

## Contract Position Announcement: Second Nature

**Program Associate – 6-month contract**  
**Apply at: [careers@secondnature.org](mailto:careers@secondnature.org)**

### Description and Responsibilities

[Second Nature](#) has recently launched the next phase of its capacity building efforts to advance the institutional capacity of minority-serving and under-served colleges and universities to commit to sustainability and climate neutrality. The [Education for Sustainability \(EfS\) Innovation Program](#), the second phase of the capacity building initiative, promotes innovation and leadership among the under-resourced higher education institutions.

Second Nature seeks the services of a Program Associate for a 6-month contract. Under the leadership of the President and the Vice President, and reporting to the Director of Strategic Initiatives and Development, the Program Associate will actively work towards Second Nature's mission to advance sustainability in higher education across the United States with a special focus on the EfS Innovation Program.

The Program Associate will work with Second Nature staff and partners to develop and implement new capacity building programs, and manage the day-to-day activities of those programs. Activities for the EfS Innovation Program fall under four strategic themes: Leadership Development, Financing and Technology, Experiential Education, and Climate Change Adaptation. The Program Associate will work towards accomplishing the goals of capacity building programs and assist the ACUPCC team in recruitment, implementation and outreach related to the ACUPCC network. S/he will contribute strategic, creative thinking on how to most effectively implement program activities, develop new program activities, and secure financial support for program activities.

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

- Coordinate capacity building programs, including the fellowship and the technical assistance grants programs, as well as the promotion and outreach for the programs
- Manage the development of new workshop sessions for regional and/or national conferences on sustainability education and activities in higher education
- Work with partner organizations to develop and promote workshops/trainings and assist with the logistics
- Build and maintain strong relationships with representatives from colleges and universities as well as other partner organizations
- Maintain the program website, manage daily operations of the website, promote the website, and conduct research and information gathering to keep the content up to date
- Assist the development team in developing, writing and reviewing grant proposals
- Support the program team in writing and research of various strategy documents
- Organize the work of graduate student interns participating in these activities

- Actively participate in conference calls with partner organizations and in regular Second Nature staff meetings
- Coordinate evaluation activities for the EfS Innovation Program, and assist in preparing reports for funders on the progress of the program

### Qualifications:

- Graduate degree in sustainability, sustainable development, environmental studies, environmental management or related fields is strongly preferred.
- Desired fields of expertise include higher education, sustainability, education for sustainability, green building, and sustainable financing.
- 1-3 years of work experience developing and managing environmental programs with the working knowledge of project management techniques, development of new educational training programs, e-communication tools, and media editing software is desired.
- A strong background in developing, writing and reviewing grant proposals is a plus.
- Experience with developing and maintaining websites is very helpful. Working knowledge of Microsoft Office, as well as database management and communication platforms such as Constant Contact and Salesforce is preferred.
- The qualified candidate will have excellent interpersonal skills, demonstrated ability to take initiative, capacity to work independently as part of an intra- and inter-organizational team and multi-tasking proficiency.
- In addition to the above, the preferred candidate will have to be a great team player with a strong conviction in the power of collaboration.
- Second Nature will specifically look for candidates with a profound passion for the issues of sustainability in higher education.
- Deep understanding of the needs and challenges of minority populations and underrepresented communities is an absolute must. Also, a holistic experience of working directly with these groups of the society is desired.

### Position Classification

This is a full-time temporary position that requires a 6-month commitment, pay commensurate with experience, no benefits. This position requires working presence at Second Nature office in downtown Boston, with some telecommuting and occasional travel. *This posting is available immediately and will remain open until September 16, 2011. Application received after the deadline will not be reviewed.*

### About Second Nature

Second Nature is a Boston-based nonprofit organization that works to accelerate movement towards a sustainable future by helping senior college and university leaders in making healthy, just, and sustainable living the foundation of all learning and practice in higher education. Second Nature is the lead supporting organization of the American College and University Presidents' Climate Commitment, which has been signed by more than 667 college and university presidents who are committed to eliminating carbon emission on campus and training students to help society address the climate crisis. For more information, please visit [www.secondnature.org](http://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](mailto:careers@secondnature.org).