



**Job Title:** North America/Pacific Program Director

**Location:** Berkeley, CA - currently all remote with option to use office space

**Start Date:** March 14, 2022 or ASAP

*Women's Earth Alliance (WEA) seeks a North America/Pacific Program Director to lead the design and operations of our North America/Pacific programs, with a particular focus on our [U.S. Grassroots Accelerator](#).*

*WEA's U.S. Grassroots Accelerator catalyzes the critical projects of women leaders driving change in their communities. The Accelerator draws diverse leaders from around the country who work at the intersection of gender, race and environmental justice. Through this training, leaders deepen their strategies for change, scale their movements and build powerful alliances.*

*This is a dynamic role that involves regular communication with women environmental leaders, program organization and management, and collaboration with WEA team members.*

### **About WEA:**

Founded in 2006, Women's Earth Alliance (WEA) is a global organization that trains, resources and catalyzes grassroots women's networks to protect our environment and build healthy, safe, and just communities now and into the future. WEA designs capacity-building trainings where women leaders benefit from access to technology, economic development, financing, mentorship and a global alliance.

In some of the most environmentally threatened places in the world, WEA leaders are defending forests and rivers, saving threatened indigenous seeds, launching sustainable farms, conserving coral reefs, and protecting land rights. WEA's signature approach has enabled over 10,000 women with technical, entrepreneurial and leadership skills; and in turn, they are reaching over 10 million people in 24 countries with safe water, energy access, regenerative farming, and climate initiatives.

### **Position Responsibilities:**

#### ***Programming***

- U.S. Grassroots Accelerator:
  - Operations:
    - Design and manage Accelerator timeline, ensuring systems and team are in place to meet program deliverables
    - Lead proactive recruitment and selection of each years' Accelerator team, partners, facilitators, and participants

- Bottom-line day-to-day Accelerator decision-making
  - Programming:
    - Collaborate with Program Coordinator and Program Director on ongoing refinement of Accelerator design, curriculum and activities to ensure each years' program is responsive to the needs of the cohort and moment
    - Design and lead Accelerator Mentorship program
    - Collaborate with the WEA team to design and implement Accelerator graduate programs, including continuing education, event design, communications, and more
  - Communications:
    - Design and oversee Accelerator communications plan
    - Plan and track regular drumbeat of partner and funder outreach and updates
    - Oversee a streamlined Application process
    - Ensure the collection and organization of Accelerator media (photos, videos, storytelling)
  - Participant Experience:
    - Design, facilitate and lead calls with cohort participants
    - Support participants to fully engage in Accelerator activities
    - Serve as the connective tissue between Accelerator participants, holding relationships with care and attention, identifying and weaving threads between and throughout cohorts
- Collaborate with WEA Co-Directors on the operation of other existing and future North America/Pacific programs, including the Where We Stand Fund, Shedding Light on Environmental Violence initiative, Intersectional Climate Justice research initiative, and Hawaii/Pacific programming
- Work with and manage Program Coordinator who will support you in implementation of the Accelerator and other programs as needed
- Facilitate ongoing design and operations of additional North America/Pacific-based programs and partnerships, including WEA's participation in key networks and a longer-term strategy for building out WEA's advocacy work
- As the program matures, collaborate with WEA Co-Directors and partners to identify opportunities for growth, capacity building, and alliance-building for all North America/Pacific-based programs, with particular attention to the U.S. Accelerator
- Ensure the continual integration of an anti-racist, decolonial justice lens in all programmatic objectives, strategies and implementation

### ***Impact Measurement + Monitoring, Evaluation & Learning***

- Generate impact metrics from Accelerators and other North America/Pacific programs as needed, analyzing and communicating program impact internally and externally
- Co-design and support partner implementation of monitoring, evaluation, and learning activities
- Conduct annual impact surveys with Accelerator graduates
- Support WEA impact-related learning, growth, and innovation through documentation and sharing, and knowledge management

### ***Documentation, Reporting, and Multimedia***

- Document program developments and successes for internal use, as well as for social media, blog posts, donor communication, and marketing materials
- Lead program storytelling efforts from the program side in partnership with WEA's communications team members and partners
- Keep program design documents up-to-date, including program webpages, workbooks, budgets, timelines, MOUs, and contracts
- Coordinate with program partners to develop final reports based on final program evaluations

### ***Program Development***

- Draft and maintain North America/Pacific Programs annual budget, meeting regularly with WEA Co-Directors to provide updates on spending and fundraising
- Collaborate with Director of Philanthropic Partnerships to:
  - Conceptualize and create funding proposals for the North America/Pacific Program
  - Communicate with North America/Pacific-specific program/grant officers
  - Manage foundation reporting for North America/Pacific program grants
  - Oversee research of additional foundations and expand WEA's list of potential foundations to approach
  - Brainstorm strategies for engaging, soliciting, and appreciating prospective and current donors who have an interest in supporting the North America/Pacific Program

### ***Representation and Advocacy***

- Stay up-to-date and proactively engaged on North America/Pacific-based environmental and climate justice campaigns and issues, ensuring WEA is present in the space and contributes thought leadership where appropriate, either through partnerships, blog posts, articles, speaking engagements, official comments, etc.
- Seek out regular speaking engagements and conferences to present WEA's work, advocate for women's environmental leadership, and amplify WEA grassroots leaders
- Participate in WEA events and fundraisers
- Build and strengthen linkages with existing and potential partners across North America and the Pacific

### **Qualifications and Skills:**

- Bachelor's Degree in relevant fields, or equivalent life/work experience
- 10 years of experience working in an organizational setting
- Expertise and demonstrated experience designing and managing culturally/racially diverse programs with a focus on environment and women, coordinating holistic training programs, stewarding networks/alliances/coalitions, and building/fostering relationships within a diverse group
- A strong understanding of environmental issues in North America and/or the Pacific, particularly as they affect women and BIPOC communities
- Detail-oriented, organized, with capacity to lead on multiple priorities at the same time
- Commitment to intersectional justice, with an understanding of the inextricable relationship between the environmental degradation we face and the perpetuation of

colonial, racial, economic, sexual, and ethnic oppression and injustice. Ability to integrate this justice and equity lens into your work

- Strong interpersonal skills, emotional intelligence, and aptitude for working in partnerships. A collaborative approach to managing work duties and working with others
- Deep passion for and commitment to this work
- Excellent English oral and written communication skills. Oral and written Spanish a plus
- Proficiency in Microsoft Office suite and 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, Indigenous peoples, people from working class backgrounds, women, and LGBTQ people. We believe that these communities must be centered in the environmental movement. Furthermore, as a program based on stolen Indigenous lands within North America and the Pacific, WEA strongly encourages applications from Indigenous people, and people with the above identities.

#### Compensation:

Up to \$95,000 annual salary, dependent on experience and qualifications (DOE)

#### Key Working Relationships:

**Internal:** WEA Program Director, Program Coordinator, Program and Operations Manager, Co-Directors, and Interns

**External:** Program partners, Accelerator participants

**Reports to:** Co-Directors

**Reports to you:** Program Coordinator (50%) and Interns as needed

#### Terms:

**Time Commitment:** Full Time

**Location:** This opportunity is open to any applicant eligible to work in the U.S. (unfortunately, we are unable to offer support with visas). We are a fully remote workplace.

#### Applications:

Please send your resume and a cover letter to [careers@womensearthalliance.org](mailto:careers@womensearthalliance.org)

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.