



CLIMATE & WILDFIRE INSTITUTE

POSITION OVERVIEW

Position title: Program Coordinator

Salary: Competitive and commensurate with experience, with full benefits package (Range: \$80,000 to \$100,000 per year)

Type of position: Full-time, permanent, exempt

Anticipated start: Negotiable; no later than May 1, 2023

Position duration: Permanent

Location: Remote/virtual (see below for geographic preferences). There may be future opportunities to be based at a physical location of CWI as those are developed. Some travel may be required.

APPLICATION WINDOW

Open date: March 2, 2023

Final date: March 23, 2023

Applications will continue to be accepted after this date, but those received after this date will only be considered if the position has not yet been filled.

POSITION DESCRIPTION

The Climate and Wildfire Institute (CWI) seeks an experienced individual to help coordinate and support ongoing programs related to climate change and wildfire with specific emphasis on actionable science and decision support tools. The Program Coordinator will be an integral part of building this world-class institution focused on identifying and implementing the best available science, policy, and technology to address the challenges posed by wildfire and climate change. This position will report directly to the Deputy Director for Operations and External Affairs and work closely with the executive and project teams to support the organization's operations and growth.

The Program Coordinator will provide critical support to a growing start-up nonprofit organization, serving as a connector for organizations and individuals working with CWI. In addition to overseeing many of the contracts and subaward components of CWI's project-based work, this position will develop and implement organizational processes and procedures, manage contractor/partner relationships and logistics, handle vendor invoices and payments, and provide general operational support to the organization. The ideal candidate has experience in grants and contract management, operations for a growing team, networking, partnership development, and process development, implementation, and accountability.

We are seeking an individual that excels at diplomatic and timely communications along with a demonstrated ability to grow and sustain networks across a wide variety of affiliations and perspectives. Strong organizational skills, time management, reliable task completion, and a collaborative nature are desired. Experience managing multi-faceted projects and working groups is also desired. The ideal candidate should possess the ability to handle confidential information with utmost trustworthiness.



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Greater San Francisco Bay Area, Sacramento area, and Tahoe area residents are preferred. However, we will consider highly qualified candidates residing elsewhere in the U.S. This position requires working Pacific Time Zone hours.

CWI is committed to working in close partnership with public, private, and academic stakeholders across California, Nevada, and worldwide to develop practices that reduce the societal and environmental risks of wildfire in a just, equitable, and inclusive manner. CWI is formed as a 501(c)(3) organization and will work with NGOs and private entities as well as universities and governments to avail itself of the most relevant and timely information and technology.

PRIMARY RESPONSIBILITIES

- The majority of this position will be program management including but not limited to:
 - Managing and tracking contracts, including monitoring timelines and deliverables and managing vendor/partner relations.
 - Supporting grant application and funding proposal development and the execution of grant agreements.
 - Coordinating with fiscal and intellectual collaborators for proposal, reporting, and deliverables on projects.
 - Tracking work and budgets for projects including contract hours and spending reports.
 - Working closely with project partners and funders to ensure CWI responsibilities are met. Ensuring grant reports (financial and narrative) are completed.
 - Providing support for project teams, including collaboratively developing timelines, scopes of work, and reporting procedures.
 - Working with CWI executive team and other personnel on planning, policy, problem resolution, and administrative activities.
 - Assisting with event planning, facilitation, and presentations for specific projects.
 - Assisting in the development and implementation of processes or policies aimed at enhancing operational efficiency across the organization, which may include IT, travel, expenses, time management, and other relevant areas.
- Other aspects of this position will be related to the skills and interest of the applicant but may include content development for CWI projects, CWI representation or facilitation at outside events, assistance with communication design or program evaluation, and/or providing technical or scientific understanding to contractors or CWI project staff.
- Other duties and/or projects as assigned..

QUALIFICATIONS

Basic qualifications (required at time of application)

- Minimum of five years of relevant experience in project or program management or coordination. A combination of experience and an advanced degree may be considered.
- Demonstrated project management capability for both short and long term projects. Will be required to manage, plan, and lead multiple high complexity projects concurrently.
- Demonstrated success in contract, vendor, and partnership management.



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- Experience facilitating and/or moderating groups (including in the virtual environment).
- Advanced computer skills and demonstrated experience with applications including Google Workspace, Word, Excel, and Zoom meeting management.
- Experience developing relationships and maintaining a high level of communication with remote teams and partners.
- Uses discretion at all times including dealing with confidential and sensitive information.
- Outstanding communication skills and ability to work well with staff and the community.

Preferred qualifications

- Strong interest in wildfire and climate change programs and initiatives.
- Experience with the climate resilience, wildfire, or fire science fields.
- Knowledge of University, State and/or Federal data and information management policies and processes.
- Highly collaborative, flexible, and responsive. Resourceful, self-disciplined, and takes initiative.
- Openly communicates. Strong decision-making abilities and good judgment.
- Ability to juggle many projects simultaneously and under tight deadlines.
- Budget/fiscal and contracts experience.
- Ability to work with people from a variety of disciplinary backgrounds and policy perspectives.
- Open to experimentation, learning, growing, and envisioning creative next steps, both as an individual and as part of an organization that strives to be at the leading edge of solutions.
- Experience in working for research or environmental focused nonprofits, and/or experience in rapidly growing organizations a plus.
- A passion for CWI's mission.

Experience tells us that people within historically marginalized communities, including women and people of color, may be less likely to apply to jobs if they don't meet every single qualification. CWI is dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about this position but are concerned that your experience doesn't align perfectly with every qualification within the job description, we encourage you to apply or reach out to us to discuss. You might just be the right candidate for this or other roles.

APPLICATION REQUIREMENTS

Document requirements

- Resume
- Cover Letter

Reference requirements

- Three required (please provide name, email address, and phone number)

Completed questionnaire

- Follow the link below to complete the application questionnaire



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Diversity, equity, and inclusion are core values at CWI. Our excellence can only be fully realized by staff who share our commitment to these values. Successful candidates will demonstrate evidence of a commitment to advancing diversity, equity, and inclusion.

CWI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

The Program Coordinator work involves remaining in a stationary position and looking at a computer for long stretches of time, communicating with co-workers electronically, and occasional travel (including overnight travel), in-person meetings, or events. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

All letters will be treated as confidential per California state law.

Applicants must be legally authorized to work in the United States. CWI will not sponsor applicants for work visas at this time.

HOW TO APPLY

[Please submit application materials here.](#)

Questions can be emailed to: recruitment@climateandwildfire.org