



## **CLIMATE SCIENCE ALLIANCE**

### **SCIENCE PROGRAM MANAGER**

#### **Position Description**

The Climate Science Alliance is seeking an exceptional and resourceful individual to join our team in San Diego as a Science Program Manager. The ideal candidate is highly organized, has experience in project management, and the ability to work with diverse stakeholders around climate change science and solutions. This position is an exciting opportunity to join a growing team working on cutting edge climate adaptation strategies that will create lasting benefits for our region and across the globe. The Science Program Manager will report to the Director and has three primary focal areas:

- Coordinating programmatic activities
- Organizing and managing events designed to engage scientists and community members
- Supporting communications activities including: Developing and maintaining relationships essential to execute our collaborative strategies, grant development, and report writing.

#### **Primary Duties and Responsibilities**

##### Project Management

- Coordinate programmatic activities for the Climate Science Alliance's Tribal Workgroup and Connecting Wildlands and Communities (CWC) project.
- 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 project deliverables are completed successfully, on-time, and within budget.
  - Project activities include but are not limited to events, trainings, educational presentations to the public or partners, overseeing logistics and communication for workgroups, and coordination and management of events.
- Support the development of science translation tools and materials for the CWC project including coordinating stakeholder convening's and targeted outreach via webinars, surveys, and group meetings.

- Establish and maintain partnerships and strategic alliances with Tribal partners, community groups, government agencies, local and international NGOs, and other partners to enable execution of Climate Science Alliance initiatives
- Provide technical and logistical support to external partners specifically, Tribal workgroup.
- Provide guidance and feedback to the Director to inform implementation strategies, communications, budget development, and future planning

#### Event Organization and Management

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

#### Communications

- Communicate with project partners to facilitate and ensure ongoing progress on Climate Science Alliance assigned projects
- Assist in identifying funding opportunities and developing funding proposals and reports
- 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.

#### **Required Qualifications and Skills**

The Science Program Manager 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, in a local cultural context, 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. Additionally, the Program Manager must have the following professional experiences and attributes:

- Commitment to the Climate Science Alliance mission.
- 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.
- Strong verbal and written communication skills, with the ability to effectively communicate with individuals from a variety of disciplines, cultures and backgrounds.
- A proven track record of managing and overseeing projects and outreach activities.
- Ability to think analytically, problem solve, and 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 and 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.
- Experience working with or knowledge of Tribal Communities preferred.
- Spanish fluency preferred but not required.

**Working Conditions**

The Program Manager will work in the main office in San Diego and expected to be in the office 5 days a week during normal working hours. Work conditions may require weekend and evening events, supporting outdoor youth activities and field trips, and some travel within the South Coast region. The position requires the successful candidate to have a valid U.S Driver's license and good driving record. 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:** Please send your letter of interest, CV, and writing sample to [awarneke@climatesciencealliance.org](mailto:awarneke@climatesciencealliance.org). Please put "Science Program Manager" in the email subject heading. The position will remain open until filled however application review will begin **April 19<sup>th</sup> with interviews starting the first week of May**. Compensation for this position will range from \$18 to \$21/hour plus benefits depending on experience.