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Boston, MA 02108

www.secondnature.org

Job Posting: Second Nature

Part-Time Temporary Position: Program Associate, Strategic Initiatives

Position Description and Responsibilities

Reporting to the Director of Strategic Initiatives, the Program Associate for Strategic Initiatives will assist in developing emerging and implementing existing programs, including those advancing green building and renewable energy in higher education.

The Program Associate will work with the Director of Strategic Initiatives and program staff to build and advance these (and potentially other) Second Nature programs:

- *Advancing Green Building in Higher Education* is a grant-funded initiative with the goal of building the capacity of under-resourced colleges and universities (including minority-serving institutions and community colleges) to construct new high performance buildings or renovate old buildings using green design on their campuses.
- *Advancing Renewable Energy in Higher Education* through partnerships with renewable energy businesses, financial institutions, government leaders, renewable energy advocacy organizations, and others.
- *The Higher Education Associations' Sustainability Consortium* is a network of higher education associations with a commitment to advancing sustainability within their constituencies and within the system of higher education.

Responsibilities include (but are not limited to) the following:

- Manage outreach to colleges and universities on Second Nature's fellowship and technical assistance grant programs for under-resourced schools.
- Provide program support to emerging programs, including coordinating efforts with partner organizations and managing production of deliverables.
- Offer facilitation skills to events and meetings coordinated by Second Nature.
- Assist in the management of a new web portal for campus green building.
- Assist with research and writing of reports, grant proposals, and other documents.
- Assist with organizing workshops and other events.

- Track news of interest to these strategic programs.

Qualifications

Masters or Bachelors degree and at least 5 years relevant work experience. Experience and knowledge in outreach and facilitation; communications/marketing; events management; and/or fundraising, as well as a passion for sustainability, is preferred. Experience with renewable energy and green building is a plus. Excellent writing skills and experience with online content development are sought. Other qualifications: Excellent interpersonal skills and demonstrated ability to take initiative and to work independently as part of an intra- and inter-organizational team. Ability to multi-task. Professionals currently working as consultants with an interest in building their knowledge of green building and sustainability are encouraged to apply.

Position Classification

The Program Associate position is a part time, temporary position (20 hours per week for one year), with pay commensurate with experience. Benefits are not provided. Because Second Nature is a growing organization, potential for expansion to a full-time or longer-term position exists but is not assured. This position requires working presence in the downtown Boston Second Nature office, with some telecommuting and occasional travel. This posting is available immediately and will remain open until October 1, 2009.

Second Nature

Second Nature's mission is to accelerate movement toward a sustainable future by serving and supporting senior college and university leaders in making sustainability the foundation of all learning and practice in higher education. We believe that in order for society to move in a sustainable direction, higher education must develop a new framework in which the sector and individual institutions operate as a fully integrated communities that teach, research, and model social and ecological sustainability. For more information, please see www.secondnature.org.

Second Nature is an equal opportunity employer and does not discriminate based on any of the following: race, religious creed, color, age, sex, sexual orientation, gender identity, gender expression or gender characteristics, national origin, religion, marital status, medical condition, physical or mental disability, military service or veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, and local laws and ordinances.

How to Apply

Candidates are invited to submit a cover letter and resume to careers@secondnature.org.