



NONPROFIT LEADERSHIP FELLOW – SUSTAINABILITY EDUCATION AND WORKFORCE
(One-year term)

SEI - San Rafael CA

Are you passionate about sustainability issues and how they connect to education? Are you a highly organized self-starter with strong technical and writing background? SEI is seeking a dedicated individual, passionate about working in the non-profit sector, to provide a year of service as a full-time, paid Fellow for a cutting-edge organization focused on designing innovative solutions to address community climate and sustainability goals. Working within SEI's Non-profit Leadership Fellowship, this candidate will have the opportunity to work directly with our Program Staff.

This is a full-time paid position. Applications will be reviewed on a rolling basis, with an intended start date of as soon as possible. This position offers exceptional training and professional development and exposure in the areas of climate/energy sustainability and non-profit fundraising/management.

ABOUT SEI

SEI is a non-profit organization based in San Rafael, Marin County. SEI is committed to actions that sustain our planet. We achieve this goal by partnering with community groups that are integral to local climate and energy solutions, such as housing providers, schools, colleges and universities, and municipal governments through funding from diverse federal, state, municipal, and foundation sources. Our staff works closely in a team-oriented environment supporting each other on projects and creatively developing new models and approaches. We're looking for a resourceful individual to join our team who enjoys leading and supporting multiple concurrent projects and has the ambition to grow with our organization. More details on our programs and services can be found at:

- seiinc.org
- energizeschools.org
- energizecolleges.org
- climatecorps.org
- energizecareers.org

FELLOWSHIP BENEFITS

- Hands-on experience in innovative K-12 and college/university sustainability education and conservation projects, agency-wide and program specific communications tasks, along with other climate/sustainable energy projects as candidate interests & schedule permits
- Work on special projects under direction of SEI's management team
- Experience in team-based grant writing and proposal development
- Commitment to regular (one day per month on average) professional training

- 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

The Fellow may support the agency's implementation of activities across a variety of our flagship cutting-edge resource efficiency programs, with exposure to key components of program design, promotion/fundraising, implementation, reporting, and evaluation:

- K-12 School Program Support – The focus of this aspect is to support SEI's conservation and education programs in K-12 schools. This will include participation in project-based curriculum development, teacher trainings, student instruction, and support for district and school conservation campaigns. Work may include hands-on support for The School of Environmental Leadership (The SEL).
- Higher Education Program Support - The Fellow may support with assisting in a variety of coordination roles in our effort to provide for student applied learning and energy curriculum integration with community colleges and 4-year degree schools.
- Climate/Energy Program Support – A portion of the Fellow's time may be spent in direct support of one of our many programs in the sustainable communities and workforce development sectors.
- Proposal Support – A portion of the Fellow's focus could entail working across 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 may assist in helping plan for and implement new and innovative programs that expand our team's collective body of work and measurable impact.

QUALIFICATIONS

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

- Experience/strong interest working in education with K-12 and/or higher education stakeholders (students, teachers, and/or staff)
- Strong written and verbal communications skills that includes case study development and leading small group trainings and/or presentations;
- Background or experience in curriculum and grant development, and/or leading 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

- A commitment to anti-racism and willingness to work within racial equity frameworks
- 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 (once Shelter-in-Place is lifted), and willingness to engage in recurring overnight travel in the California region and/or beyond (once Shelter-in-Place is lifted).
- Basic knowledge of core energy efficiency and building science concepts

DESIRED QUALIFICATIONS

- Experience with Environmental Education
- Background working on campus-based student outreach/campaigns and projects
- Experience in energy auditing and/or solar analysis
- Strong analytic skills, experience with Excel (building spreadsheets, formulas, and data manipulation) and math or science background
- 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
- Understanding of financial analysis or modelling
- Marketing/community outreach experience
- Web/Video Experience

COMPENSATION

This position offers an hourly rate of \$20.00 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.

PHYSICAL REQUIREMENTS

This position requires the ability to: Read/comprehend, write, perform calculations, communicate orally, reason and analyse, use fine finger movements, use a computer and mouse, sit, stand, walk, drive a motorized vehicle, carry and/or lift up to 25 pounds, reach above shoulder level, bend, squat, crouch, kneel, push/pull, grasp.

TO APPLY

Email [cover letter and resume](#) to us at Jobs202@seiinc.org. Please put NPLF Sustainability Education/Workforce in the subject line. Please indicate in your cover letter your availability to start. No phone calls, please.

SEI is proud to be an equal opportunity employer and is committed to promoting diversity, inclusion, and equity. We believe that a wide array of perspectives contributes to creative climate solutions where all communities thrive. We strive to reflect diverse communities, especially those most

impacted by climate change and other kinds of environmental, social, and economic injustices. Persons of color, persons with disabilities, and members of the LGBTQ community are strongly encouraged to apply. A commitment to work and learn within an anti-oppression framework is required.