



NONPROFIT LEADERSHIP FELLOW – SCHOOL OF ENVIRONMENTAL LEADERSHIP

Fellowship Term (13 months): May 2019 – June 2020

Strategic Energy Innovations - San Rafael CA

Strategic Energy Innovations (SEI) is seeking a dedicated individual, passionate about working in the non-profit sector, to provide 13 months of service as a full-time paid fellow for a cutting-edge organization focused on designing innovative solutions to address community climate, energy and resource efficiency goals. Working within SEI's Nonprofit Leadership Fellowship, this candidate will have the opportunity to work directly with our Executive Director, in addition to Directors, Managers and others on our team, and will be focused on the multi-faceted implementation of SEI's Marin School of Environmental Leadership (MarinSEL) program. This is a full-time temporary 13-month paid position, based out of our San Rafael, Marin County Office. Applications will be reviewed on a rolling basis, with the intended mid-May start date (exact dates to be negotiated.) This position offers exceptional training and professional development and exposure in the areas of environmental/progressive education, climate/energy sustainability and non-profit fundraising/ management.

ABOUT SEI AND OUR PROGRAMS

We are a Marin County-based non-profit organization with a 21-year history, dedicated to actions that sustain our planet. SEI creates green communities by designing sustainability programs around four key sectors that make up the foundation of all communities: education, housing, government, and the workforce. And because we understand the many facets of sustainability, we're able to see the big picture and pinpoint opportunities to help these communities reach their goals, reduce their consumption of natural resources and enjoy quantifiable savings. Our staff works within teams to support each other on projects and to creatively develop new and effective models. For more information about SEI's programs visit our website at www.seiinc.org.

ABOUT THE SCHOOL OF ENVIRONMENTAL LEADERSHIP

The Marin School of Environmental Leadership (MarinSEL) is a "school within a school" that combines the breadth and diversity of public education with the depth and integrated learning of project-based education. At MarinSEL, teachers guide students through inquiry-based projects where they apply theories from multiple disciplines to address real world environmental and social issues. Rigorous academics are united with field-based opportunities and service to community, building leadership skills as students become stewards of their environment. For more information visit www.thesel.org.

FELLOWSHIP BENEFITS

- Immersion into an innovative progressive education program and model under the direction of SEI's Executive Director and the Director of the SEL
- Team-based grant writing and proposal development experience
- Hands-on support for an innovative environmental leadership high school academy, along with other climate/ sustainable energy projects as candidate interests & schedule permits



- Commitment to significant professional training and development
- Career coaching throughout the year and end-of-fellowship career search support
- Formal goal setting and periodic performance reviews/ feedback

SUPPORT AREAS AND ASSOCIATED RESPONSIBILITIES

This fellow will work on planning and implementing cutting edge environmental education and resource efficiency programs, with exposure to key components of program design, promotion/ fundraising, implementation, reporting and evaluation:

- Marin School of Environmental Leadership – Approximately 80% of the fellow’s focus will support MarinSEL. The fellow will support the Executive Director and collaborate with MarinSEL Director and staff in overall management of this multi-faceted program, working with teachers, students, and volunteers to ensure success. In addition to other specific areas, the Fellow will be working on recruitment and admissions, teacher training, an annual Leadership Retreat, in-classroom project support, and fundraising and grant writing for MarinSEL.
- The fellow will also lead the management of community partner volunteers that work directly with the MarinSEL student project teams by facilitating the scheduling of meetings and maintain communication between all parties. This role requires continuous, active communication and outreach with students, parents, teachers and partners to ensure the ongoing success of the MarinSEL program.
- Climate/Energy Program Support – Depending on interest, experience, and time allowed, a portion of the fellow’s time may be spent in direct support of one of our many programs in the areas of eco-education and curriculum development, green housing, and sustainable communities.
- Proposal Support – A portion of the fellow’s focus will entail working with SEI Directors and Managers to write grant applications to fund our work.
- Special Project Support – Under the direction of SEI’s Executive Director, the fellow will devote the balance of hours to help plan for and implement new and innovative programs that expand our team’s collective body of work and measurable impact, including expansion of the SEL program.

QUALIFICATIONS

The qualified candidate is highly skilled working across the Microsoft suite of office automation software (e.g.: MS Word, Excel, Power Point, etc). Qualified candidates will also evidence strong quantitative, written and verbal communication skills, in addition to the following:

- Experience working in environmental education in a high school (or similar) setting;
- Strong written and verbal communications skills that includes case study development and leading small group trainings and/or presentations;
- Bachelor’s degree (advanced coursework a plus) in a quantitative discipline, environmental studies, or related field or equivalent work experience;
- Demonstrated experience with efficient web research and information synthesis;
- Demonstrated ability to manage varied projects and tasks at any time
- Ability to work full-time out of our San Rafael office, and willingness to engage in limited travel in the California region.



Desired qualifications:

- Strong analytic skills, experience with Excel (building spreadsheets, formulas and data manipulation,) math or science background
- Experience working with or teaching high school students
- Prior volunteer management experience
- Basic knowledge of core energy efficiency and building science concepts
- Prior energy, climate change work experience
- Working knowledge of greenhouse gas emissions related activities and current policies and programs
- Marketing/community outreach experience
- Web/Video Experience

COMPENSATION

This position offers an hourly rate of \$18.00 per hour, medical benefits, paid vacation and sick time. Beyond monetary compensation, this fellowship affords the candidate significant technical skill and non-profit leadership skills development, fieldwork and networking opportunities.

TO APPLY

Email **cover letter and resume** to us at jobs202@sei-inc.org. ***Please indicate in your cover letter your availability to start. Please put "NPLF MSEL" in the subject line of your email.***

No phone calls please. Strategic Energy Innovations is an equal opportunity employer.