



## Climate Resilience Fellowship

This unique fellowship will support both the **Climate Science Alliance** and the **International Community Foundation** - two distinct leading environmental organizations carrying out complementary work along the USA-Mexico border. The Climate Resilience Fellowship is an exciting opportunity to work collaboratively on cutting edge climate adaptation and environmental conservation strategies that will create lasting benefits for our region and across the globe. The ideal candidate is highly organized, has experience in project management, and the ability to work with diverse stakeholders around climate change science and environmental solutions.

The Climate Resilience Fellow will benefit from mentorship and professional development from two community-based organizations that are working collaboratively to advance climate resilience and philanthropy in the Baja region. The Fellow will report to the Director of the Climate Science Alliance but work closely with the Senior Program Officer for Environmental Conservation at the International Community Foundation. This unique role will involve working across both organizations to advance a shared vision for climate resiliency initiatives including but not limited to Baja, California.

The Fellow will have four primary focal areas:

- Oversee and coordinate Climate Science Alliance bi-national efforts in Baja California and Mexico
- Assist in outreach events designed to engage scientists, educators, and community members
- Support communications activities including developing and maintaining relationships essential to execute our collaborative strategies
- Work directly with the environment team at the International Community Foundation to advance philanthropic opportunities and partnerships to support community climate resiliency initiatives and environmental conservation in Baja.

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### About the Climate Science Alliance

The Climate Science Alliance (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](http://www.climatesciencealliance.org)

### Primary Duties and Responsibilities for the Climate Science Alliance (50%)

#### Project Coordination

- Coordinating programmatic activities for the Climate Science Alliance's Baja Workgroup
- Develop individual work plans to meet grant and project goals and deliverables
- Coordinate volunteers, partners and logistics for day-to-day implementation of projects, ensuring that program objectives and deliverables are completed successfully, on-time and within budget.
- Project activities include but are not limited to events, training, conducting educational presentations to the public or partners, overseeing logistics and communication for workgroups, and coordination and management of events.
- Establish and maintain partnerships and strategic alliances with bi-national partners, community groups, government agencies, local and international NGOs, and other partners to enable execution of initiatives
- Provide technical and logistical support to external partners specifically, Baja workgroup.



### Event Organization

- Coordinate and support outreach events that advance program objectives
- Develop strategic programs to meet outreach goals, recruit speakers and participants, and coordinate logistics with other staff and partners.

### Communications

- Communicate with project partners to facilitate and ensure ongoing progress on assigned projects
- Develop reports and other science translation materials to assist with projects, proposals, reports or other internal programmatic needs.
- Assist in writing blogs, social media, and website content to promote Climate Science Alliance projects and activities.

### **About the International Community Foundation**

The International Community Foundation (ICF) located in National City, CA is a growing public charity committed to working with U.S. donors to expand charitable giving in Mexico with an emphasis on Baja California and the Sea of Cortez. In fiscal year 2015, ICF granted over \$8 million to organizations working on health, education, and environmental issues in Mexico and Latin America. In addition, ICF manages several high-impact programs in Mexico that work to improve quality of life and health, educational, and environmental indicators in targeted communities. Learn more at: [www.icfdn.org](http://www.icfdn.org)

### **Primary Duties and Responsibilities for the International Community Foundation (50%)**

#### Support Environment Program:

- Work to advance environmental solutions in the places where ICF is currently working
- Provide logistical support for events, workshops, meetings, and conference calls
- Support fundraising/development process. Review, analyze, prepare reports for funding partners
- Work with grantees during grant proposal/reporting process and build their organizational capacity
- Support marketing and communication efforts by writing blogs and other social media posts
- Create pathways for the Climate Science Alliance and ICF to advance collaboration and opportunities to work together.

### **Required Qualifications and Skills**

The Climate Resilience Fellowship is a professional position within the Climate Science Alliance and is expected to possess the necessary knowledge and skills to coordinate day-to-day activities and apply resource management concepts and tools to achieve conservation goals. The minimum required qualifications include a BA/BS degree in conservation biology, natural/environmental sciences, or policy related field, and experience in project management.

Candidate must be able to travel to Mexico for events, meetings or conferences related to this position. A passport is required and a SENTRI pass is recommended for travel.

Additionally, the Climate Resilience Fellow must have the following professional experiences and personal attributes:

- Commitment to the Climate Science Alliance and International Community Foundation mission
- 1-2 years of nonprofit and/or philanthropic experience.
- Strong Spanish and English verbal and written communication skills, with the ability to effectively communicate with individuals from a variety of disciplines, cultures and backgrounds
- Ability to cross the US Mexico border to attend binational meetings



- Excellent organizational and prioritization skills and the ability to accomplish complex assignments requiring cross-organizational cooperation
- Resourcefulness and ability to work proactively; ability to complete tasks independently, efficiently, and in a timely manner
- A proven track record of managing and overseeing projects and outreach activities.
- Ability to think analytically, problem solve and a willingness to ask questions
- Team player with a strong work ethic and willingness to take ownership for wide-ranging responsibilities while exhibiting utmost professionalism and discretion
- Flexibility/willingness to work in situations of flux; ability to work in a fast turn-around environment
- Commitment to process excellence, efficiency, and accountability
- A sense of humor, commitment to candor and desire to be a part of a collaborative team
- Patience and exceptional listening skills
- Presents a positive, enthusiastic, professional image both internally and externally
- Ability to demonstrate a professional demeanor and good team communication style.
- Critical thinking and analytical skills
- Proficient in Microsoft Office Suite, fundraising/grant management software, and social media.

#### **Terms**

**Schedule:** The Climate Resilience Fellowship is a sixth month opportunity beginning mid-March and ending mid-August with possibility for extension. The fellow is expected to work 20-40 hours per week from our San Diego-based offices, including occasional evenings and weekends. Work will require travel to Mexico.

**Compensation:** Salary is \$20/hour. Fellow will receive mileage reimbursement for approved travel.

**Working Conditions:** The position requires the successful candidate to have a valid U.S Driver's license, good driving record, and be a US Citizen. 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.

**To apply:** Qualified candidates are encouraged to submit a letter of interest, CV, writing sample (in Spanish and English), and three references to [info@climatesciencealliance.org](mailto:info@climatesciencealliance.org). Please put "**Climate Resilience Fellowship**" in the email subject heading. The position will remain open until filled and applications will be reviewed as they are received.