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| Job Title | Program Coordinator |
| Organization | Women's Earth Alliance (www.womensearthalliance.org) |
| Location | Berkeley, CA with option for some remote work |
| Type | Part-time contractor (Approximately 20 hours per week) |
| Start date | September 1, 2019 |
| Applications | Please send your resume and a cover letter to info@womensearthalliance.org |

OVERVIEW

Women's Earth Alliance (WEA) is a global NGO in its 13th year dedicated to lifting and connecting women environmental leaders worldwide. Through WEA programs, women leaders access skills, resources, and networks to make real change -- protecting water sources, reviving our watersheds, planting trees, farming sustainably, and removing toxins from our communities.

WEA is looking for a fantastic Program Coordinator to support the operations of our programs, with a particular focus on our Accelerators (currently in Kenya, Indonesia, and the U.S.). This is a dynamic role that involves regular communication with women environmental leaders around the world, program organization and management, and collaboration with WEA team members.

RESPONSIBILITIES

Overall Program Coordinator Roles

- Lead day-to-day operations of the Accelerators, including communication with participants, managing Accelerator timelines and deliverables, and supporting participants to fully engage in Accelerator online and in-person components.
- Support WEA Program Director and partners in operations of additional programs as needed.
- Support in production of "Collaboratories" - the in-person one-week gatherings of the Accelerators.
- Support in implementation of Accelerator graduate programs.
- Support WEA Program Director and WEA partners to identify opportunities for growth, capacity building, and alliance-building.

Impact Measurement

- Support in generating impact metrics from Accelerators and other programs as needed, including analysis of participant self-assessments and impact frameworks.
- Support in ongoing communication with Accelerator graduates and impact measurement.
- Support WEA impact-related learning, growth, and innovation through documentation and sharing, and knowledge management.

Documentation, Reporting, and Multimedia

- Support in documenting program developments and successes for internal use, as well as for social media, donor communication, and marketing materials.
- Keep program design documents up-to-date, including program webpage, Strategic Framework, Impact Framework, budget, timeline, MOUs and contracts.

- Coordinate with partners to develop final reports based on final program evaluations.
- Support WEA staff in multimedia storytelling by coordinating with program partners and facilitating narratives, photography, and other multimedia outputs.

Representation and Advocacy

- Occasionally participate in events and fundraisers.
- Support in strengthening linkages with existing and potential partners.

QUALIFICATIONS AND SKILLS

- Minimum of a Bachelor's Degree with preference for a Master's Degree in Environmental Studies, International Studies, or related fields
- Previous experience designing, managing, and/or supporting programs with a focus on environment and women, international or intercultural
- Detail-oriented, organized, and capacity to manage multiple priorities at the same time
- Strong justice and equity lens and understanding of the inextricable relationship between the environmental degradation we face and the perpetuation of racial, economic, sexual, and ethnic oppression and injustice
- Strong interpersonal skills, emotional intelligence, and aptitude for working in partnerships
- Desire to learn and passion for this work
- Excellent English oral and written communication skills
- Proficiency in Microsoft Office suite, including Word and Excel, and in Google Docs

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

PLEASE NOTE: We believe that many environmental movements have perpetuated the marginalization of the global majority — including people of color, native peoples, people from working class backgrounds, women, and LGBTQ people. We believe that these communities must be centered in the environmental movement. Therefore, WEA strongly encourages applications from people with these identities or who are members of other marginalized communities.

KEY WORKING RELATIONSHIPS

Internal: WEA Program Director, Co-Directors, Associate Director, Head of Curriculum, and Interns

External: Program partners, Accelerator participants

Reports to: Program Director

Compensation: Dependant on experience (DOE)

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WEA is fiscally-sponsored by Earth Island Institute (EII). EII is an equal opportunity employer and seeks to reflect the diversity of the communities we serve.