Job Announcement
Non Profit Leadership Fellow
Sustainable Education and Green Workforce
SEI - San Rafael, CA

OVERVIEW
SEI is seeking a Non Profit Leadership Fellow to support aspects of our Green Workforce and Education sectors. This full-time 12-month position will be based out of our San Rafael offices, includes field support and travel to local sites as needed, and requires flexibility for occasional evening and weekend work. Typical working hours are Monday-Friday, 8:30 to 5:00 p.m. Applications will be considered on a rolling basis. Target start date is as soon as possible.

IMPACT
In this position, you will play an integral role across our organization, working closely with its leadership and program teams, contributing to and shining a light on our critical work building leaders to drive sustainability solutions. By applying your creativity, passion, and climate knowledge at SEI, our leading-edge education and workforce models will be more accessible, fundable, further-reaching, and impactful.

COMPENSATION & BENEFITS
This position offers an hourly rate of $23.00 per hour, medical benefits fully paid by the company, paid vacation, sick, and holiday time. Beyond monetary compensation, this fellowship affords the candidate significant technical skill and nonprofit leadership skills development, fieldwork and networking opportunities, including hands-on experience in innovative Green Workforce and K-12 and college/university Sustainability Education and conservation projects, program-specific communications tasks, along with other climate/sustainable energy projects as candidate interests & schedule permits.

DIVERSITY, EQUITY, & INCLUSION
We seek candidates that share SEI's commitment to equity and environmental justice, who share a commitment to work and learn within an anti-oppression framework. Persons of color, persons with disabilities, and members of the LGBTQ+ community are strongly encouraged to apply. 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 contribute 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.
POSITION RESPONSIBILITIES & QUALIFICATIONS

- Bachelor’s degree (advanced coursework a plus) in a quantitative discipline, environmental studies, or related field or equivalent work experience
- Access to reliable transportation for work related commitments
- Experience or strong interest and desire to work and support our many Green Workforce programs including participant recruitment, screening, and training
- Experience or strong interest and desire to work and support Sustainability Education programs including direct instruction of K-12 students, teacher training, and career connection support for K-12 students
- Strong written and verbal communications skills to support effective cross team and departmental dialog
- Experience or interest in team-based grant writing and proposal research and development
- Commitment to regular (one day per month on average) professional development
- Track record of successful time management and task prioritization and ability to juggle overlapping deadlines
- Excellent project management and work organization skills; detail oriented multitasker
- Assist in helping plan for and implement new and innovative programs that expand our team’s collective body of work and measurable impact.
- Ability to work under direct supervision, collaboratively in teams/ partners, or independently.

PHYSICAL REQUIREMENTS
SEI requires all employees be vaccinated for COVID with exceptions for health & religious reasons. COVID booster shot is also highly recommended for this role. This position requires applicants to perform the following tasks: Read/comprehend, write, perform calculations, communicate orally, reason and analyze, use fine finger movements, use a computer and mouse, sit, stand, walk, drive a motorized vehicle, carry and/or lift up to 40 pounds, reach above shoulder level, bend, squat, crouch, kneel, push/pull, grasp.

HOW TO APPLY
Qualified applicants should email a resume and cover letter describing how their interest, qualifications, and experience are a perfect match for this position, to SEI at nplf@seiinc.org Please include “Ed + Workforce NPLF”, and the platform you are applying from in the subject line of your email. No phone calls please.

ABOUT SEI
SEI is a teams-based, non-profit organization based in San Rafael in the Bay Area, CA, with offices in San Diego, Los Angeles, Sacramento, Seattle, Sitka (Alaska), and the greater New York area, dedicated to building leaders to drive sustainability solutions. For over 24 years, SEI has partnered with schools, communities, and businesses to develop a sustainability leadership pathway from elementary school to early career. Our flagship programs educate and empower students, workers and emerging professionals to create thriving, resilient communities.