



Job Announcement: Resilient Communities Initiative Coordinator

The Resilient Communities Initiative (RCI) seeks a full time Coordinator. The RCI is a coalition of eleven Bay Area social justice organizations ensuring that populations most impacted by climate change are in leadership positions creating resilience policy and programs. The Coordinator will be based out of Rooted in Resilience, located in Oakland, CA, which is project of Earth Island Institute. The Coordinator is a full-time exempt employee of Earth Island Institute.

Primary responsibilities include:

- **Leadership:** Provide leadership to coalition by organizing member groups to fulfill the coalition's mission in accordance with its bylaws, including identifying and following up on strategic policy opportunities.
- **Strategic planning:** Coordinate coalition in creating strategic annual work plans.
- **Fundraising:** Coordinate fundraising to cover the coalition's budget along with support of the RCI fundraising committee.
- **Project management:** Track coalition goals, tasks, and responsibilities, and accounts to ensure timely completion and accountability of coalition members to their designated tasks, and timely reporting of financial status of coalition.
- **Grant administration:** Administer coalition grants, including organizing distribution of tasks and funds among coalition groups, creating and administering subcontracts to member groups, and overseeing grant reporting.
- **Organizing meetings:** Organize and report out on monthly coalition meetings, and ensure there is a coalition point person to organize additional ad hoc meetings.
- **Organizing information:** Share key information to coalition members in a timely manner and maintain online files, documents, and spreadsheets where coalition members can easily access key information including bylaws, work plans, budgets, outreach and program materials.
- **External communications:** Serve as first point of contact for the coalition, responding to inquiries and invitations in a timely manner, and representing the coalition as needed. Prepare professional communications materials for the coalition as needed.
- **Facilitation and conflict resolution:** Facilitate coalition meetings and help resolve any conflicts among coalition members as needed.

Qualifications:

- At least five years' leadership experience with program and nonprofit management, especially facilitating complex multi-stakeholder projects or coalitions. Additional experience preferred.
- Proven success as grant writer, fundraiser, and grant administrator.
- Experience with and passion for environmental or social justice policy advocacy.
- Experience organizing multi-racial groups.
- Demonstrated knowledge of climate justice and climate resilience. Knowledge of local climate impacts in the San Francisco Bay Area preferred.
- Responsible, very organized, and detail-oriented. Excellent time management skills.
- Excellent written and verbal communication and people skills.
- Excellent facilitation skills. Experience with conflict mediation preferred.
- Intermediate computer skills, including knowledge of Microsoft Windows, Word, Excel, and Power Point. Basic knowledge of HTML a plus.

Compensation:

Salary is set at \$54,080/year, plus full Earth Island Institute benefits package of health care, dental, vision, and paid vacation and sick leave.

How to Apply

Please contact Kirsten Andrews-Schwind, kirsten@baylocalize.org, with your cover letter, resume, and brief writing sample of a work on which you are the principle author. We will review applications on a rolling basis.

Earth Island Institute is an equal opportunity employer, and encourages people of color, women, and LGBT candidates to apply.