



PROGRAM ASSOCIATE

About Environment Now

Environment Now is a private charitable foundation that advances ideas and supports institutions to promote a better world. For more than 30 years, we have worked to safeguard the right to a healthy environment, focusing on California's waters and forests. We invest in community leadership, bold action, innovative strategies, and models for broader change. For more, see <https://environmentnow.org/>.

About the Water Program

Environment Now furthers water policies that prioritize the rights of humans and nature to clean, accessible, sufficient water for life needs. To do this, we support research, advocacy, and litigation to prevent and clean up pollution in California's surface waters and groundwater, ensure healthy water flows in rivers and streams, and promote sustainable, equitable access to and use of all California waters.

About the Position

The Program Associate will support the Executive Director by assisting with the:

- implementation of the Water Program,
- development and execution of Environment Now's communications and outreach initiatives, and
- general administration of Environment Now.

Among other activities, the Program Associate will help develop, implement, and analyze current and potential new Water Program objectives, strategies, and activities; communicate with grantee and foundation partners and the interested public, including through social media; manage and track grantmaking; process grant agreements; and otherwise assist with administration of the organization.

Candidates are not expected to have experience in all areas listed below.

Water Program Support (40%)

Water Program duties and responsibilities include but are not limited to the following:

- Help build and coordinate Water Program strategic relationships by:
 - Developing and maintaining connections with grantee, contractor, government, and funder partners to advance Environment Now's Water Program goals;
 - Responding to external questions about processes, priorities, or materials, in consultation with the Executive Director; and
 - Assisting with preparation for, and participating in, Water Program presentations and briefings.
- Help develop, manage, process, and track current, proposed new, and past Water Program grants by:
 - Conducting research to inform the Program's grantmaking and conduct due diligence, including reviewing grantee websites for information on mission, people, and recent projects; examining Guidestar and submitted materials to assess financial stability; and reviewing reports, products, and press to gather other background information on current and prospective grantee partners;
 - Proactively working with Water Program grantee partners and contractors to ensure timely document submissions and answer questions about the proposal and reporting processes;

- Gathering and assessing information needed to ensure effective internal reviews of Water proposals and grantee activities, including legal compliance and financial assessments; and
- Assisting with the review, compilation, and analysis of proposals, reports, and other documents submitted by current, new, and prior Water Program grantees and contractors.
- Help continually assess and evolve Water Program priorities and strategies generally by:
 - Staying current on water sector news, policies, and information through contact with grantees and other experts, and by reading reports, articles, and other relevant materials;
 - Researching specific topics as requested and preparing reports, analyses, and visual aids; and
 - As requested, participating in and leading individual projects advancing Water Program priorities.

Communications Support (15%)

Duties and responsibilities associated with supporting external communication and outreach include but are not limited to the following:

- Executing and advancing Environment Now's digital and social media presence, including Twitter, LinkedIn, and YouTube, to elevate Environment Now's and its grantee partners' online presence;
- Maintaining, updating, and enhancing Environment Now's website, images, and informational materials; and
- Otherwise stewarding Environment Now's online profile and messaging.

Administrative Support (45%)

Administrative duties and responsibilities include but are not limited to the following:

- Support organizational grantmaking processes generally, consistent with internal processes, by:
 - Managing and tracking grantmaking activities, budgets, payments, and closures (currently through Dropbox and Excel, but in the future through online grants management software);
 - Keeping grant files and contacts current by entering and updating grant information;
 - Providing information and analysis on current and historical grantmaking;
 - Tracking grant start and end dates, due dates for deliverables and reports, and changes to grant timelines and scopes of work; ensuring staff and grantees are aware of upcoming deadlines; and
 - Assisting with development and implementation of grants management policies and practices.
- Conduct other administrative tasks as requested, including:
 - Providing calendaring and scheduling support as needed, including managing internal and external meeting requests, and arranging and/or attending meetings with partners;
 - Preparing and maintaining vendor contracts and invoices;
 - Ensuring reimbursements and reconciliations are collected, coded, and compiled in an accurate and timely manner;
 - Building out and managing contact lists;
 - Assisting with annual budgeting and financials management; and
 - Preparing for Board meetings and assisting with Board communications.

Qualifications

- Bachelor's degree, or equivalent combination of education and experience, plus 2 years of related work experience.
- Demonstrated knowledge and/or experience in environmental policy or environmental science; California water policy experience a plus.

- Experience in website management (Wordpress/Elementor a plus) and social media (Twitter, YouTube, LinkedIn), or willingness to learn combined with related experience.
- Experience in web-based document management tools and practices for administrative and program support, including grants management software, or willingness to learn.
- Experience supporting multiple priorities and juggling a variety of projects for one or more individuals in a team environment.

Core Competencies

- Planning and organizing: Pays strong attention to detail and follow-through; handles several projects simultaneously; uses time efficiently; manages tight deadlines with strong ability to prioritize and partner where needed; manages a variety of responsibilities; takes initiative on new tasks.
- Oral and written communication: Presents information clearly and succinctly both in conversation and in writing; responds to inquiries promptly, thoroughly, and accurately.
- Collaboration: Establishes productive, cooperative relationships with staff, grant partners, funder colleagues, and vendors; resolves conflicts constructively.
- Analytical skills: Reviews, analyzes, synthesizes, organizes, presents, and acts on information and ideas thoughtfully and productively.
- Flexibility: Copes skillfully with unexpected events and changes.

Compensation and Benefits

We offer a competitive salary based on data from peer organizations and applicant experience and skills. Our benefits package includes medical and dental insurance, and a 401(k) plan with an employer contribution.

Physical Demands/Work Environment

The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. While performing the essential duties of this position, the employee is required to spend extended hours at the computer.

Our office is 100% remote, though all staff and the Board Chair are currently located in the San Francisco Bay Area. Applicants outside of California will be considered, though it is preferred that staff be based in California. This position requires low to moderate levels of domestic travel; if based outside of California, occasional travel to California will be required.

Application

Please email a current resume, and a cover letter explaining how your skills and experience fit this position, to ENCalif@gmail.com.

Environment Now embraces the importance of diversity, equity, and inclusion, both internally in our hiring process and organizational culture, and externally in our grantmaking and other practices. We are an equal opportunity employer, and welcome applications from people of all backgrounds, cultures, and experiences.