designing and facilitating professional development or other educational trainings, specifically with farmers, landowners and related stakeholders.
• Ability to foster effective partnerships with Extension educators, soil and water conservation districts, USDA and state agency personnel and other professionals as well as training and supporting farmers and landowners – particularly women landowners – is highly valuable.
• A track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders, both internal and external.
• Experience working and/or living within traditionally underrepresented communities.
• An intellectual curiosity, understanding, and enthusiasm for AFT’s mission.
• Excellent written and verbal communication skills, specifically an aptitude for public speaking, meeting facilitation, and developing effective public education materials.
• Experience with public outreach, community engagement, and communications (digital and/or traditional).
• Facility with the Microsoft Office Suite is required – additional experience with social media is preferred.
• Have fun in your job.

Preference will be given to candidates based in Western or Central New York, and applicants should be comfortable working remotely out of a home office. The Coordinator position will require frequent travel in the Genesee River Watershed in Western New York and occasional trips to AFT’s New York office in Saratoga Springs, among other possible travel.
Compensation
American Farmland Trust pays salaries that are competitive to similar nonprofit and agency positions and offers meaningful vacation, medical, retirement and other benefits.

If you are eager to join our team, please visit this page to apply.

Please submit a cover letter with a resume for consideration.

Please mention how you learned of this opening.

Grassland Technician - Eastern MA | The Trustees | Ipswich, MA

The Trustees is seeking a qualified individual to assist with monitoring, research, and management activities for grasslands throughout Eastern Massachusetts. The Grassland Technician is part of the Ecology Program team, responsible for the stewardship of natural resources on Trustees properties. The focus of this position is on monitoring grassland birds, documenting key vegetation characteristics, and documenting invasive plants on Trustees properties. This is a seasonal, full-time, 15-week position, expected to begin in May and continue through August.

In This Role You Will:
• Conduct avian point count surveys for grassland nesting birds
• Monitor and map invasive species
• Conduct vegetation surveys
• Map and enter data into database
• Other tasks and duties as assigned

Qualifications:
• Coursework in wildlife biology, ecology, zoology, environmental science, or related field
• The ability to identify birds by sight and sound, specifically grassland birds (bobolinks, meadow larks and savannah sparrows)
• At least 3 months of previous field experience
• Strong verbal communication skills
• The ability to work closely with other staff and the public

Preferred Applicants will have Experience with:
• Experience performing grassland bird surveys
• Ability to identify Northeast plant species
• Ability to identify Northeast invasive plants
• GIS mapping

Other Requirements:
• Applicants must provide their own transportation to job sites, mileage will be reimbursed
• The ability to work outdoors daily, and at times, under rigorous conditions
• The ability to perform physically strenuous duties, such as hiking long distances.
• The ability to lift/carry 40 pounds
• The ability to work irregular hours (depending upon wildlife and weather)
• A valid driver’s license, as well as a satisfactory driving record as outlined in The Trustees’ driving policy

Benefits and Salary:
The Trustees offers competitive compensation and the opportunity to be part of a dedicated team across the Commonwealth who love the outdoors, who love the distinctive charms of New England, and who believe in celebrating and protecting our special places, for everyone, forever.

About The Trustees
The Trustees is one of Massachusetts’ largest non-profits and the nation’s first conservation and preservation organization. Today, the places we care about are going fast, and the forces undermining them, including climate change, are moving faster. Our passion is to protect and share with everyone the irreplaceable natural and cultural treasures under our care. We are funded and supported entirely by our visitors, supporters, volunteers, and more than 60,000-member households.
The Trustees has been featured in the Top 100 Women-Led Organizations in Massachusetts for six consecutive years. In addition to being an Equal Opportunity Employer, The Trustees aims to create a thriving, inclusive workplace that values each member of its team. We aspire to reflect and effectively serve the residents and communities of Massachusetts who are at the core of our mission.

The Trustees is a signer of the Boston Women’s Workforce Council and a Member of the Boston College Center for Work and Family.

We kindly request that you do not call to inquire about the status of your application. Those candidates chosen for interviews will be contacted.

APPLY NOW

Litigation Assistant | The Natural Resources Defense Fund | Washington DC, San Francisco CA or Chicago, IL

Job ID: 2020-4431

The Natural Resources Defense Council (NRDC) is a non-profit environmental advocacy organization. We use law, science, and the support of 3.1 million members and online activists to protect the planet’s wildlife and wild places and to ensure the rights of all people to clean air, clean water, and healthy communities. NRDC was founded in 1970 and our staff helped write some of America’s bedrock environmental laws, including the Clean Water Act, and many of the implementing regulations. Today, our staff of more than 700 lawyers, scientists, economists, policy advocates, communications experts, and others work across the United States and internationally from our offices in New York; Washington, D.C.; Chicago; Santa Monica; San Francisco; Bozeman, Montana; and Beijing.

Position Summary
NRDC’s Litigation Team is seeking to hire one or more Litigation Assistants to work in our offices located in San Francisco, Chicago and/or Washington, DC.

Responsibilities
Litigation Assistants will join NRDC’s Litigation Team, which represents NRDC and coalition partners in complex civil litigation to protect public health and the environment. The Litigation Team is a group of approximately 30 lawyers and 8 Litigation and Operations Assistants across several NRDC offices. We pursue litigation across a broad range of public health and environmental issues, often working in collaboration with and on behalf of communities most impacted by environmental injustices (including people of color, indigenous, low-income and rural communities). We have filed numerous lawsuits resisting the Trump administration’s efforts to dismantle environmental protections, including cases defending national monuments, challenging the suspension of clean water safeguards, opposing offshore drilling and seismic exploration, and protecting energy efficiency standards. We also have a robust docket of environmental enforcement cases against government and private party polluters. This includes cases to protect the people of Newark, New Jersey, and Flint, Michigan, from lead in drinking water; to remediate toxic pollution in the Penobscot River in Maine, and in drinking water wells in Dickson, Tennessee; to abate mold in New York City public housing for residents with asthma; and to halt air pollution from a coal-fired power plant in Illinois.

Litigation support duties include:
• Preparing, proofreading, and fact-checking documents for court filings and assisting with filing and service;
• Researching and summarizing court rules;
• Drafting and editing legal correspondence;
• Maintaining extensive case files (electronic, hard copy, and archived off-site);
• Conducting factual research to advance existing and develop new cases;
• Reviewing documents produced by other parties in litigation;
• Interviewing NRDC members and drafting declarations related to pending litigation.

Administrative support duties include:
• Processing invoices and expense reports, and maintaining detailed budget trackers;
• Proofreading, formatting, copying, scanning, mailing, and faxing documents;
• Assisting in hiring and orienting interns;
• Scheduling meetings, booking travel, and organizing retreats;
• Assisting other Litigation Assistants, the Operations Assistant, and office Program Assistants as needed.

Qualifications
• Bachelor’s degree required;
• 1-2 years of previous administrative or paralegal experience (or equivalent) preferred;
• Demonstrated ability to perform or quickly learn tasks such as those listed above;
• Ability to prioritize and efficiently execute multiple tasks, follow institutional procedures, and work independently with meticulous attention to detail;
• Excellent written and verbal communication skills;
• Superior editing, research, and data synthesis skills;
• Commitment to accuracy and rigor;
• Ability to maintain composure and sense of humor under deadline pressure;
• Willingness and flexibility to work overtime;
• Ability to maintain confidentiality and work discreetly with sensitive information;
• High proficiency with Microsoft Office, including Word, Excel, and Outlook;
• Minimum two-year commitment strongly preferred.

Application process
To apply through our online portal, please select “apply for this job online,” create a profile or log into your existing account, and upload your resume. Then, use the “additional documents” prompts to upload a short cover letter, a short writing sample that has not been substantially edited by others, a list of three references, and a college transcript. In your cover letter, please tell us how you found out about this posting, and please indicate whether you have a preference to be located in San Francisco, Chicago, or Washington, DC.

This posting will be open until June 12, 2020. Applications will be considered on a rolling basis, so we encourage applicants to apply soon.

NRDC is committed to advancing diversity, equity, and inclusion, both in our work and in our workplace. We believe that celebrating and actively welcoming a diversity of voices and perspectives is essential to solving the planet’s most pressing environmental problems, and we encourage applications from candidates whose identities have been historically under-represented in the environmental movement. We are an equal opportunity employer and do not discriminate in hiring or employment on the basis of race, color, religion, gender, gender identity or expression, marital status, sexual orientation, national origin, citizenship, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

We offer competitive salaries, excellent benefits, and a supportive working environment. Salary is based on a nonprofit scale and commensurate with experience.

If you are having technical difficulty while applying, or if you are a person with a disability and you need assistance applying online, please reach out to iCIMS Customer Care by dialing 1-800-889-4422.

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

Social Media & Marketing Specialist | Arizona Sonora Desert Museum | Tucson, AZ

Arizona Sonora Desert Museum seeks a Social Media & Marketing Specialist.

Summary: This position manages all social media outreach for the Desert Museum, generates creative content for the Desert Museum blog, and assists with content creation for the website, advertisements, e-blasts, and newsletters. In addition, this position coordinates commercial on-grounds filming and photography and assists with marketing events.

Essential Duties & Responsibilities includes the following. Other duties may be assigned.

Social Media:
• Execute a results-driven social media strategy.
• Develop and curate engaging and compelling content for all social media channels.
• Assist in the creation and editing of written, video, and photo content.
• Attend events and produce live social media content.
- Maintain unified brand voice across different social media channels.
- Create and manage the social media calendar and budget.
- Monitor social media channels for industry trends.
- Review analytics and create reports on key metrics.

**Filming & Photography:**
- Serve as the first point of contact for all inquiries about internal and external facility use by local, national, and international filmmakers, photographers, and videographers.
- Maintain and update filming/photography guideline documents and web page for external inquiries.
- Interface between external crews and ASDM curatorial staff to determine filming needs, timelines, etc.
- Generate filming contracts, process payments, and ensure that Certificates of Insurance are on file.

**Marketing:**
- Work cross-departmentally to develop original, creative, and mission-driven content that tells a compelling story designed to educate and enhance the visitor experience.
- Develop engaging content for the Desert Museum’s blog.
- Ensure content is fact-checked and appropriately sourced.
- Assist other departments in editing content for correct spelling and grammar.
- Assist the Marketing department with onsite events.
- Represent the Desert Museum at appropriate networking events and trade shows.
- Manage the Marketing Internship program.
- Assist the Marketing & Group Sales Manager with other ASDM special projects as assigned.

*Interested applicants should apply for this position as quickly as possible to ensure a timely application. This position was opened on May 18, 2020 and is considered open until a sufficient number of applications are received.* Please understand that if offered a position, you will, as a final condition of employment, be required to successfully complete a pre-employment drug screen and criminal background check.

**Position Requirements**

**Important:**
- Please be prepared to include the following work samples with your uploaded documents with your online application:
  - Two proposed social media posts for ASDM and indicate the platform for each post.
  - One longer writing sample *max. 500 words* for ASDM’s blog.

**Education/Experience:**
- Bachelor’s Degree in journalism, communications, marketing, public relations, related field or equivalent combination of education and experience.
- Minimum three years of related experience.
- Please include work samples (2 proposed social media posts for the Desert Museum, please indicate the platform for each post, and a longer writing sample *max. 500 words* for our blog).
- An emphasis will be placed on those who have worked in visitor-based, non-profit, conservation settings, and/or in promotion of tourism, along with a strong background in social media.

**Other Skills and Abilities:**
- Passion for social media and proficiency with major social media platforms and social media management tools.
- Proficiency with video and photo editing tools.
- Must be goal oriented and possess a high degree of self-motivation.
- Excellent written and verbal communication skills including influencing skills.
- Must possess strong planning and organization skills.
- Impeccable time management skills with the ability to multitask.
- Flexible work style adapting to changing demands and priorities.
- Must be able to work independently as well as in a team setting.
- Ability to work well with internal and external clients.
- Understanding/familiarity with non-profit, visitor-based organization.
- Ability to work nights and weekends as required.
Communities Program Associate | Great Plains Institute | Minneapolis, MN

GPI’S VISION & WORKING CULTURE
A national, nonpartisan, nonprofit organization based in Minneapolis, the Great Plains Institute (GPI) is transforming the energy system to benefit the economy and environment. We combine a unique consensus-building approach, expert knowledge, research and analysis, and local action to find and implement lasting energy solutions. Our work strengthens communities and provides greater economic opportunity through creation of higher paying jobs, expansion of the nation’s industrial base, and greater domestic energy independence while eliminating carbon emissions.

Our strategic areas of focus are: carbon management, communities, electricity, efficiency, and transportation and fuels.

Throughout our 20-year history, GPI has built a reputation for bringing together three skills that are rarely found in one organization:

- Nationally-recognized energy policy and technology expertise;
- A nuanced understanding of the commercial, local, and political realities that shape the energy sector;
- Well-honed facilitation, group process, consensus-building and advocacy techniques.

Together, this skill set produces results in nearly any economic and political environment and offers an important antidote to today’s often fractured public discourse.

GPI has a fast-paced entrepreneurial culture in which people enjoy both great freedom and great responsibility. People who thrive in this culture take personal responsibility for seeing what needs doing and getting it done. They are self-starters, problem-solvers, and quick to help others. They work hard because they believe in the mission and get to spend most of their time at the intersection of what they love to do and are good at. It’s a working environment in which performance is judged more on results than on time spent in a chair. We aspire to make this the best job anyone has ever had.

COMMUNITY PROGRAM AREA
Our goal is that clean energy, resilience, and climate mitigation become the norm for all Minnesota and Midwestern cities and communities. We provide communities with information and technical assistance they need to develop and implement energy, climate, and resilience plans along with innovative policies and programs to accelerate action.

GPI’s Communities Program works on a wide variety of projects, including developing and implementing climate and energy planning, facilitating stakeholder processes, coordinating cohorts and networks, and providing technical assistance and capacity to local entities to advance local action. This position is vital to ensuring seamless coordination and execution of projects to deliver quality results.

To further support our audacious mission and vision, GPI is filling an open Program Associate position. The Communities Program Associate must be passionate about climate, energy, and community-scale action and enjoy working in an ever-changing environment that is mission-driven and consensus oriented.

The ideal candidate will have the ability to exercise good judgment in a variety of situations, maintain a realistic balance among multiple priorities, perform a wide variety of tasks, utilize effective methods for time management and prioritization of work, and possess the ability to identify and address urgent and important needs in a dynamic, fast-paced environment.

Hours may be flexible and are typically Monday through Friday during the business day; occasional nights and weekends may be required.

POSITION RESPONSIBILITIES:
The Program Associate for the Communities Program will work closely with program staff on projects related to local clean energy goals and implementation, city climate and energy planning, stakeholder engagement, among other related topics.

Program Assistance (70%): The Communities Program often manages more than a dozen projects simultaneously. The Program Associate will be expected to provide support to many of these projects. Specific tasks include:
- Assist with administrative tasks related to grants and other funding sources, both for funds coming into GPI and for contracts to external partners
- Coordinate with internal staff and external project partners to ensure timelines, deliverables, milestones, and goals are met
- Support the development of tools and resources for external stakeholders in coordination with project partners and staff
- Provide research and analytic support to Communities programs. This can include phone or in-person interviews and web research
- Gather, organize, and analyze data in coordination with program analyst
- Compile research results in useful format. In some cases, this will be short written reports and in others, spreadsheets or databases
- Assist with community engagement strategy and implementation

- Coordinate logistics and scheduling of workshops and meetings for community and stakeholder engagement
- Help facilitate community and stakeholder engagement sessions, by compiling meeting notes and stakeholder feedback and supporting group discussions and facilitated exercises
- Work with internal staff and project partners on researching and developing communication and reporting materials (case studies, reports, blogs, guides) for funders and external audiences
- Other programmatic assistance as needed

Meeting Coordination: Take the lead in planning GPI’s Communities meetings and events (30%). GPI meetings can range from two-hour affairs to full-day event. Specific tasks include:
- Coordinate meetings with internal and external partners, including scheduling, agenda development (in coordination with program leads), organizing meeting notes, and ensuring follow-ups are carried through
- Meet with relevant GPI program staff to understand their meeting objectives and requirements
- Assist program staff with project logistics
- Manage live webinars, including recording both video and audio portions
- Identify and secure suitable venues for meetings
- Take care of other event logistics including travel and lodging for participants and speakers; food and catering; meeting notes; meeting handouts and packets; name tags; on-site signage; etc.
- Serve as the point of contact for speakers & participants' logistical needs
- Organize registration of event participants, which often includes working with an online service such as Eventbrite
- Work with program staff to update the GPI website with event information and updates following the event (e.g. outcomes, post event materials)
- Conduct post-event evaluations to determine how to improve future events
- Help solicit sponsorships for meetings where appropriate

REPORTING STRUCTURE:
Reports to the Vice President for Communities. The person in this position will coordinate with program staff on specific projects on a day-to-day basis.

REQUIRED EXPERIENCE AND SKILLS:
- 1-3 years of relevant experience
- Bachelor’s Degree with environmental studies, sustainability, energy, environmental justice, and/or climate experience or coursework a plus
- Excellent research, writing, and verbal communications skills
- Ability to work for many different people, juggle multiple tasks in an organized way, and “manage up” to ensure that you are effective in your role
- Detail-oriented and able to work independently
- Excellent time and deadline management, project management and team relationship skills
- Commitment to the mission and goals of the Great Plains Institute
- Passion about equitable solving the climate challenge and about the potential for aggressive local climate and clean energy action

EQUIPMENT USED:
Laptop computer, copier, printer, telephone. Personal vehicle (mileage will be reimbursed)
PHYSICAL REQUIREMENTS:
Requires working at a desk (either sitting or standing) for extended periods. Extensive use of computer human interface devices (e.g., keyboard, mouse), as well as usage of telephone/headset. May require lifting of boxes up to 20 pounds on occasion.

POSITION TIMING:
Position will begin in late July 2020.

HOW TO APPLY:
Send your application materials, including a one-page cover letter and resume, with the subject line: Communities Program Associate-[your surname]” to careers@gpisd.net. A single PDF of all materials is preferred.
Deadline for application is 5 pm CST June 22, 2020. Applications will be reviewed upon submission, with interview scheduling for highly qualified candidates beginning immediately.

BACKGROUND ON GREAT PLAINS INSTITUTE:
The Great Plains Institute (GPI) is a tax-exempt 501(c)3 nonprofit corporation based in Minneapolis, dedicated to transforming the energy system to benefit the economy and environment. We combine a unique consensus-building approach, expert knowledge, research and analysis, and local action to find and implement lasting energy solutions. Learn more at www.betterenergy.org.
The Great Plains Institute is an Equal Opportunity Employer and welcomes a wide diversity of applicants.

Fruit & Vegetable Prescription (FVRx) Coordinator | Chester County Food Bank
Food Bank | Exton, PA

Application Deadline: June 19, 2020 | Salary: $33,000 - $35,000

The Chester County Food Bank (CCFB) was formed in 2009 to address the escalating hunger problem in the county. Today, we are the central hunger relief organization serving more than 120 partner agencies in Chester County, PA. Through our network of food cupboards, hot meal sites, shelters and other social service organizations, we distribute over 3 million pounds to our neighbors with limited or uncertain access to food.

In 2017, CCFB’s Fresh2You Mobile Market piloted the acceptance of Fruit and Vegetable Prescriptions (FVRx). FVRx recognizes that food is medicine and aims to increase health and wellness by eliminating barriers to fresh fruits and vegetables for food insecure families. Working in partnership with local health care providers, FVRx are offered to food insecure patients/clients. Once participants are enrolled, they can redeem their weekly prescription for fresh fruits and vegetables at Fresh2You Mobile Market locations.

Job Description:
Under the supervision of the Fresh2You Mobile Market Manager, the FVRx Coordinator will work with mobile market staff to increase access to fresh fruits and vegetables for food insecure households in Chester County. The FVRx Coordinator will act as the main point of contact for all FVRx health care partners and will be responsible for implementing FVRx related activities with Fresh2You Mobile Market team. The FVRx Coordinator will be expected to work at the Fresh2You Mobile Market and also with community partners conducting outreach, communication and evaluation efforts related to FVRx. This position works in collaboration with CCFB staff on all FVRx related activities.

Responsibilities:
• Work as a member of Fresh2You Mobile Market team; staff several market locations as needed
• Safely operate mobile market vehicles and other CCFB vehicles
• Ensure all patient data are maintained and monitored accurately by partners, and shared in accordance with HIPAA privacy laws
• Assist with developing and implementing outreach strategies, trainings and streamlining communication as related to FVRx
• Assist FVRx participants with filling their prescriptions at the mobile market, maintaining regular “feet on the ground”
• Collect data related to FVRx from partner sites and work with them to administer, improve, and grow program capacity
• Stay in regular contact with partner health care providers; answer questions as needed, keep contact information up to date and make programmatic adjustments as needed
• Work with CCFB staff to explore expansion of FVRx acceptance with other produce vendors, in conjunction with other CCFB programs and initiatives
• Other duties as assigned

Qualifications:
- Ability to safely lift 50 pounds repeatedly and stand for extended periods of time
- Spanish language skills highly preferred
- Excellent verbal and written communication skills
- Basic understanding of evaluation and data analysis.
- High level of comfort with technology, especially for learning mobile-based applications such as point of sale and database platforms
- Demonstrated interest in community-based health, and/or local food systems
- Exceptional interpersonal and customer service skills
- Detail-oriented with ability to complete tasks in a timely manner and the ability to work independently
- Willingness to show initiative and creativity
- Willingness to adapt to circumstances
- Punctual and reliable, with the ability to serve a flexible schedule, including Saturdays
- Experience working with diverse populations, including recipients of public benefits, is strongly desired
- Ability to serve in an office environment and outside in all weather conditions
- A minimum of a bachelor’s degree in Public Health, Community Nutrition or related field.

Other Requirements:
• Submit to pre-employment screening requirements
• Must possess a current valid driver’s license

Benefits: Salaried position with generous benefits package.

Level of Language Proficiency: Spanish language skills highly preferred

How to Apply: Email resume, 3 professional references and salary requirements to jobs@chestercountyfoodbank.org
- No phone calls please

jobs@chestercountyfoodbank.org
http://chestercountyfoodbank.org

Director of Strategic Initiatives, Food Programs | Metropolitan Council on Jewish Poverty | New York City, NY

Apply

Position Summary:
Met Council is America’s largest Jewish charity dedicated to serving the needy. We fight poverty through comprehensive social services and by treating each client with compassion, integrity and respect. Our ten different departments are staffed by experts who help over 225,000 clients each year and advocate on behalf of all needy New Yorkers. Our programs range from 100% affordable housing at 21 locations to our family violence program to Holocaust survivor assistance to senior programming to crisis intervention to the largest free kosher food distribution program in the world. Our network of 75 food pantries, affordable housing sites and JCCs provide services directly in neighborhoods across New York.

We are seeking a dynamic and results driven Director of Strategic Initiatives to advance the reach and impact of Met Council’s food program. This person will be responsible for facilitating the implementation of strategic initiatives, pursing and developing new areas and models of growth, and for furthering partnership opportunities within the network of food providers and funders.

Principal Responsibilities:
The Director of Strategic Initiatives, Food Programs, will be a “thinker” and a “do’er” working directly with the Managing Director of Met Council’s Food Programs on:
• Short, medium, and long-term strategic planning;
• Scaling and implementing new programs designed to distribute more emergency food to New Yorkers in need;
• Identifying and facilitating new partnership opportunities;
• Elevating the work of Met Council and the issues related to food insecurity within the kosher-requiring community at food insecurity forums; and
• Heping to cultivate donors and strategic partners.

Competencies:
• Must have a passion for serving the Jewish poor consistent with the mission of Met Council.
• Demonstrated ability in project management and tracking and advancing programmatic deliverables.
• Ability to articulate goals, objectives, progress in written form for grant applications and reporting.
• Ability to plan, organize and implement activities appropriate to the advancement of organizational goals.
• Strong oral and written communication, leadership skills and the ability to work effectively with volunteer boards and committees.
• Ability to monitor and manage budgets.
• Ability to work effectively in collaboration with other individuals and organizations and operate with high a degree of professionalism.
• A high degree of organizational, program development, management, planning, human relations, reporting and evaluation skills.
• Ability to assess situations to determine the importance, urgency and risks and make clear decisions which are timely and in the best interest of the agency.

Special Requirements:
1. Travel throughout the five boroughs using public transportation.
2. Ability to move around and about the warehouse.
3. Completion of food safety courses: NYC Department of Health Certificate in Food Protection, NYC Department of Health Food Protection Course for Special Food Programs, ServSafe Certification.

Skill and Education:
• College degree or equivalent combination of education and work experience (preferably in the area of human services).
• Experience with public presentations and operating with a high level of professionalism (required).
• Experience forging and building relationships with community and government leaders (required).
• Strong knowledge of Microsoft Office Suite (required).

Physical Demands:
1. Required Constantly: Walking, sitting, grasping, bending, stooping, squatting, computer input, finger dexterity and coordination of hand, eye and foot
2. Required Frequently: Standing and climbing stairs; carrying laptop & files (approx. 8-10 lbs)
3. Required Occasionally: Reaching above the shoulder, and lifting 5-25 pounds, pushing and pulling

How to Apply:
Visit: https://metcouncil.clearcompany.com/careers/jobs/e978bb3d-fb05-7172-35a1-270fbb84c361/apply?source=1307571-CS-22159

Federal Clean Water Policy Advocate | Work For Progress | Chicago, IL

Environment America Clean Water Advocate

Attention Job Seekers: In light of the current COVID-19 pandemic, we want to assure you that Environment America is actively hiring for this position, and we welcome your applications.

Clean water is a core environmental value. Our rivers, lakes and streams are central to nature and our engagement with it. We swim, fish, canoe, kayak or just wonder at the stunning scenery and wildlife around our waterways. They provide us with clean drinking water. We should be doing all we can to protect them.

Yet pollution still flows into our water—PFAS and other chemicals, manure from factory farms, toxic coal ash, sewage overflows, lead from pipes, and more. It’s time to shift our economy from pollution to prevention and ensure that all our water is clean.
Environment America is seeking a **Clean Water Advocate** to advance solutions to the biggest pollution challenges facing our waterways. The Clean Water Advocate will work with our experienced team of lobbyists, researchers, organizers, and communications experts on advocacy campaigns for bold policy changes that win the hearts and minds of our fellow Americans.

If you want to work hard, challenge yourself, and make an actual impact on these issues, then this could be the right job for you.

**KEY RESPONSIBILITIES INCLUDE**

- **Advocacy:** Present a compelling case for strong action on clean water to decision-makers through lobbying, testifying at hearings, and producing powerful written materials.
- **Coalition Building:** Engage support from diverse and powerful allies and cultivate relationships with them over time.
- **Media and Visibility:** Earn media attention and digital visibility, and build relationships with reporters. Speak and network at conferences to become a recognized expert on the issues.
- **Program Development:** Participate in policy development, engage in research, and help create winning strategies and powerful messaging for our clean water program.
- **Grassroots Mobilization:** Mobilize citizens with compelling and timely opportunities for action.
- **Fundraising:** Write grant proposals, build relationships with foundation staff, and raise money from donors, to bring more resources to our campaigns.
- **Recruitment:** Recruit staff, interns and volunteers to increase our impact.

**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](https://jobs.environmentamerica.org/core-values.html).

Environment America is part of The Public Interest Network, which operates and supports organizations committed to a shared vision of a better world and a strategic approach to getting things done. Visit [https://jobs.environmentamerica.org/core-values.html](https://jobs.environmentamerica.org/core-values.html) for things you should know about our network when you apply.

Right now, our partner U.S PIRG is working to ensure that everyone who needs a COVID-19 test gets one. The pandemic has affected thousands of Americans, and killed dozens already, but doctors still can’t get tests for those that need it. Please take action by calling on the new testing chief to adopt a plan that will help ensure that everyone who needs a test gets a test: [https://uspirg.webaction.org/p/dia/action4/common/public/?action_KEY=37037](https://uspirg.webaction.org/p/dia/action4/common/public/?action_KEY=37037)

*Environment America is an equal opportunity employer.*
Conservation Coordinator | Siskiyou Land Trust | Mt. Shasta, CA

Siskiyou Land Trust is seeking a part-time Conservation Coordinator to grow our impact in land conservation in Siskiyou County. This staff member will develop agricultural land conservation easement projects and assist on land acquisition projects for the preservation of an endangered, endemic species.

**Supervisor:** Conservation Director  
**Classification:** Part time (20 hours/week), non-exempt  
**Location:** Mt. Shasta, CA  
**Wage:** $25 - $28/hour DOE  
**Deadline:** June 26, 2020

Are you an energetic, detail-oriented professional with the capacity for self-directed work who is passionate about land conservation in far northern California? Siskiyou Land Trust is a successful, growing organization seeking a motivated Conservation Coordinator to join our team. We’ve protected over 8,000 acres of working agricultural ranches, community open spaces and trails over our 25-year history. With this position we are seeking to grow our capacity for conservation work in Siskiyou County.

**SUMMARY OF POSITION:** The Conservation Coordinator is responsible for developing agricultural conservation easement projects and assisting on land acquisition projects of Siskiyou Land Trust (SLT) under the guidance of the Conservation Director. Tasks include assessing the conservation values of identified properties, meeting with landowners, applying for grants related to conservation easements, title and closing tasks, assisting with the negotiations and drafting of conservation easements, conducting appropriate record-keeping, and managing other tasks essential to completing conservation easement and land acquisition transactions.

The Conservation Coordinator works closely with the Conservation Director, as well as with landowners and project partners, including municipal governments, public agencies, and conservation organizations.

The Conservation Coordinator reports to the Conservation Director and does not supervise other staff. However, he/she may manage sub-contractors, partners, and volunteers.

**WORKING IN COVID-19 TIMES:** This position is intended to be based in Mt. Shasta at SLT’s offices with some flexibility for work from home hours. The position requires site visits and meetings with landowners and project partners. During this time of Covid-19, SLT’s office is closed and staff are working from home. Meetings are being conducted by phone and Zoom, with some carefully managed on-site, in-person meetings, if essential. This new staff person will have the challenge of getting to know the organization, its staff and job in this unusual environment. Until such time as SLT re-opens its offices, this staff person will be expected to provide their own at-home work environment.

These conditions could be different by the time the position starts.

**RESPONSIBILITIES:**

- Assist in developing two to four agricultural conservation easement projects in Siskiyou County by 2022. Working with the Conservation Director, conduct outreach to potential landowners, evaluate conservation values of properties, review grant program requirements, conduct project due diligence, draft and negotiate easements, and draft and submit grant applications
- Assist in projects for the purchase of fee title lands for the preservation of an endangered, endemic plant. This includes due diligence, title and closing work, landowner and project partner relationships
- Draft correspondence, memoranda and reports for landowners, partners, committees, board, and follow up from site visits
- Assist in the development of appropriate maps and GIS data
- Participate in the communications efforts and community engagement related to conservation protection projects.

**PREFERRED QUALIFICATIONS:**

- A bachelor’s degree preferred in natural resources, real-estate law, land management or other field related to conservation
- A minimum of three years’ demonstrated experience working on complex projects, conservation real estate transactions, or relevant work experience
- Scientific knowledge of, and field experience with, the landscapes and natural resources of far northern California
- Proficiency understanding maps, natural resource information and spatial data
- Demonstrated experience in record keeping and data management
- Excellent communication skills and the ability to work with a wide variety of individuals, including landowners, partners, staff, board members, and volunteers
• Well organized and self-directed, with attention to detail and follow-through necessary for conservation real-estate transactions
• Proficiency with PC computer systems, Microsoft Office and GIS programs
• Curiosity for the natural world and a passion for conservation.

ABOUT SISKIYOU LAND TRUST
Siskiyou Land Trust a community based non-profit organization that strives to protect open space, ranch and farmlands, forest and wetlands, natural resources, scenic viewsheds and wildlife habitat in beautiful Siskiyou County.

The Siskiyou Land Trust is a private nonprofit organization that promotes and utilizes a variety of tools to help landowners and communities in Siskiyou County accomplish their land protection objectives. We demonstrate public interest in the goals of preserving open space, agricultural, forest and wild lands for the benefit of future generations.

Founded in 1993 to promote long-term land stewardship in Siskiyou County, we work with willing landowners, agencies, and organizations to acquire land and conservation easements through a variety of flexible approaches, many of which offer significant tax benefits to the landowner.

Our Mission:
The Siskiyou Land Trust is dedicated to long-term stewardship of agricultural, forest and wildlands in Siskiyou County by working with willing landowners, agencies and organizations.

TO APPLY
Please send a cover letter explaining how you personally connect with SLT’s mission and why this position is a good fit with your career objectives along with a detailed resume.

Via Email: sltfriendraising@gmail.com
Via Mail: Renee Casterline, Executive Director Siskiyou Land Trust
P.O. Box 183
Mt. Shasta, CA 96067

For additional information about Siskiyou Land Trust, please visit our website: www.siskiyoulandtrust.org.
Job Summary: Adaptation International is looking for a creative, dynamic, hardworking, and team-oriented person to join our organization. As a Climate Resilience Specialist – the individual will participate in a variety of projects and likely be involved in many different aspects of those projects. The role requires someone who can work semi-independently in a distributed team environment (with weekly check-ins), conduct research, proactively coordinate with other members of the team and the project partners, develop well written and concise reports, think creatively about solving problems and developing products that support the needs of our clients/partners. A commitment to the goals and values of Adaptation International and helping communities and organizations build climate resilience is essential.

Details
This position will initially be focused on implementation of a climate change vulnerability assessment and training program and a research project for Gulf Coast communities while also providing support for other resilience projects. It will include the review of adaptation and climate change vulnerability literature, development of specific training materials and remote training resources, conducting in-person workshops (once that becomes appropriate again), and capturing a variety of project-related data and outcomes.

Research/Writing/Synthesis (35%)
- Synthesize information from a variety of sources, conduct analysis, and summarize relevant results from existing literature, best practices, and current studies.
- Distill information into easily utilizable formats with concise summaries developed for different audiences.
- Write reports, summary papers, and develop other written products.

Community Engagement (45%)
- Participate in developing virtual or in-person workshop materials.
- Conduct pre-workshop interviews or focus groups.
- Create presentations and other innovative communication projects.
- Develop project websites

Project Coordination (20%)
- Support projects by maintaining relevant records, tracking participation in advisory groups, collecting contact list, and ensuring participation in relevant events.
- Coordinate, schedule, and book travel, arranging and activities.
- Provide consistent support for internal team and client conversations.

Required Qualifications
- An inclusive and collaborative growth mindset, patience, leadership, and humor.
- Exceptional critical thinking skills with a demonstrated ability to work independently, proactively, and collaboratively to solve problems under tight deadlines.
- Working knowledge of climate change science, impacts, adaptation, and resilience.
- A Bachelor’s, Master’s, or other advanced degree in public policy, urban planning, climate change science, environmental science, environmental management or other relevant field.
- A minimum of 2 years of relevant work experience.
- Experience working with and communicating effectively with communities and people from different backgrounds and with different abilities.
- Experience with policy development, strategic planning, risk assessment, urban planning, workshop design, stakeholder engagement, and collaboration.
- Excellent writing, presentation, and personal communication skills.
- Willingness to travel (depending on COVID19, may be up to 25%).
- Proficiency in Microsoft Office 365 suite of programs.

Compensation
Adaptation International offers a flexible, family-first work schedule. The position may be up to full-time, but the number of hours per week and schedule will be determined specifically with the employee. Compensation will be competitive and commensurate with qualifications.
Timing
Applicants will be reviewed on a rolling basis with priority given to applications received on or before June 22nd.

Application
If interested—please send a resume and cover letter describing your interest in the position, why you want to work on resilience, and some of your qualifications that make you a good fit for the position to sascha@adaptationinternational.com.

Adaptation International values diverse backgrounds, perspectives, and life experiences. In employment, AI does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

About Adaptation International

Our Mission
To help communities and organizations around the world build resilience to climate change. We use collaborative approaches to connect the best available science and tools with local and traditional knowledges to empower communities to be holistic, equitable, and adaptive.

Our Vision
Our vision is for a world in which every community is prepared to face their local challenges related to climate change, with plans for action that are socially, economically, and environmentally beneficial to the whole community.

Our Values

Collaboration is Paramount
We can’t design perfect solutions and actions in isolation. By working collaboratively with our client partners, we’re better able to build their capacity so that they can continue to build resilience even after the end of our project.

Process Matters
The journey of building climate resilience is as important as the destination. Thus, in all the work we do, the process is as critical as the outputs. A well-designed process creates a lasting foundation that our client partners can build on to prepare for the impacts of a changing climate.

Local and Traditional Knowledge is Critical
Developing effective solutions requires integrating the best available science with the local and traditional knowledges that our client partners bring to the project. No one knows the communities and organizations better than the people we work with and we trust that knowledge.

Everyone Gets a Seat at the Table
The most severe impacts of climate change will be felt first by communities that already have a history of marginalization and trauma and are already under-represented in decision-making. They have important insights and need to be included in the process of developing effective and lasting climate solutions. Within AI, we value diversity and the opinions of all of our team members. Everyone will be given an equal opportunity to share their thoughts, ideas, and constructive or critical comments in a safe and open manner.

Leadership Through Innovation
Responding to the evolving threat of climate change requires constant adjustment, innovation, and leadership to stay on the front edge of climate preparedness. We are leaders in the field and valuable advisors when we bridge the gaps between theory and practice, science and action, and use those experiences to continually refine and inform our approaches.

We Are More Than Our Work
Climate change is a serious challenge, but we don’t approach our work as a somber grind. We enjoy each other’s company and the diverse perspectives of everyone we work with. We are real people with families and personal interests. We strive to support the whole person and foster a work/life balance within the organization. This balance allows our team to work hard, play hard, grow both personally and professionally, and make a difference in the world through both Adaptation International and our personal interests and actions.
Job Description

Position: Program Coordinator
Reports to: Viability Program Director
Classification: Regular, full-time, exempt

Description:
The Program Coordinator is a full-time (40 hr/wk) position within VHCB’s Vermont Farm & Forest Viability Program, which provides business planning and technical assistance to farm, food and forest-products entrepreneurs to enhance profitability, viability, and long-term success. This position involves management as well as administrative duties for a program which works with a broad spectrum of the working lands community and a diverse group of contractors, grantees, and service providers. The Program Coordinator works directly with the Viability program team, VHCB finance and administrative staff, program partners, and working lands business owners to provide: farmer grant program management, grants and contracts management, data management, fundraising, and other special projects. The position involves primarily office work with some work in the field with program clients and partners.

Responsibilities:

1. Grant Program Management
   - Manage application process for grant programs as grant program funding permits.
   - Work with Outreach & Communications Coordinator to conduct outreach for grants programs and encourage submittal of applications.
   - Manage all applicant and grantee communications to ensure applications are complete.
   - Develop and coordinate staff and external review panels for each grant round; work with Program Director to facilitate decision-making process with Grants Review Committee and VHCB Board.
   - Develop grant agreements with grantees, monitor compliance with award conditions and timelines, review and facilitate payment of invoices, and coordinate post-award monitoring.
   - Gather data and write content for outreach materials and reporting. Support Program Director in reporting to VHCB staff, funders, and partners about program accomplishments, leverage, and impact.

2. Contracts Management and Financial Administration
   - Work with Program Manager to solicit scopes of work from contractors and ensure they are in accordance with client needs and program policies.
   - Work with contractors to gather necessary materials in order to initiate contracts. Draft contracts and work with VHCB administrative staff and contractors to finalize in accordance with VHCB procurement and document management policies.
   - Collect and review requests for disbursement to ensure compliance with contract conditions, program guidelines for projects, and internal funding timelines. Initiate check requests to pay invoices according to VHCB protocols.
   - Support Program Manager and Program Director to report on financial sources, uses, and match.

3. Data Collection and Management
   - Initiate projects in VHCB’s database and coordinate data entry. Complete data entry for certain program activities.
   - Support Viability Director to maintain database systems, including supporting the ongoing development of database related tools and documentation.
   - Support data management, including in the database as well as other tracking tools for various programs or program components.
   - Maintain data entry protocols and guiding documents, and train interns in data entry and management processes and protocols as needed.
   - Participant on VHCB Technical Team in the ongoing development of the organization wide database and electronic document management systems.
4. **Coordinate Food Hub Collaborative Project**
   - Work with Program Director to manage the Vermont Food Hub Collaborative, a network of nonprofit run food hub enterprises.
   - Manage partnerships, meetings and communications. Manage project contractors and contracts.
   - Coordinate project tasks and activities, and track metrics to ensure project goals are met.

5. **Other Tasks and Special Projects**
   - Assist Viability Program Director and Manager to draft grant proposals to program funders for both core program services and special projects.
   - Assist in reporting to program funders.
   - Represent the Viability Program at special events and meetings as needed.

**Qualifications:**
VHCB seeks a person with strong communication, writing and administrative skills, strong attention to detail, and excellent organizational skills. Qualified candidates will be able to communicate effectively with working lands business owners while working both independently and as part of a supportive and flexible team. Qualified candidates will have a degree and 3-5 years of experience in project management, grant-making, and/or customer facing roles. Skills in data collection and management, and experience with spreadsheets and databases, are desired.

Knowledge of agriculture and/or forestry sectors is a plus. This position involves regular in state and occasional out-of-state travel. A valid driver’s license is required.

**Organization Description:** The Vermont Housing and Conservation Board is a public instrumentality of the state, established by the Vermont legislature in 1987 to create affordable housing, and to conserve farms, forests and recreational lands, historic properties, and natural areas. The Vermont Farm & Forest Viability Program was established at VHCB in 2003 to provide business assistance to working lands entrepreneurs and improve the viability of our farm and forest sector enterprises.

**Compensation:** 40 hours/week. Starting salary range $40,000-$45,000. Comprehensive benefit package.

**To Apply:** Please send letter of interest and resume to Laurie Graves at laurie@vhcb.org or at VHCB, 58 E. State St, Montpelier, VT 05602. Resumes will be reviewed starting June 30.

Position is open until filled.
TERRACORPS

**TerraCorps**, TerraCorps is an AmeriCorps affiliated start-up environmental non-profit preparing and mobilizing emerging leaders to help communities gain access to and conserve land for people and nature. Working at the intersection of the land conservation and urban agriculture movements, our vision is to create a future where land is the foundation of health and well-being for ALL people in EVERY community.

This year’s TerraCorps program will support up to eighty-eight full-time AmeriCorps Members across three states (MA, RI, and CT), serving in one of five positions: Land Stewardship Coordinator (LSC), Regional Collaboration Coordinator (RCC), Community Engagement Coordinator (CEC), Youth Education Coordinator (YEC), or Sustainable Agriculture Coordinator (SAC). Members will serve in full-time, 11-month terms (August 31st, 2020-July 30, 2021) in which they complete at least 1,700 hours of service with one of our partner organizations.

Members receive a living allowance, education award, and additional AmeriCorps benefits (see full list at end of announcement).

Audubon Society of Rhode Island will host a Land Stewardship Coordinator for the 2020-2021 service year. Information about all TerraCorps positions is available at terracorps.org.

**Land Stewardship Coordinator with the Audubon Society of Rhode Island**

**Audubon Society of Rhode Island**

12 Sanderson Rd.
Smithfield, RI 02917 www.asri.org

The Audubon Society of Rhode Island (Audubon-RI) was founded in 1897 and is not affiliated with National Audubon. The mission of Audubon-RI is the protection of birds, other wildlife and their habitat through conservation, education and advocacy for the benefit of people and other living things. Audubon-RI protects nearly 9,500 acres of habitat consisting of significant woodlands, wetlands, coastal marshes and grassland habitat in Rhode Island for the benefit of the environment, the economy, and future generations. We partner with community groups and schools to ensure that everyone has access to the outdoors and meaningful experiences in nature. Audubon also provides environmental education programs for every school district in the state and advocates for sound environmental policy.

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

TerraCorps members engage with their supervisors to develop and carry out three or more capacity building projects over the course of the service year. Some of these projects will involve recruiting, training, and/or managing community volunteers. Audubon Society of RI has proposed the following potential project(s) for their Land Stewardship Coordinator:

1) Enhance and expand the Volunteer Steward Program by coordinating trainings, outings, and service days.... especially the development and training of a volunteer group to implement annual monitoring of all Audubon properties in compliance with Land Trust Alliance National Standards and Practices.

2) Audubon-RI and RI Land Trust Council are working together to establish and implement sound monitoring systems for the properties and conservation easements that they protect. As part of this project, the Audubon and Council, in cooperation with the University of Rhode Island Environmental Data Center (URI-EDC), is developing a monitoring application that uses Esri ArcGIS software. The monitoring tool allows Rhode Island land trust leaders to view maps of their location, land trust boundaries, and satellite imagery on their phone or tablet, as well as
record points in the field as part of their monitoring.

3) The TerraCorps member will work with the RI Land Trust Council and URI EDC boundaries of properties and conservation easements that they protect into ArcGIS. They will train and coach Volunteers in using the ArcGIS app and property monitoring. Duties related to the project include:

4) Carrying-out GIS work in support of the app including updating property boundaries of Audubon lands uploading geospatial data onto ArcGIS Online account for Audubon staff and volunteers to utilize in app, and curating geospatial data on ArcGIS Online through keeping metadata up to date.

5) Developing GIS resources for those Audubon properties that still lack property boundary datasets.

6) Training Audubon volunteers on how to use the App for monitoring the conservation properties.

7) Learning best practices in property monitoring according to Land Trust Alliance Standards and Practices and training volunteers in implementing them through person- to-person site visits and workshops.

8) Working with Audubon’s Senior Director of Conservation to research and develop a strategy to create a statewide volunteer network database. The vision for this program will be to have a pool of volunteers Audubon-RI can call on as stewardship projects arise. The TerraCorps member will not only help recruit volunteers, but also have the opportunity to help on these projects and share the work of the Audubon as opportunities arise.

9) Help Audubon Society of Rhode Island with required monitoring for protected properties in compliance with LTA Standards and Practices.

Development of these and other projects will occur during the first two months of service and consider the member’s interests and skills.

**Required AmeriCorps Qualifications**

- A US citizen, US national, or Lawful Permanent Resident Alien of the U.S.
- At least 18 years old
- A minimum of a high school diploma or GED
- No more than three previous terms as an AmeriCorps member
- Pass a criminal history background check, including an FBI check

**Desired Qualifications**

- Strong writing and verbal communication skills
- Able to serve both independently and as a member of a team
- Comfort navigating computer software programs Microsoft Office 365. GIS.
- Training and experience pertinent to the Land Stewardship Coordinator position and projects listed above
- Experience training and educating community members and volunteers
- Orienteering, ability to hike long distances for hours in variable weather conditions.
- Ability to be active outside in a range of weather conditions, and navigate uneven terrain
- Experience giving presentations and/or trainings to a diverse audience
- Ability to write detailed technical reports
- Knowledge and direct experience with ArcGIS mapping software
- Ability to navigate independently in the field utilizing map, compass, and GPS units
- Ability to read and interpret various maps, such as surveys, aerial photos, and USGS topo’s
- Experience with natural systems and identifying plant and wildlife species

For questions about Audubon’s service positions, contact Scott Ruhren, Senior Director of Conservation

sruhren@asri.org

**AmeriCorps Member Eligibility Requirements**

This year’s TerraCorps members will serve from August 31st, 2020-July 30th, 2021. All members are expected to serve full-time, commit to serve for the entire 11-month term, and complete at least 1,700 hours of service, including time spent in trainings and service with the full TerraCorps team. Weekly service averages 38 hours and commonly includes some night and/or weekend activities.

AmeriCorps programs provide equal opportunities. TerraCorps will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political
affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. We encourage applications from individuals with disabilities and will provide reasonable accommodations for interviews and service upon request.

**Member Compensation and Benefits**

- TerraCorps members will receive a living allowance of up to $15,200 (pre-tax) over the 11-month term of service, which is $633.33 (pre-tax) per 24 biweekly pay periods.
- TerraCorps assists members in obtaining health insurance coverage. Reimbursement of costs may be available.
- Childcare assistance may be provided in cases of financial need.
- Upon successful completion of a term of service, AmeriCorps members receive a taxable $6,195 education award that can be used for future education or to pay off existing school loans. See nationalservice.gov/resources/edaward for info and restrictions.
- TerraCorps members are eligible for forbearance of most federally-guaranteed student loans, as well as payment of interest accrued during service.
- TerraCorps members will receive mentorship, training, and career development opportunities while serving directly with community-based nonprofits.
- TerraCorps members experience the personal rewards of national service and community engagement.

**Note:** TerraCorps members are responsible for their own housing and must have access to reliable transportation.

**How to Apply**

2020-2021 Service Site organizations, service positions, and application procedures are described at terracorps.org. A complete member application includes a 1-page cover letter, a resume, two references, and an application form. Member application and detailed instructions can be found at https://terracorps.org/become-a-member/.

Member applications will be collected by TerraCorps and shared with Service Sites. Do not send applications directly to a Service Site.

We strongly encourage interested individuals to apply as soon as possible once applications are posted mid-April. Position offers and acceptances will be made on a rolling basis. The program aims to fill all positions by late June, but Service Sites will continue interviews as needed until all positions are filled.

For questions about TerraCorps, contact Hanna Mogensen, who manages TerraCorps’ recruitment process. Email admin@terracorps.org or call 978-364-9770 x2.

**Additional Information About this Program**

**TerraCorps** We seek to create change by achieving a broader, more authentic engagement of the diverse peoples living in our communities. When we do this, resources will grow, access to land will increase, the pace of land conservation will accelerate, and whole communities will achieve more resilient futures. To learn more about TerraCorps, visit: terracorps.org.

**AmeriCorps** engages more than 75,000 men and women in intensive service each year through more than 15,000 nonprofits, schools, public agencies, and community and faith-based groups across the country. AmeriCorps members help communities tackle pressing problems and also leverage their service by mobilizing volunteers to help address community needs for environmental stewardship, health, education, economic opportunity, disaster services, and support to veterans and military families. To learn more about AmeriCorps, visit americorps.gov.

TerraCorps is a grant program contingent upon renewal of federal funding from the Corporation for National and Community Service (CNCS). TerraCorps is also supported in part by the Massachusetts Service Alliance in MA.
EFG Analyst

Are you passionate about energy efficiency, building science, or clean energy policies and interested in applying your skills to create a positive impact? If so, we’d like to hear from you! Energy Futures Group (EFG) is a busy, ten-person consulting company with headquarters in Hinesburg, Vermont (just outside of Burlington, Vermont), with a satellite office in Canton, New York and remote employees in Massachusetts and New York City.

We perform a wide variety of energy-related consulting work from developing a net zero energy home program in Vermont to critiquing the energy efficiency plans of major utilities across the U.S. and Canada to providing electric planning expertise to clients in Puerto Rico. We take pride in producing high quality work, often for public-interest clients, that helps enable a cost-effective transition to a clean energy future. Learn more about us and our work at www.energyfuturesgroup.com.

Job Summary:

Energy Futures Group seeks an Analyst based in our Hinesburg, Vermont office to support senior staff. This position involves research, analysis, and writing on a variety of projects. The Analyst will primarily be focused on projects related to electric and natural gas energy efficiency and strategic electrification. However, projects are likely to include topics as diverse as:

- developing an energy rating system for home mortgages,
- analyzing markets for and the environmental and economic impacts of cold climate heat pumps for heating and cooling,
- supporting clients promoting energy efficiency through financing mechanisms,
- evaluating utility plans to provide electric and/or natural gas energy efficiency to customers,
- assessing opportunities for strategic electrification, and
- analyzing utility plans to acquire supply-side power plants.

The Analyst will also provide some administrative assistance in the form of proposal writing, editing content for EFG’s website, and other related tasks.

Minimum qualifications include a bachelor’s degree in a relevant field. Candidates who are an ideal fit for EFG are curious, passionate about energy, detail oriented, eager to work collaboratively with others, and able to understand and help others understand complex topics. The preferred start date is summer 2020.

Essential Functions:

- Independently conducts research and analysis in support of a variety of projects.
- Collects, evaluates, prepares, and/or synthesizes data, reports, surveys, and plans.
• Independently performs cost-effectiveness analyses of clean energy measures, programs and policies and/or complex energy system modeling designed to inform energy resource choices.
• Assists in design, review and evaluation of projects.
• Supports consulting business development, particularly through development of project proposals and budgets.
• Presents work products clearly, effectively and persuasively.

**Required Qualifications:**
• Bachelor’s degree in energy, building science, business, economics, engineering, science, public policy or related fields.
• Ability to write and communicate clearly.
• Ability to prioritize tasks and handle multiple deadlines.
• Proficiency with Microsoft Excel, Word, and PowerPoint.
• Demonstrated commitment to work in the public interest.

**Desirable Qualifications:**
• Experience with energy efficiency, energy modeling, renewable energy, distributed energy, energy regulation, or grid modernization.
• High proficiency with Microsoft Excel.
• Knowledge of data visualization tools such as Power BI and/or Tableau.

**Benefits:**
Energy Futures Group offers the following benefits to all employees:
1. Competitive salary;
2. Generous annual bonus, based on company performance;
3. 401(k) retirement plan with 4% company contribution;
4. 100% employer-paid medical insurance for the employee and their family;
5. Six weeks of personal time off for vacation, holidays, personal days, sick leave, etc.;
6. Paid maternity/paternity leave;
7. Group life insurance at no cost to employee;
8. Long-term and short-term disability insurance at no cost to employee;
9. Flexible schedule including opportunities to work from home; and
10. A collegial work environment with some just plain, nice people who value a synergy between work commitment and life passions.

Come work with us, we look forward to hearing from you!

**Location:**
At present and for the foreseeable future, EFG staff are working from home. We anticipate that the person hired to fill this position will also be working from home until social distancing restrictions are eased enough to permit a return to our office. All new staff will be provided with any needed equipment to permit remote work, e.g., a desk, chair, phone, etc. While the Analyst can be located
anywhere during this interim period, we expect the person taking this position to work from the Hinesburg, Vermont office once EFG staff are permitted to do so.

How to Apply:
Please send your cover letter and resume to careers@energyfuturesgroup.com. No phone calls please. Applications will be reviewed on a rolling basis until the position is filled. It is our hope to generate a diverse, well-qualified pool for this position, so if you are considering another position and need to hear back from EFG by a specific date, please note that in your cover letter.

*Energy Futures Group believes that pursuing diversity, equity and belonging in our workplace makes us and our work stronger. We are proud to be an equal opportunity employer and consider all qualified applicants for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*
Program Manager – Energy Efficiency and Supply Chain Engagement

CEE is launching a program in the state of Minnesota that will transform HVAC markets and practices to adopt a highly efficient new product, air-source heat pumps (ASHP). This program will play a key role in our state achieving a clean energy future. We are seeking a persuasive, engaging and well-organized individual to work with HVAC installation contractors, distributors, manufacturers and utilities to collaborate on new ways to increase adoption of energy-efficient technologies – and air-source heat pumps specifically. The candidate will have a passion for driving change for a more energy-efficient and carbon-neutral world and join an organization on the forefront of that work.

The ideal candidate for this position will have a unique mix of energy efficiency and HVAC supply chain experience. Additionally, this candidate will have an eye for big picture strategy while also implementing with urgency to achieve big impacts as quickly as possible. A day in the life of this role will include a mix of:

- Meeting with manufacturers, distributors and installers to understand the market and promote the technology;
- Presenting on technology and market potential to supply chain audiences;
- Collaborating internally with the team and utilities to develop resources;
- Pursuing pathways to expand ASHP program opportunities; and
- Performing administrative program management functions.

This is a full-time position that provides a wide range of benefits including Paid Time Off (PTO), medical, dental, life and long-term disability insurance as well as a retirement plan.

Background:

CEE is a community-based clean energy nonprofit with offices in the North Loop of Minneapolis and St. Paul's Midway. We provide practical energy solutions for homes, businesses, and communities to cut energy waste and harmful emissions. We collaborate regularly with field peers and partners, and employ curious people who enjoy learning and contributing to Minnesota’s quality of life and economy. Our workplace invites open door communications, respect for diverse backgrounds and points of view, and an emphasis on work-life balance.

Responsibilities:

Supply Chain Engagement and Training

- Develop productive working relationships with HVAC contractors, distributors, wholesalers and equipment manufacturers to align market conditions and increase sales.
- Deliver technology presentations to distributor and contractor audiences to increase awareness of the opportunity in the market and technical nuances around the technology
- Work directly with HVAC contractors to understand business models and incorporate a new technology offering.
- Maintain a directory of supply chain contacts and understand market conditions and supply chain business models.
- Lead training curriculum development for installation, program and sales trainings.
- Plan training events including scheduling, partner collaboration and attendee recruitment.

Utility Stakeholder Engagement
- Work with electric utility representatives to develop working relationship and to align programming and coordinate activities.
- Plan and lead utility meetings to deliver results and capture utility feedback.
- Deliver quarterly and annual reports to utility participants

Technology Expertise and Market Intelligence
- Track and understand technology national research to assist in the development of technical best practices. (NEEA, NEEP, Energy Star)
- Become technically adept in HVAC technologies and understand supply chains.
- Gather market intelligence that leads to program strategy development.
- Oversee data collection from utility and market partners to track market trends.
- Oversee quality assurance efforts including performing site inspections and inspection follow up.

Strategy and Program Administration
- Lead a team of contributors and subject matter experts to successfully launch and sustain a new program.
- Track program activities and impacts to measure against key performance indicators; provide recommendations on program improvements.
- Perform program planning, budgeting, invoicing, contracting and general program management.
- Contribute to existing programs to determine how increased supply chain engagement can enhance program results and implement collaboratively developed strategies.
- Find and pursue opportunities to expand HVAC energy efficiency program work
- Other duties as assigned

Qualifications
The ideal candidate will have either experience in the HVAC industry or in energy efficiency program management or both. The candidate should have an ability to understand and communicate technical details and build a network of industry contacts to advance program goals. Additionally, candidates should have the ability to work in a highly collaborative and multi-disciplinary environment to move ideas forward; the ability to think strategically and creatively; have clear and effective communications skills for both verbal and written communication; and a passion for achieving success. The ideal candidate will possess the following qualifications:

- Degree or certification in a related field required (Business, HVAC, etc.)
- 3 years’ technical experience in HVAC or energy-efficiency industry required
- 3 years’ experience at HVAC installer, distributor or manufacturer company or with utility energy efficiency programs preferred
- Strong motivation to work in the energy-efficiency field
- Proven track record of presentation delivery and meeting facilitation
- Excellent verbal and written communication skills
- Supervisory experience preferred
- Excellent written and verbal communication, interpersonal, and coaching skills
- Strong ability to craft clear and compelling deliverables
- Ability to work effectively in cross-functional teams and on a variety of tasks
- Exceptional project management and the ability to manage risk and prioritize
- Strong competency with Microsoft Office products including Word, PowerPoint and Excel

**Working Conditions**

- Must have reliable transportation to attend meetings, trainings, and off-site events throughout Minnesota, including transportation of materials and equipment as needed. In state travel may account for up to 40% of working hours. As a result of Covid-19, current working conditions are remote from home and supply chain and utility engagement is remote. When safe and prudent, work will transition back to the Minneapolis office and engagement will transition to in person involving the travel needs stated above.
- Ability to work in fast paced environment, with a focus on achieving program goals and deadlines. Must be able to lift 25 pounds as well as carry, push, pull, kneel and squat.

**Compensation**

Dependent upon qualifications and experience; excellent comprehensive benefits package.

**To Apply**

Email or fax cover letter and resume to Human Resources:

Program Manager Position  
Center for Energy and Environment  
212 3rd Avenue North, Suite #560  
Minneapolis, MN 55401

[47x318]Resume_Submissions@mncee.org  
FAX 612-335-5995

*Center for Energy and Environment seeks to enrich the diversity of the CEE community and encourages applicants from a wide range of backgrounds to apply. CEE is long noted for its research, policy advocacy and programming to provide practical energy solutions for homes, businesses and communities.*  
*Equal Opportunity Employer*
Program Coordinator

We are seeking a driven person that is motivated by our mission to catalyze the reduction of energy and carbon emissions. This person will join our Program Development Team at CEE and be highly organized, self-directed, and proactive in their approach to work. The program coordinator needs to be agile and goal-oriented as they assist with the launch and implementation of new energy efficiency programs at CEE. Specifically, the program coordinator will be working on two new programs – time of sale energy disclosure, and a statewide collaborative to advance air-source heat pump technology in Minnesota (a technology crucial to the decarbonization of space heating). The program coordinator will help deliver portions of these programs and conduct a wide range of activities to ensure that we achieve our program goals.

The ideal candidate will have a background in energy efficiency, superior people skills, and the ability to complete data analysis and write reports. They will have a team-oriented approach and be willing to complete menial tasks as well as step up and take on higher responsibilities when needed. This position will be especially attractive to candidates who wish to grow their skills and career prospects by working and training with recognized efficiency experts.

Background:
CEE is a community-based clean energy nonprofit with offices in the North Loop of Minneapolis and St. Paul’s Midway. We provide practical energy solutions for homes, businesses, and communities to cut energy waste and harmful emissions. We collaborate regularly with field peers and partners, and employ curious people who enjoy learning and contributing to Minnesota’s quality of life and economy. Our workplace invites open door communications, respect for diverse backgrounds and points of view, and an emphasis on work-life balance.

Responsibilities

- Play an integral part in the launch of energy efficiency programs
- Assist in stakeholder engagement and communication by drafting written communications, crafting program reports and coordinating meetings.
- Develop presentations, program resources and training materials.
- Present program information and updates to key stakeholders.
- Track program activities and impacts to measure against key performance indicators; provide recommendations on program improvements.
- Collect and analyze program data and summarize results.
- Lead development of quarterly and annual reports.
- Gather market intelligence and contribute to program strategy development.
- Assist with program planning, budgeting, invoicing and general program management.
- Other duties as assigned.

Qualifications

- Bachelor’s degree and/or equivalent years of experience in relevant field required
- 2 years of previous experience in coordinator or similar role required
- 2 years of experience in sustainable energy or related field preferred
- Excellent written and verbal communication, and interpersonal skills
- Strong ability to craft clear and compelling deliverables
- Ability to work effectively in cross-functional teams and on a variety of tasks
Exceptional organization and time management skills and the ability to prioritize
Strong competency with Microsoft Office products including Word, PowerPoint and Excel required; proficiency with Tableau and/or ARC GIS preferred.

Working Conditions

- Some in-state travel, expected to account for about 10% of working hours
- Ability to work in fast-paced, outcome-driven environment with responsibilities to meet deadlines and program goals

Compensation

- Dependent upon qualifications and experience.

How to Apply:

Email or fax cover letter and resume to Human Resources:

Program Coordinator Position
Center for Energy and Environment
212 3rd Avenue North, Suite #560
Minneapolis, MN 55401

Resume_Submissions@mncee.org
Fax: 612-335-5995

Center for Energy and Environment seeks to enrich the diversity of the CEE community and encourages applicants from a wide range of backgrounds to apply. CEE is long noted for its research, policy advocacy and programming to provide practical energy solutions for homes, businesses and communities.

Equal Opportunity Employer
Contract Opportunity
Colorado Farm & Food Systems Response Team

Position: Systems Development Analyst
Terms: Contract Position, June 12 –July 31, 2020
Compensation: $8,000 maximum, based on final deliverables
Location: Colorado, but position can be fulfilled remotely

Organization Background
The Colorado Farm & Food Systems Response Team (CFFSRT) works to support Colorado farmers and ranchers as they respond to current and potential market disruptions due to COVID-19. Through policy advocacy, sharing and communications, funding, training and technical assistance, and on-going data analysis, we work to ensure all Colorado producers are equitably connected to resources and market connections. Our team is focused on supporting the specific needs of small- and mid- size growers, direct market farms, beginning farmers and ranchers, veteran farmers, farmers of color, and female farmers.

The Team recently closed it’s first round RFA of the CO Farm & Food System Respond & Rebuild Fund. The Team received over 200 applications from producers and intermediaries totaling over $1.4M in requests, with only $150,000 allocated to fund.

Position Description
The Team is seeking a part-time, short-term contractor as a Systems Development Analyst. The Analyst will be contracted by CFFSRT member LiveWell Colorado but will be supervised and will report to CFFSRT member Colorado Food Systems Advisory Council (COFSAC). Systems Development Analyst will be responsible for (at minimum):

1) Rapid Assessment of Technical Assistance Demand
   • Work with CFFSRT Data Analyst to review and document key themes around education/awareness and technical assistance needs demonstrated in RFA applications, with a focus on needs for infrastructure, financing, and business development, and other technical assistance.

2) Rapid Assessment of Technical Assistance Supply
   • Conduct a rapid landscape assessment of available food systems technical assistance capacity across Colorado (who, what, where, for whom)
   • Deliver a technical assistance dataset summarizing 1) available providers; 2) their geographies; 3) the type of TA offered; and 4) summarize typical applicants/participants
   • Complete a gap analysis of available technical assistance. Examples would include interviews with EDCs, OEDIT, work force entities, etc, across the state to assess the services provided and for whom
   • Assess which businesses and populations are being systematically underrepresented and underserved by current technical assistance

3) Rapid Assessment of Potential Investment Models
• Develop a diligence and investment vetting tool to assess the technical assistance needs of food systems initiatives
• Develop a decision tool to help investors weigh the strength of an application when paired with appropriate technical assistance provider

4) Recommendations & Deliverables
• Provide a set of recommendations for immediate and future adjustments to the Respond & Rebuild Fund to address systemic gaps and opportunities in food systems technical assistance
• Develop set of recommendations for technical assistance delivery approaches tailored to specific market channels and product value chains.
• Participate in a strategic planning process focused on longer-term fund development, including a technical assistance offering
• Provide a set of policy recommendations delivered to COFSAC focused on the next 1-2 years on how the State of Colorado can improve business development technical assistance across food systems to fill key gaps with a focus on systematically underrepresented and underserved business and populations

Position Requirements
• Background in organizational and business plan development
• Experience with Colorado’s food systems
• Demonstrated awareness of agricultural and economic development technical assistance partners in Colorado
• Experience in investment due diligence (specific food experience preferred)
• Experience with advanced Excel functions like pivot tables
• Experience with systems mapping and/or data visualization (experience with Kumu, Tableau, GIS, or similar preferred)

Interested applicants please submit a resume and a brief cover letter to Wendy Moschetti at wendymoschetti@livewellcolorado.org no later than Friday June 12th.
Project Administrator | Apex Clean Energy | Lake Elmo, MN

WELCOME - We recognize and respect the amount of time you are about to invest by applying to this open position. If you complete this job application, you will be kept informed via email status updates (and text messages, if you opt in) throughout the evaluation process.

By continuing with this job application, you will be asked to answer job-specific questions. Please note that the questions contained in this job posting are our sole intellectual property.

Upon receipt of your responses, we will evaluate your submission. If selected for a personal interview, you will receive an email/text with scheduling instructions.

Thank You,
The Apex Team

SPECIAL NOTE: If you do not receive a confirmation e-mail within minutes of your job application submission, please check your email bulk or spam folders.

COMPANY DESCRIPTION
Founded in 2009, Apex Clean Energy is an independent renewable energy company focused on bringing utility-scale generation facilities to market, from site origination and financing to turnkey construction and long-term asset management. With a team of over 200 professionals and the nation’s largest renewable energy project portfolio, Apex is a leader in the transition to a clean energy future. For more information, visit www.apexcleanenergy.com.

Apex strives to excel in every phase of project realization, from origination and financing to construction and asset management. Our mission-driven team seeks determined, resolute individuals who strive to innovate and go above the call of duty, and who will relentlessly do their part to help accelerate the shift to America’s clean energy future.

Apex Clean Energy, Inc. is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

JOB DESCRIPTION
Apex Clean Energy is seeking a Project Administrator who will provide our Project Development Team with administrative and project-level support in an effort to help grow, maintain, and support our development portfolio.

This role will assist a small team within the larger Apex Project Development Team with a variety of administrative and project-specific needs; including conducting data entry and maintenance to project-level databases, submitting funding approval requests, event planning and management at local project-sites, and representing Apex along with other team members at various business, government, and community meetings and events. The Project Administrator will also be responsible for pulling necessary reports as needed, developing and managing budgets, conducting research in support of the team’s needs, checking facts, among other responsibilities. The Project Administrator must demonstrate exceptional project coordination skills, be capable of meeting numerous simultaneous deadlines, possess excellent communication skills, be highly responsible and accountable, and adhere to the highest standards of accuracy and quality in his/her work.

The Project Administrator will report directly to the Director of Project Development and work closely with a team of about 10 members on the Project Development Team, members of the Public Affairs Team, and local land agents and landowners, as needed.

Previous experience in event planning, project development, public relations, or administration is a plus. Our ideal candidate will have a strong understanding of project management and have no problem organizing, planning, and meeting deadlines. You thrive in an environment that requires flexibility and adaptation to constant change, shifting demands, and moving timelines. We are looking for a candidate who is self-motivated with excellent communication and interpersonal skills. Candidates who possess a strong personal commitment to renewable energy, business, and/or rural economic development will be well suited for this role.

Hours: Full Time | Level: Professional | Travel: 15%

RESPONSIBILITIES
- Facilitating the purchase order and/or work order process for the Project Development Team and coordinating execution of such documents.
Serve as initial point of contact for Apex’s Development Team, perform office support duties, and facilitate office productivity.

- Research topics identified by development staff related to project development.
- Assisting in coordination of public open houses, land-owner meetings, or other events related to projects development and community outreach.
- Coordinate communication and engagement with corporate headquarters.
- Enter and maintain data in various data bases and systems including but not limited to Smartsheets and Salesforce.
- Prepares reports by collecting and analyzing data.
- Ensures the Project Development Team follows processes and procedures internally as well as with various stakeholders, regulatory authorities, local officials, etc.
- Seeks opportunities to streamline work while tracking work activities and reporting findings.
- Contributes to team effort by finding ways to improve the development process as possible.
- Responsible for smooth collaboration between the different internal departments.
- Support the Project Development Team in developing and keeping projects on track and responding to new demands as necessary.
- Design and maintain processes for the Project Development Team to make it easy to collect the information needed to complete the tasks above efficiently and accurately.
- Travel 10-20% to project site locations and corporate headquarters in Charlottesville, VA.

QUALIFICATIONS

- Bachelor’s degree, significant work experience accepted in lieu of degree.
- Passion for working in administration, project management, public affairs, community organizing.
- Extraordinary planning and organizational skills with highly developed research and writing skills.
- Self-starter, flexible, able to run with assigned tasks. Deadline-oriented and collaborative by nature.
- Ability to be highly responsive and willing to work flexible hours, if needed. Apex acts quickly and being able to adapt to changing internal and external conditions is extremely important.
- An ability to manage shifting assignments and multiple projects at the same time is a must.
- Excellent communication, writing, and organizational skills.
- Problem solving skills and attention to detail.
- Proficiency in Microsoft Office Suite and quick learner in other software platforms, including Smartsheet and Salesforce.
- Project management knowledge preferred.
- Ability to work actively and productively with limited supervision.
- Ability to work in a standard office environment, including extended computer use and team coordination across Apex office locations.
- Willing to travel up to 15% to remote project sites.
- Ability to work in our satellite office in Lake Elmo, Minnesota.

BENEFITS

- Health Insurance
- Dental Insurance
- Vision Insurance
- 401(k) Employer Match
- 401(k) Pre-tax or Roth Deferrals
- Health Savings Accounts
- Flexible Spending Arrangements
- Short-term Disability Insurance
- Long-term Disability Insurance
- Group Term Life Insurance
- Voluntary Additional Term Life Insurance
- Paid Time Off (PTO)
- Holidays
- Volunteer Time Off
- Progressive Parental Leave Plan
- Milk Stork Travel Solution
- Professional Development Opportunities
Greening Facilitator | Operations | Reduction In Motion | Fallston, Maryland

Job Purpose:
Serve as primary facilitator to implement Reduction In Motion's sustainability programs at one or more of our client facilities. The selected candidate will ensure our programs are running smoothly and efficiently, and make sure our clients are satisfied with the level of service they are receiving.

The Greening Facilitator will spend most of their time at client facilities to accurately monitor the sustainability programs in place, and to be on hand to mitigate any issues that may arise from the client.

Duties:
• Design and implementation of cost saving waste management and sustainability programs
• Develop task and project budgets
• Coordinate implementation of new accounts
• Conduct In-Servicing of up to 70 people on a regular basis
• Deploy new sustainability programs at client facilities
• Investigate waste stream processes
• Respond to client requests and issues as needed
• Ability to perform tasks as necessary outside of job description when called upon

Skills/Qualifications:
• Bachelor's degree (BA/BS) preferred. Three or more years experience in waste /sustainability management may be substituted for degree.
• Strong customer service skills required
• Strong analytical and project management skills
• Candidate must be self-motivated, highly organized and have the ability to multi-task
• Excellent written and verbal communication, and public speaking skills
• Proven ability to be a creative and innovative thinker
• Advanced knowledge of Microsoft Office programs (Word, Excel, PowerPoint and Outlook)
• Willingness to work off hours and weekends on occasion (25% of the time)
• Ability to lift 30 pounds
• Ability to walk up to six (6) miles per day
• Abides by a Green lifestyle
• Residing in close proximity to the Baltimore Metro Area (no relocation compensation)
• Must be willing to work in the healthcare environment (many of our clients are hospitals)

Requires mandatory immunizations and credentialing based on healthcare customer requirements

To Apply, visit - https://reductioninmotion.bamboohr.com/jobs/view.php?id=29

Energy Analyst | Synapse Energy Economics | Cambridge, MA

http://synapse-energy.com

View the original posting

Contact Info: Andrew Grandahl agrandahl@synapse-energy.com

Synapse Energy Economics is a research and consulting firm specializing in economic and policy research, modeling, and analysis to provide electric sector solutions. Our work supports a broad range of public interest clients, including consumer advocates, environmental organizations, regulatory commissions, and
state and federal agencies. Synapse produces expert reports and analysis for these clients and represents their technical interests in state and federal regulatory proceedings.

**Job Duties/Responsibilities:**

**Job Description:** The Energy Analyst will work on topics such as integrated resource planning, coal plant retirements, electricity markets and modeling, energy efficiency, renewable energy technologies, and electricity rates.

**Job Responsibilities:**

- Assess utility company modeling approaches, scenario definitions, input assumptions and related parameterization. Work collaboratively with team members to refine analyses and develop reports and testimony.
- Conduct electricity system modeling activities using industry-standard production cost and capacity expansion software (including, but not limited to PLEXOS, EnCompass, Strategist, System Optimizer, PROMOD), as well as in-house custom software tools.
- Create, use, and maintain spreadsheet-based tools and other analytical platforms to analyze energy technologies, programs, and portfolios.
- Perform economic and policy analysis, cost-benefit assessments and resource valuations for energy sector.
- Clearly and succinctly summarize complex technical concepts to clients, regulators, and public audiences through papers, presentations, testimony, and meetings.
- Defend analysis and refute opposing viewpoints and analysis.

**Qualifications:**

**Required Qualifications:**

- Degree in Engineering, Economics, Mathematics, Statistics, Physical Sciences, or related field.
- At least 1 year of relevant industry work experience (utility or consulting) or experience with integrated resource planning is required.
- Advanced proficiency in Microsoft Excel.
- A strong desire to work on behalf of public interest clients in improving energy planning and policy.
- A clear understanding of economic principles.
- Ability to work and communicate well in teams.
- Ability to multitask and prioritize critical tasks and conflicting requirements.

**Preferred Qualifications:**

- Master’s Degree preferred.
- At least 1 year of experience with resource planning.
- State, federal, provincial electric utility regulatory experience preferred.
- Project management experience (planning, managing teammates and budget).
- Standard programming languages (e.g. MATLAB, Python, Ruby, etc.), and statistical tools a plus, but not required.
- Ability to develop persuasive arguments for testimony and reports based on analysis of quantitative and qualitative evidence.

**Benefits:**

**We Offer:**

- Opportunities to work with established experts on cutting-edge policy on behalf of public interest clients dedicated to consumer welfare and the environment.
- The ability to inform energy policy and planning decisions at the local, state, regional, national, and global levels.
- Support for employees’ professional and career development.
- A team-based collegial work environment where we strive to balance work, personal life, and community involvement.
Autonomy and control over your work hours.

A flexible work environment.

**How to Apply:**
To apply, please upload your resume and cover letter to the form found on our website. This is a consulting position located at our office in Cambridge, MA.

**Contact Email:** agrandahl@synapse-energy.com

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**Research Analyst, Environmental Programs | Cadmus Group, LLC | Arlington, VA, Bethesda, MD or Waltham, MA**

**Job ID:** 2020-1843

**Overview**
The Cadmus Group LLC seeks a highly motivated entry-level research analyst to support contracts with EPA and other government clients in the areas of drinking water, water quality, climate resilience, and climate science/policy. Successful candidates will have a professional demeanor and will have distinguished themselves with academic and professional excellence and a clearly demonstrated work ethic. They should be highly motivated to perform and learn, able to work collaboratively and independently, detail-oriented, comfortable speaking in public, and able to manage assigned tasks and projects from start to finish with input from supervisors. Candidates should also possess exceptional research, oral and written communication, and analytical skills, enabling them to support Cadmus' mission to successfully meet clients' needs. Cadmus emphasizes working effectively in a team environment with a commitment to the highest standards of excellence.

**Responsibilities**
- Provide logistical and administrative support for Cadmus project teams.
- Provide project support:
  - Ensuring client satisfaction across multiple projects in a program.
  - Facilitating information sharing and planning across projects and teams.
  - Supporting the efforts of multiple project managers.
- Provide meaningful data-driven outputs for clients across projects.
- Represent Cadmus and clients at workshops and conferences.
- Present material and assist on webinars and at in-person events.
- Develop training materials and packages; outreach and communication documents.
- Write or edit reports, case studies, presentations, and other documents.
- Providing quality control support when developing client deliverables.
- Provide strategic thinking in support of client initiatives.
- Conduct literature searches and reviews on technical topics to support policy initiatives and assess the impacts of policy decisions.

**Qualifications**

**Required Qualifications**
- BS/BA with coursework in environmental and/or climate change science and policy, or other relevant area.
- Excellent written and verbal communication skills, comfortable presenting over the phone and to live audiences.
- Strong organizational skills with exceptional attention to detail.
- Passion for excellence and delivering client value.
- Ability to work creatively and analytically in a problem-solving environment.
- Strong analytical and problem-solving skills with an ability to work independently as well as collaboratively in a team environment.
- Proficiency in Microsoft Office applications including MS Word, PowerPoint and Excel.

**Desired Qualifications**
- Classwork or professional experience with EPA regulatory programs, water science or policy, and/or climate science.
- Applied experience with research activities in an academic or professional setting.
- Experience public speaking.

**Additional Information**
To be considered, please submit the following materials:

- A one-page cover letter describing your qualifications, interests, and career objectives. The cover letter should clearly address your experience and interest.
- A resume that includes complete educational and professional experience.
- A brief writing sample or excerpt (1-5 pages).

This is a full-time position located in Waltham, MA, Arlington, VA, or Bethesda, MD. Compensation will be subject to experience. Applicants should have reliable transportation and some domestic travel may be required.

Cadmus is an Equal Opportunity, Affirmative Action Employer and considers all applicants for employment without regard to race, color, religion, sex, national origin, protected veteran’s status, or disability.

Learn more about Cadmus by visiting our website at:  http://www.cadmusgroup.com


Analyst, Environmental Programs | Cadmus Group, LLC | Waltham, MA, Bethesda, MD, or Arlington, VA

Job ID: 2020-1842

The Cadmus Group LLC seeks a highly motivated analyst with 1-2 years (or equivalent) experience to support contracts with EPA and other government clients in the areas of drinking water, water quality, climate resilience, and climate science/policy. Successful candidates will have a professional demeanor and will have distinguished themselves with academic and professional excellence and a clearly demonstrated work ethic. They should be highly motivated to perform and learn, able to work collaboratively and independently, detail-oriented, comfortable speaking in public, and able to manage assigned tasks and projects from start to finish with input from supervisors. Candidates should also possess exceptional research, oral and written communication, and analytical skills, enabling them to support Cadmus’ mission to successfully meet clients’ needs. Cadmus emphasizes working effectively in a team environment with a commitment to the highest standards of excellence.

Responsibilities
- Provide logistical and administrative support for Cadmus project teams.
- Provide project support:
  - Ensuring client satisfaction across multiple projects in a program.
  - Facilitating information sharing and planning across projects and teams.
  - Supporting the efforts of multiple project managers.
- Represent Cadmus and clients at workshops and conferences.
- Present material and assist on webinars and at in-person events.
- Develop training materials and packages; outreach and communication documents.
- Write or edit reports, case studies, presentations, and other documents.
- Conduct data-driven analyses to provide support for projects.
- Providing quality control support when developing client deliverables.
- Provide strategic thinking in support of client initiatives.
- Conduct literature searches and reviews on technical topics to support policy initiatives and assess the impacts of policy decisions.

Qualifications

Required Qualifications
- BS/BA with coursework in environmental and/or climate change science and policy, or other relevant area and 1-2 years experience, or MS in relevant area.
- Excellent written and verbal communication skills, comfortable presenting over the phone and to live audiences.
- Strong organizational skills with exceptional attention to detail.
- Passion for excellence and delivering client value.
- Ability to work creatively and analytically in a problem-solving environment.
• Strong analytical and problem-solving skills with an ability to work independently as well as collaboratively in a
team environment.
• Proficiency in Microsoft Office applications including MS Word, PowerPoint and Excel.
• Candidates must be eligible to work in the United States as a U.S Permanent Resident or U.S. Citizen.

**Desired Qualifications**
• Classwork or professional experience with EPA regulatory programs, water science or policy, and/or climate science.
• Applied experience with research activities in an academic or professional setting.
• Experience public speaking.
• Project/task management experience preferred

**Additional Information**
To be considered, please submit the following materials:
• A one-page cover letter describing your qualifications, interests, and career objectives. The cover letter
  should clearly address your experience and interest.
• A resume that includes complete educational and professional experience.
• A brief writing sample or excerpt (1-5 pages).
This is a full-time position located in Waltham, MA, Arlington, VA, or Bethesda, MD. Compensation will be subject to
experience. Applicants should have reliable transportation and some domestic travel may be required.

Cadmus is an Equal Opportunity, Affirmative Action Employer and considers all applicants for employment without
regard to race, color, religion, sex, national origin, protected veteran’s status, or disability.

Learn more about Cadmus by visiting our website at: [http://www.cadmusgroup.com](http://www.cadmusgroup.com)

**Water Quality Project Coordinator | Trout Unlimited | Klamath Falls, OR**
The Water Quality Project Coordinator will work as part of Trout Unlimited’s Oregon Program. The candidate will be
responsible for all aspects of water quality project management including project development and prioritization,
outreach to landowners, fundraising, participating in regional partnership efforts, providing fiscal oversight for
project budgets, and directing support staff and contractors. This position will also be responsible for furthering Trout
Unlimited’s mission in Oregon as it pertains to improving water quality conditions in priority watersheds and
developing strategic approaches to meet that mission.

The position is based at Trout Unlimited’s Klamath Basin office in Klamath Falls, Oregon. Consideration for other
locations in southern and central Oregon will be given to highly experienced candidates who express a willingness to
travel to Klamath 2-3 days per week. The position will require regular travel throughout the Upper Klamath Lake
watershed, and periodic travel to other locations in Oregon and California to manage developing water quality
programs and to participate in collaborative meetings with our partners. The successful candidate will report to the
Klamath Restoration Director.

**DUTIES AND RESPONSIBILITIES**
• Develop, design, coordinate, implement, and monitor water quality restoration projects resulting in the
  rehabilitation and enhancement of habitat for aquatic and terrestrial wildlife species and overall ecological function.
• Evaluate potential water quality improvement projects with private landowners and other stakeholders, both
  independently and in group settings.
• Foster relationships with landowners and both governmental and nongovernmental partners to develop water
  quality improvement strategies, priorities, and projects.
• Identify funding sources, prepare budgets and proposals, and obtain funding for water quality projects and initiatives.
• Complete state and federal permitting requirements for restoration projects and conservation easements as necessary.
• Manage project implementation including budgeting, scheduling, coordination of partners, contractor selection
  and oversight, and reporting.
• Prepare grant deliverables including quarterly, annual, and final progress reports.
• Monitor projects including water quality samples, flow measurements, and ecologic outcomes.
• Foster and maintain positive relationships with landowners and other stakeholders with varying political and
  social backgrounds.
• Collaborate closely with partners, including federal, state and local government agencies, academic institutions, and non-profit organizations.
• Additional duties may be assigned as necessary.

QUALIFICATIONS
• Bachelor’s degree in hydrology, water resources, aquatic ecology, limnology, or a related field. Master’s degree or higher preferred.
• Knowledge of and experience working on agricultural water quality issues.
• Two years related professional experience preferred.
• Experience working or collecting data under potentially adverse conditions in the field.
• Working knowledge of water quality sampling and analytical techniques.
• Ability to develop and maintain professional relationships with multiple and diverse stakeholders. Commitment to working in a highly collaborative and inclusive manner with partners, even on contentious issues.
• Ability and willingness to travel to project sites, with occasional multi-day trips. Valid driver’s license and own vehicle required.
• Demonstrated commitment to river and native fisheries conservation needed.
• Strong analytical, oral and written communication skills, including the ability to communicate with non-scientists.
• Experience with grant writing.
• Ability to manage multiple deadlines simultaneously.
• Ability to problem solve and think creatively to achieve a conservation mission.
• Self-motivated and highly energetic, with excellent time-management skills.
• Passion for the outdoors and Trout Unlimited’s mission is essential, fly fishing is a plus.

Work may at times be physically demanding. May require walking and maintaining balance on slippery surfaces and sloping, highly uneven stream banks, and in conditions of moderate streamflow; may require lifting, pulling, pushing, and carrying of field equipment over long distances. The position will also require day travel to remote areas.

The salary range is commensurate with experience.

HOW TO APPLY
Please send a letter of interest, resume and 3 professional references to nscott@tu.org. Please insert the words “Water Quality Project Coordinator” in the subject line. No phone calls please. Applications will be considered immediately and can be submitted from the posting date until the position is filled.

This is not an all-inclusive list of duties and responsibilities.

TU is an Equal Employment 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 voluntary form and submit it as an attachment to this email address.
This is a great position for a young professional with a passion for and demonstrated ability to transforming dense, jargon-heavy material into strategic, engaging narratives in order to advance environmental justice and human rights around the globe. Read the full position description here.

Essential Duties and Responsibilities:
• Draft, edit, and proof grant proposals, renewals, and reports for foundations and individual funders and ensure their timely submission;
• Work with program staff to write and publish public-facing content on behalf of CIEL programs, serving as drafter, editor, and proofreader;
• Help develop and implement annual and long-term development plans and communications strategies working closely with the Vice President and Communications Manager;
• Assist and coordinate with the communications and development teams to develop and grow CIEL’s public profile as a thought leader through extensive content creation;
• Support development and communications activities, including by conducting background research, analyzing impact, and learning from past and current practices to boost supporter engagement and individual fundraising;
• Participate in and contribute to weekly development and communications planning meetings;
• Assist with administrative and support tasks as they arise.

Required Qualifications:
• Bachelor’s degree or equivalent demonstrated experience;
• At least 3 years writing in a nonprofit context, ideally with experience writing in a fundraising/development capacity;
• Superior writing and editing with impeccable attention to detail;
• Demonstrated ability to think strategically and develop solutions both independently and as part of a team;
• Strong organizational skills and ability to manage multiple tasks simultaneously;
• Ability to work both independently and in close coordination with a team, take initiative, exercise good judgment, and follow through;
• Authorization to work in the United States;
• Native English proficiency;
• Ability to learn new skills and adapt to new systems quickly;
• Ability to work full time.

Additional Preferred Qualifications:
• Understanding of environmental and human rights issues;
• Understanding of foundation and/or major donor fundraising;
• Experience soliciting gifts from and stewarding relationships with foundations and major donors;
• Great sense of humor and ability to operate comfortably in a relaxed, collaborative, and informal work environment;
• Experience with donor databases and/or constituent management systems (e.g. Raisers Edge, Blackbaud, Salesforce, DonorPerfect);
• Additional language skills a plus.

About CIEL: CIEL’s dynamic team of international attorneys and experts work together in a collaborative and supportive work environment to tackle some of the most interesting and challenging issues facing people and the planet. CIEL is actively committed to the principles of multiculturalism, equal employment opportunity, and to building an organization that is as diverse as the communities we serve around the world. CIEL encourages applications from all qualified individuals without regard to race, color, national origin, age, sex, sexual orientation, gender identity or expression, family responsibilities, religion, disability, or veteran status.

Benefits
This is a full-time, exempt position based in Washington, DC that reports to the Vice President. In light of the current health crisis, we will support this new team member in working remotely until we can all work together in our DC office again. Salary is commensurate with experience and competitive with similar non-profit positions. CIEL offers an excellent benefits package, including employer-paid medical, dental, vision, and a 403(b) retirement savings plan with employer match.

How to Apply
Application Deadline: Accepted on a rolling basis until the position is filled. Only shortlisted candidates will be contacted for interviews. Desired start date is as soon as possible.
To apply, please send a cover letter, résumé, short relevant writing sample, and a one-paragraph answer to the prompt: “Why are human rights important in the context of the environment?” in a single PDF via email to jobs@ciel.org with the title “Staff Writer: Your Name.”

jobs@ciel.org

Part-Time Communications Coordinator | Rural Advancement Foundation International-USA | Pittsboro, NC

RAFI-USA seeks a part-time Communications Coordinator who will coordinate communications activities, including blog posts and website content, press releases, fundraising appeals, annual reports and social media. The coordinator will assist as needed with copywriting, content development or design, website updates, as well as other duties, including administrative tasks. We are seeking an individual who is self-motivated to plan, organize and coordinate multiple projects simultaneously and meet deadlines in a fast-paced environment.

Requirements
- Must have excellent writing and editing skills
- Background in marketing, communications, journalism and/or business management is desired, with 3-5 years of relevant work experience.
- Must be a strong project manager, able to juggle multiple projects while paying close attention to details.
- Experience with marketing automation platforms, such as Mailchimp or Campaign Monitor, is preferred.
- Must have ability to work independently and as part of a team.
- Must be able to adapt to different communications styles and strategies.
- Must have the ability to create and implement personal work plans.
- Remote Possible
- Part Time Schedule

How to Apply Submit a resume through the link below to apply. Applicants will be reviewed until position is filled. https://rafiusa.recruiterbox.com/jobs/fk0qphx?cjb_hash=O_kmQD93&apply_now=true

Water Resource Specialist | Butler Soil & Water Conservation District | Hamilton, OH

Offered by the Butler Soil & Water Conservation District (SWCD), this is a full-time permanent position with both technical and educational responsibilities and is subject to a six-month probationary period. The position will be under the administrative supervision of the SWCD Board of Supervisors and the day-to-day supervision of the District Director.

This position will be charged with assisting in implementing and updating an effective urban and water resource conservation program. Workload activities will focus on the coordination of specific water quality and restoration programs, watershed inventories, assisting with natural resource reviews and services as assigned, and advising residents on best management practices. This position will also be responsible for providing educational workshops and programs. The successful candidate will be trained by District and State personnel.

Applicants should have an Associate Degree or higher in an environmental field of study or equivalent of five years of related work experience. A successful candidate would demonstrate skills, knowledge, and experience they have in the following areas:

Administrative background:
- Self-motivation
- Organization skills
- Group/team leadership
- Oral and written communication with government officials, contractors and private landowners
- Ability to present adult education workshops and other various presentations

Technical background:
- Evaluate the implementation/maintenance of best management practices (BMPs)
• Familiarity with topographic and watershed mapping
• Understanding of drainage and erosion principles
• Comprehension of engineering design/construction drawings, plats, and terminology
• Comprehension of stream morphology, soils, and geology

Computer background:
• Microsoft Office (Word, Access, Excel, & PowerPoint)
• Experienced with ArcView GIS
• AutoCAD and related surveying and design abilities is a plus

Qualifications:
• Competent communication skills, written and oral, with an ability to work with a variety of public officials, community partners, watershed groups, builders and private landowners.
• Competent organizational and time management skills with self-motivation.
• Applicants should have an Associate or B.S. Degree in an environmental field of study or five years of related work experience.
• Knowledge of topographic and watershed mapping, along with an understanding of drainage, erosion, and geomorphology principles.
• Knowledge of computer and technology skills, additional consideration with skills in engineering, design and geographical systems.
• Valid driver’s license.
• Experience operating a truck and trailer.
• Job applicant, after receiving a conditional offer, must successfully pass a background check and a drug test before employment as determined by the board of supervisors.

Work Schedule:
This position will need to complete extensive field work which requires the ability to traverse steep terrain by foot. A valid driver’s license is required. The position will work 40 hours per week at a rate determined by education and experience. Benefits include participation in the Ohio Public Employees Retirement System, vacation, sick leave, paid holidays and workers compensation. Salary range is $37,000- $41,000 and will be based on experience, education, and skill level.

All programs, services, and activities of the Butler SWCD and the USDA Natural Resources Conservation Service are offered on a nondiscriminatory basis without regard to race, color, religion, national origin, sex, age, marital status, or handicap.

Applicants must provide the following:
• employment application
• cover letter
• current typed resume
• references
• transcripts (if readily available)

Send above documents to:
Kelly Crout, District Director
Butler SWCD
1802 Princeton Road, Suite 300
Hamilton, Ohio 45011
Phone: (513) 887-3720
Fax: (513) 785-6668
croutka@butlercountyohio.org

Applications accepted through:
Friday, June 19, 2020 at 4:30 pm
WILDLIFE OVER WASTE CAMPAIGN DEVELOPMENT ASSOCIATE | ENVIRONMENT WASHINGTON | SEATTLE, WASHINGTON

We are hiring for a Development Associate to help build the resources to advance our environmental protections across the state of Washington. Every day, Americans throw away tons of foam cups, containers, and other single-use plastics that ultimately end up in our rivers and oceans. Marine life, like sea turtles, are the ones who suffer, ingesting the plastic and ultimately starving to death. We need to stop the use of single-use plastics for the sake of our wildlife. Nothing we use for a few minutes should be allowed to pollute our lakes and rivers, and threaten wildlife for centuries.

Thousands of Environment Washington members feel passionately about saving our wildlife from plastic pollution and other environmental issues, and Environment Washington’s team of organizers, advocates and researchers is ready to make their voices heard. To win this and other campaigns, we need to add a great storyteller to our development staff to give our work an even greater impact.

Summary
As a Development Associate, you’ll be part of the in-state advocacy team as well as part of our national team of dedicated development professionals that deepen the financial and political support of Environment Washington’s members.

The ideal candidate is passionate about protecting nature, believes in the power of building a community of supporters, and is a proven fundraiser who sees fundraising as a powerful way to advance change.

Representative Responsibilities
Direct Fundraising
- Implement a monthly strategy of writing, calling and holding one-on-one meetings with current members and prospective donors to share stories of our campaign to put wildlife over waste and invite them to deepen their financial support. You’ll typically visit with approximately 15 members each month.
- Meet specific weekly and monthly fundraising benchmarks, which are related to annual organizational fundraising goals so we can sustain and expand our campaigns, like Wildlife Over Waste.
- Develop and maintain relationships with donors from pledge to payment.
- Cultivate engaged donors to assist with fundraising events like house parties.

Donor Stewardship & Development
- Be a personal point of contact with donors throughout the year, creating and sending at least six personalized updates.
- Engage donors in program and organizational work, such as events or campaign actions.
- Develop and implement customized cultivation strategies for top donors, working directly with our advocacy staff to craft compelling narratives.
- Be the point of contact between our advocacy staff and members.
- Maintain excellent notes on all contacts with and information about members and donors.

Administration
- Understands the importance of systems and is diligent in tracking income, expenses and contacts on daily, weekly and monthly basis.
- Implement required legal disclosures and other administrative duties as assigned.

Mission & Background
Environment Washington protects the places we love, advances the environmental values we share, and wins real results for our environment. We have a long track record of working to protect and restore Puget Sound. We led the campaign to keep plastic out of the Sound with a ban on plastic bags in Seattle in 2012 — and last year, we worked to take that ban statewide.

Environment Washington is a citizen-based environmental advocacy project of Environment America, which is part of The Public Interest Network. Each of the 16+ groups in the Public Interest Network has its own mission, but the 400-plus staff in our network share a vision of a better country, a set of core values about our work, and a coordinated strategic approach to getting things done.
Training
Environment Washington has a great training program. Development Associates participate in an intensive, paid training for the first week of the job, which is immediately followed by the first 1-month fundraising cycle. All associates take part in state, regional and national trainings and meetings throughout the year. There are opportunities for travel and advancement.

Qualifications
We are looking for change-makers. Qualified candidates will be smart and motivated college graduates who are passionate about making an impact believe in, love fundraising and have excellent written and verbal communication skills. Candidates must demonstrate a track record of being able to effectively work independently and exercise excellent judgement. Previous fundraising experience required.

Pay & Benefits
Target annual compensation for this position is commensurate with the relevant professional experience and/or advanced degrees that a candidate has. Compensation package will include opportunity to earn fundraising bonuses. Environment Washington offers a competitive benefits package.

Location
Seattle, Washington

Things To Know When You Apply
Environment Washington 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. Click here for things you should know about our network when you apply.

https://jobs.environmentamerica.org/WAE-development-associate.html

Environment Washington is an equal opportunity employer.

Conservation Community Coordinator | National Aquarium | Baltimore, MD

The National Aquarium is seeking a Conservation Community Coordinator to work closely with community stakeholders and residents in Baltimore City and surrounding counties to 1) to co-develop and implement specific projects focused on improving environmental conditions within their respective communities; 2) empower them work collaboratively, striving towards broader community goals and; 3) connect them to opportunities to participate in local conservation efforts at local restoration and conservation areas. In addition to community-related work, the Community Coordinator will be responsible for 4) implementation of work plans including, partner and stakeholder communication and reporting; 5) tracking of all technical and financial aspects of projects including budgets; 6) communication of outcomes through technical and lay presentations; as well as articles/newsletters; 7) evaluation of project results and preparation of summary reports including detailed financial reporting 8) coordinating multiple projects at once, each in different stages of completion.

Essential Functions:
• Coordinates implementation of assigned Conservation projects including developing implementation plans, tracking budgets, acquiring resources, cultivating and maintaining new partnerships, and internal and external reporting.
• Develops and maintains relationships with community members and community leaders in order to actively engage them in local projects
• Maintains relationships with stakeholders and partner organizations to leverage resources and build opportunities for community engagement
• Motivates and mobilizes community members, leaders and stakeholders to co-develop and implement local community conservation activities and projects
• Attends select community, stakeholder and partner meetings in order to foster relationships and provide updates to both community members and stakeholders
• Engages community stakeholders and members in a series of outreach events, focusing on environmental improvements to the community and connecting participants to local conservation efforts
• Coordinate conservation programs in Baltimore City and surrounding counties
• Conducts evaluation of project results and preparation of summary reports including financial reporting and summary assessment of results in light of project objectives and grant requirements.
• Manages multiple projects at once, requiring ability to address multiple tasks in different project phases, strong time management, effective communication both internally and externally and strong planning skills.
• Works collaboratively with the Conservation Project Manager and Director of Equity & Community Engagement in the preparation of grant proposals for Conservation Programs according to guidelines of granting agency
• Participates in Conservation Programs Department Staff meetings
• Manages unpaid staff including interns, Aquarium Conservation Team volunteers and other episodic volunteers as directed by the Conservation Project Manager.
• Organizes and participates in internal and external Conservation meetings/events and other ad hoc meetings as necessary.
• Receptionist duties: correspondence, meeting and travel arrangements.
• Implements special projects as needed.

Qualifications/Basic Job Requirements:
Bachelor’s degree in environmental science, sociology, communications or related fields preferred. Should have experience working with diverse stakeholders and within diverse communities. Must have strong leadership and management skills. Must be able to drive passenger vans and perform strenuous field activities, including but not limited to: lifting 30lbs (with or without assistance), reaching, pushing, and digging. Should be prepared to perform in various outdoor terrains and weather conditions. Should be able to work weekends, evenings and holidays.

Competencies: Ability to utilize environmental, economic and social lenses, to working within the Chesapeake Bay Watershed, especially within the Greater Baltimore Metropolitan Area. Must have proficiency in clerical skills (word processing, filing, telephone etiquette). Must be proficient in use of Microsoft office software applications. Should possess aptitude for various environmental monitoring techniques/methods. Must be able to motivate and coach community members and volunteers. Must have excellent communication skills

Problem Solving: Must possess analytical and problem-solving skills to implement conservation projects. Able to prioritize work assignments and recognize the need for additional guidance. Must be able to take appropriate individual initiative. Technical troubleshooting required.

Human Relations: Daily interactions with volunteers, partners, community members, and Aquarium staff regarding conservation issues as well as telephone and digital communications. Frequent contact with vendors, colleagues and outside partners. Must have enthusiasm, passion and commitment for building strong stakeholder and community relations within the greater Baltimore area and experience motivating and mobilizing community members and stakeholders to complete various projects. Must utilize leadership and collaboration techniques simultaneously to ensure meaningful engagement of staff, partner organizations, and community in project development and implementation. Must have the ability to speak about community conservation projects to the general public and strong written and oral communication skills (Please Note: Written and oral communication skills in English and Spanish preferred)

Accountability:
• Responsible for supporting institutional and departmental missions as well as meeting goals set by Director of Equity & Community Engagement.
• Responsible for following Aquarium policy and ethics guidelines.
• Responsible for completing assigned work in an efficient and timely manner.
• Responsible for equipment, supplies, vehicles, facilities, and personnel associated with field projects.

Human Resources: Supervision of volunteers and interns at the Aquarium and at remote field sites as necessary.

Physical Requirements: The employee may frequently lift and/or move up to 30 pounds and occasionally: sit, kneel, reach overhead/forward, travel/drive, be exposed to extreme cold, heat, water/dust and animals.

ABOUT THE NATIONAL AQUARIUM
Recently named one of Baltimore’s Best Places to Work, the National Aquarium opened in 1981 as a nonprofit aquatic education and conservation organization, the jewel of the city’s Inner Harbor redevelopment. SmartCEO Magazine honored the National Aquarium with the Healthiest Workplace award and the Corporate Culture award in 2016. With a mission to inspire conservation of the world’s aquatic treasures, the Aquarium is consistently ranked one of the nation’s two top aquariums and has hosted over 51 million guests since opening.
Today, the National Aquarium builds on a 36-year history of local, regional and global conservation initiatives that provide real solutions for protecting marine life, ecosystems and aquatic communities. Its Animal Rescue team has rescued, rehabilitated and released hundreds of marine mammals and endangered sea turtles throughout the Mid-Atlantic region. Its Animal Welfare and Science teams participate in important research efforts to confront pressing ocean conservation issues and advocate for smarter policies at local, state and federal levels. Through education, research, conservation action and advocacy, the National Aquarium is pursuing a vision to change the way humanity cares for our ocean planet.

HOW TO APPLY Interested and engaged applicants should apply through our website http://aqua.org/jobs. Requests for reasonable accommodation can be made by e-mailing HR@aqua.org.

Electricity & Transmission Policy Coordinator | American Wind Energy Association | Washington, DC

General Position Summary
The Electricity & Transmission Policy Coordinator will support and assist the Electricity & Transmission Policy team and execution of the Electricity and Transmission advocacy strategy to promote wind energy policy. The position requires strong organizational skills, an ability to juggle multiple tasks, critical thinking and communication skills, and an ability to learn complicated issues. Tasks will include support for daily operations, including performing general administrative duties, supporting and planning communications and meetings. Tasks will also include overseeing AWEA strategy and stakeholder engagement in ERCOT.

Essential Functions/Major Responsibilities
To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Other duties may be assigned to meet business needs.

Duties and Responsibilities
- Coordinating and assisting in management of member engagement, including meeting scheduling, agenda development, and deliverables tracking as well as responding to committee member requests.
- Contributing to development of member products including committee newsletters and department-wide reports.
- Ensuring markets and transmission related deliverables are captured accurately.
- Managing internal and external content and materials, including internal team files, member committee portal content and tools and markets and transmission related posts to the organization’s website.
- Proofreading, formatting, and editing of materials, including regulatory comments, letters, committee reports, fact sheets, white papers, slides, etc.
- Contributing to content creation and research to support drafting of filings, fact sheets, white papers, advocacy tools, etc. as requested by Vice President.
- Pending experience/background, contribute to team mission by taking lead responsibility for one or more regions or projects. For example, overseeing consultants and regional partners in ERCOT, in coordination with AWEA State team and representing AWEA at ERCOT stakeholder meetings, conferences, etc.
- VP and general team support, including coordination of team contribution to department or AWEA-wide activities (e.g. budget).
- Special projects as requested by VP.

Knowledge, skills, 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. General working knowledge of electricity systems and renewable energy. Ability to work collaboratively with others. 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.
Job Conditions
AWEA is a fast-paced, high-energy organization with a very ambitious agenda and a staff that is highly motivated. This position may experience high level work demands and very independent decision-making under tight timelines. The Coordinator interacts frequently with internal staff, committee chairs and members. Some travel may be required.

Education and/or Experience
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 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 renewable energy is a plus. Any experience with RTO/ISOs is a plus.

AWEA is seeking applicants who reflect and understand our core values: We HEART Wind Energy, The Truth Prevails, Together We Succeed, and Ahead of the Curve. AWEA is a fast-paced, high-energy organization with a very ambitious agenda and a staff that is highly motivated. This job may experience high work demands under tight timelines.

To apply: Send how you heard about this job, cover letter, salary requirement, start date availability, and resume to careers@awea.org (use “E&T Coordinator” and your full name in subject line).

Policy Associate | Work For Progress | Boston, MA

Start Date: August 2, 2020 | Application Deadline: July 24, 2020 | Salary: $28,000 - $31,000

Attention Job Seekers: In light of the current COVID-19 pandemic, we want to assure you that Frontier Group is actively hiring for this position, and we welcome your applications.

Job Description
Frontier Group hires college graduates into two-year associate positions. Associates split their time between policy analysis work with Frontier Group and a program of intensive training and hands-on experience in public interest advocacy and organizing conducted in partnership with the Public Interest Network. Associates in their first year spend about half their time working on policy analysis and writing with Frontier Group, increasing to about 75 percent in their second year. Upon successful completion of the two-year program, the associate will be eligible for a policy analyst position within Frontier Group, or may choose to be considered for a leadership role with one of our partner organizations.

A Frontier Group Policy Associate’s job responsibilities include, but are not limited to:

- Conceptualizing and writing compelling reports on social problems and their solutions using a variety of methodologies including literature reviews and data analysis.
- Helping advocates in the field craft a message that will change minds, spur action and generate media attention.
- Collaborating with partner organizations to design and implement report ideas and to maximize distribution of our product.
- Writing op-eds, blog entries and journal articles that insert our findings into the public debate.
- Participating in trainings, presentations and panels.
- Learning the skills of canvassing and managing a fundraising operation, and running a canvass office for a partner organization during the summer months.
- Learning recruiting skills and applying them to job recruitment drives for graduating college seniors seeking careers in social change.

Qualifications
We are looking for skilled candidates with a demonstrated commitment to social change and an appreciation of the importance of political organizing. 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
The target annual compensation for this position is $28,000-$31,000 in the first year. Frontier Group offers a competitive benefits package. We also offer an excellent training program and opportunities for advancement.

Start Date for Current Opening: We’re accepting applications for positions starting in August 2020.

To Apply
Prepare a resume and cover letter, and please apply on our website. Please include a list of references in your cover letter document. If we are interested in your application after reviewing your resume and cover letter, we will send you an email asking you to submit a writing sample and complete a brief questionnaire.

The Public Interest Network operates and supports organizations committed to a shared vision of a better world and a strategic approach to getting things done. Visit https://publicinterestnetwork.org/core-values.html to learn more.

Right now, U.S PIRG (a partner group within the Public Interest Network) is working to ensure that everyone who needs a COVID-19 test gets one. The pandemic has affected thousands of Americans, and killed dozens already, but doctors still can’t get tests for those that need it. Please take action by calling on the new testing chief to adopt a plan that will help ensure that everyone who needs a test gets a test:

Paralegal or Paralegal/Organizer | Public Counsel | Los Angeles, CA
Public Counsel’s Opportunity Under Law project (OUL) is hiring a full-time Paralegal or Paralegal/Organizer to work alongside the team of attorneys and organizers currently in the Project. This is a non-exempt position available beginning in July 2020.

ORGANIZATIONAL BACKGROUND
Public Counsel is the largest pro bono public interest law firm in the country. Founded in 1970, it is dedicated to advancing equal justice under law and addressing economic, racial, and other inequities by delivering free legal and social services to the most vulnerable members of our community. Public Counsel operates eight legal projects: Children’s Rights, Community Development, Consumer Rights, Homelessness Prevention, Immigrants’ Rights, Veterans’ Rights, the Audrey Irmas Project for Women & Girls’ Rights, and our impact litigation project, Opportunity Under Law. Public Counsel has a full-time staff of 130. We seek to have a racially inclusive staff.

Public Counsel’s Opportunity Under Law (OUL) was formed in 2014 to build on Public Counsel’s longstanding economic justice and impact litigation practice. Public Counsel’s Opportunity Under Law combats economic injustice in all its forms through strategic campaigns combining litigation, communications, and community outreach. The cases this project initiates will affect large groups of people within California and nationwide. Current areas of focus include homelessness, education rights, immigration rights, criminalization of poverty, and low-wage workers’ rights. For more information, visit http://www.publiccounsel.org/practice_areas/opportunity_under_law.

JOB SUMMARY
Public Counsel seeks a Paralegal or Paralegal/Organizer to work closely with the OUL team to support complex federal and state impact litigation cases to promote civil rights and economic justice. The Paralegal or Paralegal/Organizer will be responsible for tasks such as filing documents in court, preparing basic legal documents, conducting research, analyzing data, assisting with discovery during litigation, word processing, correspondence, maintaining calendars, document management, keeping time records, scheduling meetings, coordinating volunteers, and other duties.

The position will also include communicating and working with our clients and the communities we represent, including outreach, advocacy, and connecting with diverse communities such as students, communities of color and low-income communities, and immigrants. The extent and nature of the organizing work will be based on the interest and skills of the candidate.

The Paralegal or Paralegal/Organizer will be responsible for working on existing cases and new impact litigation opportunities in collaboration with the Director of OUL, Project staff, staff in Public Counsel’s other projects, and volunteer attorneys.

JOB SKILLS AND ABILITIES REQUIRED
- Bachelor’s degree from an accredited college or university;
• Paralegal certificate/degree in paralegal studies or experience in litigation support a plus, but not required;
• Commitment to economic and racial justice and public interest law;
• Excellent oral and written communication skills;
• Excellent attention to detail;
• Mastery of computer programs such as Word, Excel, Powerpoint, and other databases;
• Experience and competence in working with people of diverse cultural, geographic, and economic backgrounds, including individuals who are low-income and racially diverse;
• Spanish-language proficiency preferred.

Benefits
Excellent benefits.

How to Apply
Please send a cover letter and resume to:
Kathryn Eidmann
Public Counsel
610 South Ardmore Avenue
Los Angeles, California 90005
Fax: 213/385-9089
Email: ouljobpost@publiccounsel.org

No phone calls please. Public Counsel is an Equal Opportunity Employer

All qualified applicants shall receive consideration for employment without regard to race, color, religion, national origin, ethnic group identification, ancestry, sex, age, marital status, political affiliation, condition of physical or mental disability, gender identity or sexual orientation, in accordance with requirements of Federal and State laws.

All qualified applicants with criminal histories will be considered in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring

Food Security Specialist | Hunger Free Vermont | Burlington, VT

Position Title: Food Security Specialist
Supervisor: Food Security Advocacy Manager

Employee Status: Exempt / Full-time | Standard Hours: Office-based, 35 hours per week; in-state travel, some early mornings evenings and weekends required | Starting Salary: $35,330.75 & comprehensive benefits package

Bringing diverse perspectives into anti-hunger work is critical to affecting meaningful change. To expand the diversity of voices that speak with authority towards this end, we welcome highly motivated candidates — with particular attention to candidates who have experience in communities that are underrepresented in the work to end hunger and poverty, and who possess a strong commitment to issues of social and racial equity. Hunger Free Vermont is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply. If you require any accommodations in order to apply, please communicate with the person listed as the contact for the position.

Position Summary: Be part of a highly successful team fulfilling Hunger Free Vermont’s mission to end the injustice of hunger and malnutrition for all Vermonters. Under the supervision of the Food Security Advocacy Manager, you will provide integrated outreach and training for the programs that feed food insecure Vermonters, with an emphasis on 3SquaresVT (known nationally as SNAP). You will help to create and implement targeted strategies to reach vulnerable populations such as college students, families with children, older Vermonters, and New Americans, and empower Vermonters to use their benefits to buy healthy food at retailers, including co-ops and farmers markets. You will develop a strong understanding of the federal safety net programs, and work collaboratively with state agency and community organization partners to lower barriers to participation, increase access, ensure sustainability, and counter stigma so that all Vermonters, especially the most vulnerable, take part in all the programs for which they may be eligible.

Minimum Requirements
• Associates’ degree or equivalent relevant experience with at least two years’ experience in related field
• Proven ability to work both independently and cooperatively as part of a team, manage complex projects, and build positive relationships with internal and external partners
• Proven ability to connect with a wide variety of people and partner organizations through meetings, group presentations, and over the telephone, with a combination of warmth and strength
• MS Office Suite/Google Suite proficiency
• Strong time management, project management, and organizational skills
• Ability to honor confidentiality and to follow protocols for storing and using confidential information
• Valid driver’s license & access to a reliable vehicle for in-state travel is preferred
• Proficiency in reading and writing in English

Primary Duties & Responsibilities
• Understand current federal, state and administrative rules for federal nutrition programs that feed Vermonters and be able to communicate their importance to a variety of audiences.
• Develop and deliver 3SquaresVT and other nutrition program trainings for a wide variety of service providers and advocates.
• Develop and distribute 3SquaresVT outreach materials, including maintaining and updating the design and content of the statewide 3SquaresVT outreach toolkit and vermontfoodhelp.com.
• Streamline and integrate materials across programs as much as possible.
• Provide logistical support and participate in the statewide 3SquaresVT workgroup, including contributing to workgroup initiatives and tasks and taking minutes.
• Build relationships and collaborate with community partners and state agencies on projects that will enhance our efforts to feed more Vermonters.
• In collaboration with other staff, provide education and engagement opportunities to Vermonters about hunger and its solutions.
• Document all activities and outcomes according to funding requirements.
• Participate in Hunger Free Vermont staff meetings, project and work teams, public education events and other activities.
• Perform other duties as assigned.

Additional Preferred Skills & Experience
Position
• A basic understanding of the links between nutrition and health, and nutrition and learning
• Knowledge of and sensitivity toward the needs and concerns of low-income individuals and those serving people struggling to meet their basic needs
• Ability to evaluate the effectiveness of systems, programs, and projects and present recommendations for innovating change
• Demonstrated success working with others to make change in a system or institution to advance and promote social and racial justice

Organizational
• Commitment to a learning culture where curiosity and ongoing examination is valued and encouraged
• Commitment to a team orientation and willingness to give and receive feedback with colleagues
• Commitment to diversity, and experience working with diverse groups of people
• Sound understanding of, and commitment to, Hunger Free Vermont’s philosophy, mission, and vision

Working Conditions & Physical Demands
Hunger Free Vermont will make reasonable accommodations to enable individuals to perform the essential functions of their work to the degree we are able to do so.

• Internal Work Conditions: Work is performed in a climate controlled office environment with no exposure to hazardous materials/conditions. There is a moderate level of noise from office equipment (phone, copier, etc) and an open office layout.
• External Work Conditions: Routine in-state travel to training/meeting sites is required; some availability outside of normal business hours is required.

Physical Demands:
  o Regular, predictable attendance is required
  o Must be able to work in an office environment and operate a computer and phone for extended periods of time
  o Work may include occasionally moving objects up to 20 pounds
To apply for one or both of these positions: Please send your cover letter and resume to jobs@hungerfreevt.org. To help us stay organized, please include the position you are applying to in the subject line of your email.

Please note: Hunger Free Vermont’s office is currently closed and all employees are working remotely. We are committed to providing equal access to all interested candidates, and recognize that access to reliable internet or phone service may pose challenges. If this is a concern for you, please let us know when submitting your cover letter and resume, and we will do our best to provide accommodations.

Vera Institute of Justice, Brooklyn, New Orleans, Washington, DC, Los Angeles, and remote positions

At the Vera Institute of Justice, we envision a society that respects the dignity of every person and safeguards justice for all. At this critical moment for justice reform, we are standing up and driving change on a variety of fronts—by eliminating money bail, ending mass incarceration, vastly improving life behind bars, ensuring that immigrants get due process, and centering our work on principles of racial equity.

Importantly, our work occurs in the context of a dynamic, rapidly changing, and increasingly high-profile organization and field. Vera has more than 250 staff members who work across four offices—in Brooklyn, New Orleans, Washington, DC, and Los Angeles—as well as remotely. Each year, we are launching new and more complex initiatives, cultivating new constituents, and deploying new tools and tactics to create a justice system that lives up to its name.

As an employer of choice in our field, supporting Vera staff—both personally and professionally—is a priority. To do this, we invest in the well-being of our employees through above market rate compensation, student loan repayment benefits, generous assisted reproductive technology coverage through our comprehensive medical insurance plan, paid leave time including Paid Family Leave, employer retirement savings contributions, and on-site mindfulness meditation sessions and other wellness initiatives throughout the year.

Race, Equity, and Inclusion

We are taking the steps necessary to become an antiracist institution. This means we are committed to dismantling racism both within our institution and the wider community and to transforming our professional relationships and activities to align with this vision. Through our Racial Equity and Inclusion Initiative, we offer trainings to build organizational capacity and create formal and informal channels for discussion. We have created a Racial Equity Action Plan that spells out some of our key goals and commitments.

Professional Development

As part of our commitment to staff, Vera is proud to offer unique opportunities for professional development.

Learning/Sharing Incentives: Vera supports staff learning and sharing in many forms, including:

- **Publication incentive awards.** To recognize the amount of work and time that goes into writing mission- or strategy-connected articles, self-published multimedia projects, and conference-related publications, Vera rewards staff with $1,000.
- **Conference support.** To aid both idea and professional development, Vera pays for staff to attend relevant conferences, including registration fees and travel. The only requirement attached to this support is that the Veran report back what they learn to interested colleagues.
- **Peer-to-peer capacity building.** This fund supports time and travel for staff to learn from each other, fostering a culture of constant personal and interpersonal development. For example, the fund might help a staff member observe a peer facilitate a meeting with people who work at a prison or immigrant detention center, meet with a coworker to learn how they successfully broadcasted Vera events, or assist another team with hands-on data collection.

Idea Pipeline investments: Any Veran may apply for more significant internal funding to pilot a project that has the potential to become an important new area of work for Vera. The idea pipeline is part of our journey to be more equitable internally by providing a broader range of staff with a path to design new work that will impact the justice field.

Environment

Vera encourages opportunities during and after work to strengthen bonds and create meaningful relationships. We host a monthly staff breakfast, sponsor coffee meet-ups, organize brown bag learning opportunities and, twice a year, we convene all staff for a series of workshops and fun. Learn a little more about why we come to work.

At no time since the early 1970s has there been such potential to reform our justice system. More and more Americans are demanding bolder solutions, concrete and significant change in more places, and resilient organizations capable of making the most of emerging opportunities. Vera is stepping up to this challenge by driving measurable change and producing new insights to radically transform American justice around the values of human dignity and opportunity for everyone.

SEVERAL OPENINGS – Please check their website for listings: https://www.vera.org/careers
Attention Job Seekers: In light of the current COVID-19 pandemic, we want to assure you that Environment America is actively hiring for this position, and we welcome your applications.

Clean water is a core environmental value. Our rivers, lakes and streams are central to nature and our engagement with it. We swim, fish, canoe, kayak or just wonder at the stunning scenery and wildlife around our waterways. They provide us with clean drinking water. We should be doing all we can to protect them.

Yet pollution still flows into our water—PFAS and other chemicals, manure from factory farms, toxic coal ash, sewage overflows, lead from pipes, and more. It’s time to shift our economy from pollution to prevention and ensure that all our water is clean.

Environment America is seeking a Clean Water Advocate to advance solutions to the biggest pollution challenges facing our waterways. The Clean Water Advocate will work with our experienced team of lobbyists, researchers, organizers, and communications experts on advocacy campaigns for bold policy changes that win the hearts and minds of our fellow Americans.

If you want to work hard, challenge yourself, and make an actual impact on these issues, then this could be the right job for you.

KEY RESPONSIBILITIES INCLUDE

• **Advocacy**: Present a compelling case for strong action on clean water to decision-makers through lobbying, testifying at hearings, and producing powerful written materials.
• **Coalition Building**: Engage support from diverse and powerful allies and cultivate relationships with them over time.
• **Media and Visibility**: Earn media attention and digital visibility, and build relationships with reporters. Speak and network at conferences to become a recognized expert on the issues.
• **Program Development**: Participate in policy development, engage in research, and help create winning strategies and powerful messaging for our clean water program.
• **Grassroots Mobilization**: Mobilize citizens with compelling and timely opportunities for action.
• **Fundraising**: Write grant proposals, build relationships with foundation staff, and raise money from donors, to bring more resources to our campaigns.
• **Recruitment**: Recruit staff, interns and volunteers to increase our impact.

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, which operates and supports organizations committed to a shared vision of a better world and a strategic approach to getting things done. Visit https://jobs.environnentamerica.org/core-values.html for things you should know about our network when you apply.

Right now, our partner U.S PIRG is working to ensure that everyone who needs a COVID-19 test gets one. The pandemic has affected thousands of Americans, and killed dozens already, but doctors still can’t get tests for those that need it. Please take action by calling on the new testing chief to adopt a plan that will help ensure that everyone who needs a test gets a test: https://uspirg.webaction.org/p/dia/action4/common/public/?action_KEY=37037

Environment America is an equal opportunity employer.

Benefits: Environment America offers a competitive benefits package.

POLICY ASSOCIATE

Attention Job Seekers: In light of the current COVID-19 pandemic, we want to assure you that Frontier Group is actively hiring for this position, and we welcome your applications.

Job Description
Frontier Group hires college graduates into two-year associate positions. Associates split their time between policy analysis work with Frontier Group and a program of intensive training and hands-on experience in public interest advocacy and organizing conducted in partnership with the Public Interest Network. Associates in their first year spend about half their time working on policy analysis and writing with Frontier Group, increasing to about 75 percent in their second year. Upon successful completion of the two-year program, the associate will be eligible for a policy analyst position within Frontier Group, or may choose to be considered for a leadership role with one of our partner organizations.

A Frontier Group Policy Associate’s job responsibilities include, but are not limited to:

• Conceptualizing and writing compelling reports on social problems and their solutions using a variety of methodologies including literature reviews and data analysis.
• Helping advocates in the field craft a message that will change minds, spur action and generate media attention.
• Collaborating with partner organizations to design and implement report ideas and to maximize distribution of our product.
• Writing op-eds, blog entries and journal articles that insert our findings into the public debate.
• Participating in trainings, presentations and panels.
• Learning the skills of canvassing and managing a fundraising operation, and running a canvass office for a partner organization during the summer months.
• Learning recruiting skills and applying them to job recruitment drives for graduating college seniors seeking careers in social change.

Qualifications
We are looking for skilled candidates with a demonstrated commitment to social change and an appreciation of the importance of political organizing. 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
The target annual compensation for this position is $28,000 - $31,000 in the first year. Frontier Group offers a competitive benefits package. We also offer an excellent training program and opportunities for advancement.

Start Date for Current Opening: We’re accepting applications for positions starting in August 2020.

To Apply: Please apply on our website. Please include a list of references in your cover letter document. If we are interested in your application after reviewing your resume and cover letter, we will send you an email asking you to submit a writing sample and complete a brief questionnaire.

The Public Interest Network operates and supports organizations committed to a shared vision of a better world and a strategic approach to getting things done. Visit https://publicinterestnetwork.org/core-values.html to learn more.

Right now, U.S PIRG is working to ensure that everyone who needs a COVID-19 test gets one. The pandemic has affected thousands of Americans, and killed dozens already, but doctors still can’t get tests for those that need it. Please take action by calling on the new testing chief to adopt a plan that will help ensure that everyone who needs a test gets a test: https://uspirg.webaction.org/p/dia/action4/common/public/?action_KEY=37037.

Center for Public Interest Research is an equal opportunity employer
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Office of Alumni Relations
Want to connect with alums in your area? Are you searching for jobs in a new city? Check in with our office of Alumni Relations. They can introduce you to alums in your location and/or your area of interest: alumni@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!