



Position Title: Program Assistant (Part-time 30 hours weekly, 15-month term, Non-Exempt)

Organization Overview:

EcoAdapt, a non-profit organization headquartered on Bainbridge Island, WA founded by a team of some of the earliest climate change adaptation thinkers and practitioners in the field, has one goal- creating a robust future in the face of climate change. We bring together diverse players to reshape planning and management in response to rapid climate change. Our team is distributed throughout the United States and provides support, training, and assistance to help all aspects of society (government agencies, organizations, and individuals) determine how to do what they do effectively even with the challenges of climate change. In order to more fully accomplish EcoAdapt's mission, we affirm our commitment to justice, equity, diversity, and inclusion in our organizational structure and function, including our vision, core values, programmatic goals, and team. Please explore what we do at EcoAdapt.org.

Position Overview:

EcoAdapt seeks an individual with experience in: event coordination, graphics design, website content management, marketing, communication and hospitality management with interest in climate change for a part time, non-exempt position of Program Assistant located in the New Smyrna/Daytona Beach/Orlando, Florida or surrounding area to perform associated tasks in support of the National Adaptation Forum (NationalAdaptationForum.org). Applicants should be comfortable working in a fast-paced, distributed-team orientated environment and demonstrate flexibility, extreme attention to detail, and a commitment to supporting EcoAdapt's missions and goals. Continuation of this position beyond 2021 is contingent on funding.

Location:

New Smyrna/Daytona Beach/Orlando, FL and surrounding area

Responsibilities:

- Develop and assist in managing sponsor, exhibitor, and participant engagement.
- Logistical support of registrations, vendors, exhibitors, travel support, and volunteers.
- Assist in website content updates and tracking for outreach exposure for the National Adaptation Forum websites.
- Assist in social media outreach and marketing.
- Develop graphics and content for the website and social media marketing.
- Assist with logistics of the Planning Committee calls and quarterly National Adaptation Forum webinar series.

Successful candidates should meet the following criteria:

- Ability to work independently from home (e.g., internet access, phone)
- Thrive as a team player and work well with others
- Strong interpersonal skills resulting in exceptional rapport with people
- Able to deal courteously, professionally, and tactfully with the general public in a variety of circumstances
- Well-developed skills in prioritizing, organization and time management
- Ability to accommodate national travel
- Extreme attention to detail
- English speaking and comprehension fluency

Qualifications:

- Must be self-motivated and able to work with minimal supervision
- Highly collaborative with strong interpersonal skills
- Must possess computer skills, including but not limited to Microsoft Word, Excel, PowerPoint, and Google Suites
- Marketing/Communication experience
- Website content management experience
- Social media marketing experience
- Strong writing and effective communication skills
- Comfortable with online meetings, webinar and teleconference interactions, and cloud-based collaboration and file sharing services
- Bachelor degree or minimum 4 years experience in marketing, communications, environmental science or community studies (or related), or equivalent combination of education and experience

Compensation:

Compensation is competitive and negotiable. EcoAdapt offers a generous benefits packet, paid time off and sick leave.

EcoAdapt's policy is to provide compensation that is fair, reasonable and consistent with the compensation paid in the nonprofit sector for positions of comparable complexity and responsibility without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, disability, veteran status or any other basis protected by law.

To Apply:

Interested candidates should send a complete application assembled in one email to careers@ecoadapt.org. A complete application includes: cover letter, curriculum vitae, [voluntary EEO self-identification form](#), and [employment application](#), (save to your desktop)open with Adobe Acrobat Reader, fill out form and save changes before including in email). Completed applications are due by the end of the day **February 18, 2020**. Please indicate "Program Assistant-EcoAdapt" in the subject line of all email correspondence. No phone calls or faxes please.

Your cover letter should include the following:

- 1) Highlights of your qualifications that meet the position's specific needs
- 2) A brief explanation of why this is the ideal job for you
- 3) Your salary requirement and justification

EcoAdapt is an equal opportunity employer committed to creating a dynamic, multi-cultural, diverse working environment.