The Climate Science Alliance is seeking an exceptional and resourceful individual to join our team in San Diego as the Collaboration and Engagement Coordinator. The ideal candidate is someone who is highly organized, detail oriented and has experience in project management, community engagement and/or digital communications. This is an exciting opportunity to gain hands on experience working collaboratively with diverse stakeholders to advance projects focused on climate change science and solutions. This is a new role within the organization, and we are interested in investing and supporting an individual who wants to develop their professional and leadership skills in support of our community-based projects.

The Collaboration and Engagement Coordinator will report to the Director and has three primary focal areas:

1. Support communication and dissemination responsibilities.
2. Organize and coordinate stakeholder and community engagement events & activities.
3. Project management and organizational support

PRIMARY DUTIES AND RESPONSIBILITIES

Communications (40%)
- Assist in creating and maintaining media content and digital outreach via social media tools, website, and blog.
- Support content and graphic development for disseminating project information and results for online and paper products.
- Assist with compiling and disseminating information on climate science, natural resource conservation, and other topics on an as-needed basis.
Event Organization and Management (30%)

- Serve as lead for coordination and logistics for large scale events with support from other Climate Science Alliance staff and partners.
- Provide additional staff support to Climate Science Alliance workgroups as needed.
- Support collaborative events with partners including but not limited to earth day events, trainings, and workshops.
- Work collaboratively to identify and develop strategic opportunities for outreach and community engagement on various projects.

Project Management (30%)

- Support the Director in program development, coordination, and communication across projects. Includes some administrative support and reporting.
- Develop individual work plans to meet goals and deliverables for Climate Science Alliance projects and grants.

QUALIFICATIONS AND SKILLS

The Collaboration and Engagement Coordinator is a professional position within the Climate Science Alliance and is expected to possess or be willing to learn the necessary knowledge and skills to coordinate day-to-day activities required of this position. The minimum required qualifications include a BA/BS degree, preferably in natural/environmental sciences, management or policy, or closely related field; a basic understanding of climate change and natural resource conservation; and a commitment to the Climate Science Alliance mission.

Ideal candidates will possess many of the following skills:
- Experience in event planning
- Experience in project management
- Proficiency in social media platforms: Facebook, Twitter, Instagram, and YouTube.
- Experience with basic graphic design is a plus.
- Experience working with or knowledge of Tribal Communities’
- Experience supporting underserved and/or underrepresented communities/youth.
- Comfort with public speaking to a variety of different audiences
TERMS

Compensation: Position salary is $22/hour with benefits awarded after 6 months. Incumbent will receive mileage reimbursement for approved travel to Climate Science Alliance events.

Working Conditions: The position requires the successful candidate to have a valid U.S Driver’s license and good driving record. The position requires occasional physical exertion and the successful candidate must be able to participate in community events in hot dry and sometimes wet conditions as well as the ability to lift 50 lbs. Due to COVID-19, Climate Science Alliance Staff are set-up for remote work. The incumbent will need to successfully be able to work from home.

TO APPLY

Qualified candidates are encouraged to submit a letter of interest, CV, and writing sample (or links to writing sample) to info@climatesciencealliance.org. Please put “Collaboration and Engagement Coordinator Application” in the email subject heading. We will begin reviewing applications July 6th, 2020.

The Climate Science Alliance is a boundary-spanning network of leaders, scientists, and natural resource managers focused on sharing ecosystem-based resiliency approaches to safeguard our communities and natural resources from the impacts of our changing climate. We do this through leading activities and creating partnerships that increase awareness of climate change impacts, promote solutions, and facilitate action. Learn more at: www.climatesciencealliance.org