



## **Campus Climate Network Engagement and Coaching Manager**

- Remote
- Part time with the potential to become full time
- Paid Position

### **ORGANIZATIONAL OVERVIEW**

The Partnership Project, a 501(c)(3) non-profit organization, is a coalition of environmental organizations focused on supporting the collaborative efforts of the environmental community. Our programs focus on critical environmental issues including climate change, emissions reduction, and environmental and climate justice. The Campus Climate Network (CCN) is a program of the Partnership Project. CCN is revitalizing the student climate movement. We are building an international coalition of student-led climate justice groups fighting to cut ties with the fossil fuel industry and its enablers. We provide students with the training, resources, and connections they need to run winning campaigns on campus and become the next generation of climate justice leaders.

### **POSITION INFORMATION:**

This position will be responsible for onboarding new members and member groups, overseeing mentorship programs in the network (including the peer advisor and coaching programs), and building upon CCN's organizing resources and curriculum. This position will work closely with the Managing Director and Executive Director on day-to-day operations and big-picture strategy decisions and report directly to the Managing Director. The Engagement and Coaching Manager starting pay range is \$20 - \$22.50 per hour for 15-20 hours per week with the potential for promotion to a full-time, 40 hours per week, salaried position.

*Please note that this position will occasionally require availability outside of conventional Monday-Friday 9-5 hours in order to accommodate various student schedules and time zones of coalition members.*

### **TO APPLY:**

- Applicants must submit a resume and one page cover letter detailing your interests and qualifications for the position by completing this [Google Form](#)

- Applicants requiring accommodations to participate in the selection process, please email [hr@partnershipproject.org](mailto:hr@partnershipproject.org)
- Applications will remain open until Thursday, January 4th

Partnership Project is proud to be an equal opportunity employer, and an anti-racist organization that prohibits discrimination in its governance, programs and activities on the basis of race, color, national origin, age, disability, religion, gender, sexual orientation, gender identity, genetic information, reprisal, marital status, amnesty, status as a covered veteran, because all or part of an individual's income is derived from public assistance or for any other non-merit based factor. Women, people of color, LGBTQ+ people, and members of other historically disenfranchised populations are strongly encouraged to apply.

Our goal is for a work experience that has meaning and impact on the world and on our professional lives, and a workplace where you can feel supported and proud. Read more about our values and commitment at [Partnershipproject.org](http://Partnershipproject.org)

### **Qualifications:**

- Current membership in or recent graduate of a campus-based campaign rooted in climate justice and/or aligned causes (strongly preferred but not required)
- A commitment to climate justice
- Experience incorporating the perspectives of multiple communities, including frontline communities, in the design and implementation of organizational processes and materials
- Excellent written and verbal communication skills, and ability to engage with diverse audiences, including racially, ethnically, and socioeconomically diverse communities
- Excellent organizational skills
- Experience moving forward the goals of a project or program
- Experience with Slack, Google Drive, etc

### **Responsibilities**

#### *Onboarding and Engagement:*

- Directly responsible for the recruitment, absorption, and skills development of new CCN members, including:
  - Conducting outreach to prospective member groups
  - Conducting initial intake calls with new individual members and member groups, and identifying opportunities for individuals

- Identifying opportunities for new members to get involved in the Campus Climate Network
- Directly responsible for ensuring the continued engagement of existing CCN members, including:
  - Maintaining the CCN active member list and map
  - Tracking coalition call attendance and engagement with groups at risk of becoming inactive
- Regularly attends coalition calls twice per month

*Resource Development:*

- Develops updates, and distributes resources for coaching, training and developing student organizers. Examples of resources include recruitment, retention, leadership skills, campaign strategy, action planning, inside/outside strategy, narrative building, succession planning, etc

*Mentorship / Coaching / Advising:*

- Directly responsible for CCN's coaching services, whereby staff members, experienced campus campaigners in CCN, recent alumni, meet with one or several individuals from a campus group. These are sometimes ad-hoc and sometimes regular conversations. Responsibilities include:
  - Developing and maintaining a team of coaches
  - Ensuring that all organizers seeking coaching are matched with a coach
  - Standardizing and improving upon coaching procedures (where notes are kept, how meetings are assigned, what materials are shared, etc.)
- Directly responsible for running the CCN Peer Advisor Program (PAP), a semester-long program matching newer college climate organizers to more experienced college climate organizers or recent grads (emphasis on 1:1 conversations). Responsibilities include:
  - Recruiting peer advisors and matching them with new student organizers
  - Developing resources used by staff to train peer advisors as well as the resources used by peer advisors for coaching advisees.
  - Reflecting on the outcomes of the Spring 2024 PAP and implementing improvements in preparation for Fall 2024