



Founded in 1936, the National Wildlife Federation (NWF) has grown into America's largest and most trusted grassroots conservation organization with 51 state/territorial affiliates and more than six million members and supporters. The mission of the National Wildlife Federation is to unite all Americans to ensure wildlife thrive in our rapidly changing world, and the Federation is committed to inspiring all people around our shared love of nature and wildlife by creating a welcoming and inclusive community representative of all Americans. By respecting and valuing the diversity of connections to the natural world and wildlife, we work toward convening a powerful movement.

## Consultant Opportunity

- **Work week:** not to exceed 40 hours
- **Project term:** November 1, 2019 to August 31, 2020
- **Project location:** New York City

## Project Summary

The Climate and Resilience Education Task Force, launched in May 31, 2018 and convened by the National Wildlife Federation, is dedicated to expanding interdisciplinary climate and resilience education, and associated professional learning opportunities, in K-16 NYC schools (see [www.riscnyc.org/policy](http://www.riscnyc.org/policy)). The Task Force meets throughout the year and is comprised of more than 60 members: NGOs, teachers, climate scientists, students, parents, City and Federal agencies and growing. The Task Force is exploring strategies for advancing its goals, including ensuring that environmental and climate justice is reflected in the body's structure, membership, and work, and that youth members can play an active role in crafting and leading on policy. The Task Force is poised for continued growth and seeks a dynamic self-starter who can lead on organizational development, overall administration and coordination, strategy and policy, and continue building a diverse, inter-generational group that will accelerate progress towards shared goals.

## Responsibilities and Duties

Consultant provides organizational and strategic leadership for the Task Force. This person will be responsible for overall coordination of the Task Force's activities, including but not limited to:

- Perform administrative duties required to appropriately carry out the work of the Task Force, including scheduling and attending meetings, corresponding with Task Force members, recording meeting minutes, and establishing processes for the Task Force to function consistently, efficiently and democratically;
- Document Task Force meetings through photography. Upload and maintain all photos and records in online Google drive folder(s);
- Secure appropriate meeting locations that are equipped with working Wi-Fi and arrange for catering if warranted;
- Help facilitate meetings and represent NWF as the Task Force Coordinator in public forums;

- Monitor Task Force listserv and facilitate communication and information sharing. Produce an internal update on Task Force activities and circulate monthly to Task Force members via the listserv;
- Track Task Force Working Group activities to help ensure projects are evolving and being completed;
- Manage group editing and/or review of written materials by Task Force members and take initiative to launch and manage new research and writing projects as needed;
- Research, write, and edit talking points, memos, blogs, and press releases about climate change education as it relates to the work of the Task Force;
- Draft Task Force position and policy statements for external audiences including media and policymakers;
- In partnership with senior NWF staff, work to establish a Youth Advocacy Corps within the Task Force that can build on the momentum of the youth climate strike movement and engage youth in advancing climate education policy and action;
- Recommend additional advocacy and policy engagement on climate education issue developments. This may include reaching out to elected officials as a delegate of the Task Force;
- Gather information on available funding sources that could provide ongoing support for the Task Force's activities;
- In partnership with senior NWF staff, network, reach out to and engage climate and environmental justice organizations at the forefront of the struggle for climate justice to ensure that the Task Force is an equitable, just and inclusive body that incorporates the views of frontline communities and communities of color;
- Track locally and nationally relevant news, projects, and legislation related to climate education;
- Identify and interface with administrators, teachers, students, environmental and climate justice organizations, non-profit organizations, city, state, and federal agencies, elected officials, and others to grow, build support and visibility for the Task Force.
- Report regularly to NWF's Senior Manager in New York City (NYC).

### ***Miscellaneous***

- Some travel within the five boroughs of NYC and occasional late afternoon hours for meetings.

## **Qualifications and Skills:**

- Strong climate science literacy and a passion for expanding climate education in NYC schools;
- A passion for climate and environmental justice, youth empowerment and advocacy, youth organizing and power-building;
- Fluency in current climate and resiliency education issues and policy, and a knowledge of organizations working in this space or willingness to learn;
- Experience with youth organizing and/or engagement;
- Commitment to the values of equity, justice, inclusion and youth leadership;
- Goal-oriented self-starter able to work well independently with minimal supervision, as well as with teams;

- B.A. or M.A. in relevant field or equivalent experience;
- Minimum 3-5 years relevant experience in one or more of the following areas:
  - Organizational development;
  - Strategic planning and project management;
  - Climate change education advocacy and/or policy;
- Strong project management skills and ability to juggle multiple tasks and projects.
- Excellent organizational and time management skills;
- Demonstrated ability to execute and follow-through; ability to work well under deadlines, oversee multiple projects and prioritize work effectively;
- Excellent oral and written communication skills;
- Comfortable speaking in public and leading meetings;
- Ability to be highly professional while also personable, approachable and outgoing and comfortable interacting with people of all ages and diverse backgrounds;
- Ability to cultivate and maintain effective relationships with a variety of partners from NGOs, city, state, and federal agencies, corporate representatives, and funders;
- Creative flexible thinker;
- Comfortable creating and managing project budgets;
- Proficiency in communicating program work using email, web, and social media;
- Proficient in Microsoft Word, Excel and Google platforms. Graphic design skills a plus.

Your actions are expected to reflect the staff values of the National Wildlife Federation: collaboration, mindfulness, empowerment, inclusivity, and mission focus.