

Project Associate

ABOUT CIVICWELL

CivicWell supports leaders responding to the climate crisis and its impact on their communities. As a nonprofit organization, we inspire, equip, connect, and cultivate leaders working toward a more sustainable and resilient future. We know that innovation happens when communities name their own challenges and define their own visions. We support and equip communities through policy guidance, collaborative partnerships, and direct assistance to bring those visions to life.

POSITION OVERVIEW

We are looking for an experienced and dynamic individual to support the execution of complex project tasks in CivicWell's Energy portfolio.

We are looking for a motivated, detail-oriented individual with strong communication and organizational skills, a growth mindset, and the ability to learn and apply new skills. This is an excellent opportunity to be involved in and build expertise in California's rapidly evolving energy field.

This is a remote position. Candidates must be based in California, and ideal candidates will be based in the Sacramento region. This position will also require traveling to other regions throughout California for events and meetings (typically once or twice a quarter).

POSITION RESPONSIBILITIES

Under the direction of Project Managers, the Project Associate will be solely responsible for complex tasks across one or more key projects within CivicWell's Energy portfolio. This portfolio will primarily focus on the [California Climate & Energy Collaborative \(CCEC\)](#), and also provide support to the [Local Government Sustainable Energy Coalition \(LGSEC\)](#).

Responsibilities include:

- Leading components of larger projects with minimal guidance from Project Managers.
- Working collaboratively with project managers to design, plan, execute, monitor, and evaluate project tasks.
- Organizing, participating in, and facilitating (as needed) project meetings including committee and working group meetings.
- Leading event coordination and logistics for virtual and in-person conferences, forums, and workshops.

- Developing and distributing project materials related to membership recruitment, event promotion, case studies, and additional program deliverables.
- Maintaining project databases, resources, and websites.
- Proactively communicating progress, challenges, and changes needed to the Project Manager and stakeholders, and working collaboratively with the Project Manager to troubleshoot any identified issues.
- Building and strengthening positive working relationships with project partners, funders, members, participants, and other stakeholders.
- Other duties as assigned.

QUALIFICATIONS

Relevant education and experience, knowledge, skills, and abilities required to perform the responsibilities of the position satisfactorily include:

- A Bachelor's Degree from an accredited 4-year institution in environmental studies and/or planning, political science, economics, or a closely related field (relevant work experience may be considered in place of a degree on a case-by-case basis).
- Ability to manage time and tasks with multiple timelines.
- Ability to work independently and collaboratively, with excellent communication, organizational, prioritization, and time management skills.
- Experience working in a professional setting with diverse project partners and stakeholders.
- Experience preparing concise, comprehensive, and understandable memos, reports, studies, and other written materials.
- Experience facilitating meetings, committees, working groups, and/or coalitions.
- Experience with event planning, including creating agendas, speaker coordination, and event planning logistics.
- Commitment to building and maintaining efficiency in project systems and operations.
- Working understanding of equity, environmental justice, and/or social/racial justice principles, frameworks, and practices as applied in the fields of climate change and energy.
- Desire to learn and build knowledge in the clean energy and climate resilience fields.
- Proficiency working in platforms such as Zoom, Google Suite, Microsoft Office, Constant Contact, MailChimp, SurveyMonkey, Formsite, Canva, and WordPress.
- Professional experience conducting the core functions and responsibilities of the position described above.

COMPENSATION

CivicWell supports staff by providing opportunities for professional development and training in a collaborative work environment. A strong work-life balance is encouraged and supported through flexible work schedules, a focus on staff engagement, and employee appreciation. Staff have the opportunity to engage and participate in both internal and external organizational initiatives and play an important role in an organization that is positively impacting communities across California.

This position is full-time and non-exempt. This position's annual full-time starting salary range is **\$52,000 - \$62,400**, depending on qualifications.

CivicWell's benefits package includes:

- 100% employer-paid medical, dental, vision, long-term disability coverage, and life insurance.
- Vacation: Ten days of paid time off accrued in years one and two / three weeks accrued during year three.
- 12 paid holidays per year.

HOW TO APPLY

Interested applicants should email their resume and cover letter describing their qualifications and interest in the position, along with three professional references, to HR@civicwell.org.

Candidates must use the following headings and labels when submitting their applications. References should be included directly in the email body.

- Email subject line: Project Associate Application [Full Name]
- Cover Letter attachment: Cover Letter [Full Name]
- Resume attachment: Resume [Full Name]

CivicWell is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local protected class. Our agency embraces a diverse & culturally rich workforce, and we welcome all candidates to apply.