

POSITION ANNOUNCEMENT:

Team and Budget Coordinator / Senior Executive Assistant,
Strategic Communications Initiative of the Climate and Land Use Alliance

[The Climate and Land Use Alliance \(CLUA\)](#) seeks a **Team & Budget Coordinator / Senior Executive Assistant** for a new Strategic Communications Initiative. The purpose of this Initiative is to advance strategic narratives that engage broader constituencies in protecting tropical forests, Indigenous Peoples' rights, and the climate. The Initiative encompasses targeted programs and efforts related to Brazil and Indonesia, as well as other separate programs and efforts related to international political fora. The Team & Budget Coordinator / Senior Executive Assistant will report to the Director of the Strategic Communications Initiative and be responsible for coordinating grants and contracts management, budget and financial reporting, virtual and in-person stakeholder meetings/events, and media monitoring reports.

THE INITIATIVE

The Strategic Communications Initiative, a project of the Climate and Land Use Alliance, is an initiative to promote forests and sustainable land use as key climate solutions—in particular, publicizing forest and land use research and evidence, amplifying forest community and civil society voices, coordinating overarching narratives that contribute to positive land use policy decision-making nationally and globally, and supporting the communications capacity of organizations focused on forests and sustainable land use. Within the Initiative, certain programs and efforts will focus specifically on Brazil and Indonesia, while other separate programs and efforts will have a global focus.

THE ROLE:

Primary Responsibilities

- Coordinate, track and report on the grants and contracts for the Strategic Communications Initiative in line with donor and legal requirements
- Ensure responsible budget and financial management and reporting, liaising with team members and the CLUA finance and operations department
- Compile inputs for organizational planning and reporting requirements in coordination with the Director and the core team
- Create, update and manage the reports to the Board and key stakeholders on the composition and performance of the program
- Arrange and help facilitate virtual and in-person meetings for core team members, CLUA colleagues, and key stakeholders
- Contribute to ongoing social and traditional media monitoring and associated reporting
- Build and maintain internal and coalition communications channels in order to facilitate information flow and the identification of opportunities for collaboration
- Support the Director in arranging international travel and external meetings
- Work alongside the Director and the rest of the team in strategy development and implementation planning

Ideal Candidate

We seek an experienced professional with proven career expertise in effectively managing budgets and contracts, organizing international meetings, doing media monitoring, and ideally working in Brazil and/or Indonesia. The Team & Budget Coordinator / Senior Executive Assistant must demonstrate an ability to work well with a diverse global team and collaborate with Climate and Land Use Alliance colleagues in effective financial, grants, and meeting management.

The selected candidate will be comfortable working in complex 'on-the-ground' environments as well as with dispersed virtual teams. S/he will help infuse team interactions with positivity and a collaborative helpful approach. The ideal candidate will be motivated and efficient, and able to prioritize among multiple competing demands.

Qualifications

CLUA seeks an experienced professional with:

- Excellent oral and written communication skills and sound judgment
- Fluency in written and spoken English (required). Working knowledge of Portuguese and/or Indonesian Bahasa (strongly preferred). Spanish and French (a plus).
- At least five years of progressively responsible experience in managing contracts, budgets, and financial reporting; as well as planning and facilitating virtual and in-person meetings, travel and events
- Excellent project management skills with a demonstrated ability to effectively and efficiently manage multiple activities simultaneously
- Strong self-direction and ability to work in a virtual organization. Must be flexible to work with colleagues in time zones from San Francisco to Jakarta.
- Ability to diplomatically and successfully navigate complex partnerships and multicultural settings required. Significant experience in the Global South and ideally in Brazil, Indonesia, Mexico, and/or Central America.
- Prior experience working with NGOs and/or philanthropy is an asset. Experience in grantmaking is desirable.
- Bachelors and/or Masters degree in a relevant field a plus

Location: Virtual working from time zones of GMT -5 (similar to US ET) to GMT +1 (similar to CET) will be considered. Working alongside team members in Rio de Janeiro, Brazil is a preferred option. Willingness and ability to travel internationally (approximately 25% of the time).

The Team & Budget Coordinator / Senior Executive Assistant will report to the Director of the Strategic Communications Initiative at the Climate and Land Use Alliance.

TO BE CONSIDERED:

We are an equal opportunity employer and welcome a diverse candidate pool. We recognize diversity as an asset essential to accomplishing our work and view diversity as encompassing differences in race and gender, as well as age, national origin, abilities, sexual orientation, job skills, education, and geographic location.

All qualified candidates are encouraged to apply as soon as possible by submitting your resume and a cover letter expressing your interest in and fit for the role to:
jobs@climateandlandusealliance.org

When applying, please include the position title in the subject line of your email.

Please apply by January 27, 2019 to be considered with the first round of candidates. Position will remain open until filled.