



Climate and Land Use Alliance

Cultivating solutions for people and the planet

POSITION ANNOUNCEMENT

Program Associate, Colombia & Peru Initiative Climate and Land Use Alliance

Location: Remote (in Colombia or Peru)

Position: Full-time

The Climate and Land Use Alliance (CLUA) is a collaborative of foundations seeking to realize the potential of forests and lands to mitigate climate change, benefit people, and protect the environment. The CLUA member foundations are the ClimateWorks Foundation, the David and Lucile Packard Foundation, the Ford Foundation, Good Energies Foundation, and Gordon and Betty Moore Foundation. Margaret A. Cargill Philanthropies also awards grants in alignment with the CLUA strategy. By bringing together our resources and diverse expertise, CLUA supports policies, practices, and partnerships that halt and reverse forest loss, advance sustainable land use and development, and secure the rights and livelihoods of Indigenous and forest communities. For more, please visit climateandlandusealliance.org

Position Description

CLUA's Colombia & Peru Initiative supports efforts to mitigate climate change, reduce deforestation and maintain the biodiversity of natural ecosystems by strengthening Indigenous and Afro-descendant communities' rights to forests, territories, and resources; and by mitigating the negative effects of infrastructure and extractive industries.

The **Colombia & Peru Initiative Program Associate** plays a key administrative and program support role on the CLUA Colombia & Peru team. The Program Associate will lead virtual and in-person meeting scheduling and coordination with grantees, partners and foundation colleagues, as well as systems development for information sharing and knowledge management. In addition, the Colombia & Peru Initiative Program Associate will support the grantmaking process, including tracking grants and contracts, supporting monitoring and evaluation, monitoring the Initiative budget, conducting organizational due diligence, and providing technical assistance to grantees.

The Program Associate must be able to work independently and possess strong organizational and interpersonal skills. This includes working remotely with team members and diverse stakeholders located in different geographies. The Program Associate reports to the Colombia & Peru Initiative Lead and coordinates with stakeholders across the alliance, including other Colombia & Peru Initiative team members, other Initiative teams, senior leadership, and operations team members, as well as with external stakeholders including other funders and grantee partners.

Location

The ideal candidate will be based in Colombia or Peru. The position is remote; however, office



space may be available in Bogota, Colombia if needed. The position will require work across multiple time zones (especially Pacific, Central, and Eastern time zones) and close collaboration with colleagues in Bogota, Colombia.

Primary Duties & Responsibilities

The Colombia & Peru Initiative Program Associate is primarily responsible for the following duties, as well as others as assigned:

- **Meeting Scheduling and Coordination**, including:
 - Coordinate complex scheduling across international time zones to facilitate collaboration and ensure that online meetings are inclusive and accommodate international schedules.
 - Assist with in-person meeting coordination, including meeting logistics and travel arrangements if necessary.
 - Communicate effectively with internal and external stakeholders, including but not limited to CLUA member and aligned foundations, other CLUA Initiative teams, CLUA staff, consultants, and grantees.
 - Ensure that meeting participants have necessary agendas and pre-reading material in a timely manner, host meetings, take notes during meetings, produce and distribute meeting summaries, and support the Colombia & Peru Initiative Lead and Program Officers/Consultants to identify and track action items.

- **Learning and Information Sharing**, including:
 - Work with the Colombia & Peru Initiative Lead, Program Officers/Consultants, and Program Operations Manager to support the implementation of strategy and grant monitoring in alignment with both CLUA-wide and Initiative- or grantmaking program-focused systems for monitoring, evaluation, and learning.
 - Produce reports and presentations on Colombia & Peru Initiative grantmaking portfolio as requested.
 - Support Colombia & Peru Initiative team to track and monitor grantee progress reports and grant implementation periods.
 - Develop and maintain systems for organizing Colombia & Peru Initiative information and documents to facilitate knowledge between teams and ongoing coordination across member foundations that participate in the Initiative, including coordinating with CLUA program and operations staff to standardize applications and approaches when appropriate.
 - Ensure that Colombia & Peru Initiative files are organized and current.
 - Work with CLUA Operations Team to accurately maintain grant and contract data in CLUA's grants management database, Fluxx.

- **Grantmaking Support**, including:
 - Support the Colombia & Peru Initiative Lead with the Initiative budget by maintaining multi-year payment schedules, and monitoring funding source balances.
 - Support the Colombia & Peru team with tracking annual grant and contract



projections.

- Translate (from Spanish to English) grantee proposals and reports and/or email communication with the CLUA Operations Team as necessary.
 - Provide technical assistance to grantees who would benefit from capacity building in areas such as finance and project implementation, including holding informational meetings with grantees regarding CLUA grant processes and requirements.
 - As requested, support the Colombia & Peru Initiative Lead and Program Consultants/Officers with grants and contracts by coordinating with and supporting grantee partners and contractors to submit necessary application materials and progress reports.
- **Additional duties**, including:
 - Monitor current events related to forestry, land use, Indigenous and community rights, CLUA grantees, and other topics of interest to CLUA in Colombia and Peru and share relevant information with the CLUA Colombia & Peru Initiative list-serv.
 - Develop and prepare background and meeting materials for site visits and grantee and stakeholder convenings.
 - Contribute to strategic planning processes, annual workplan development, and team meetings.
 - Undertake research and special projects as assigned, such as locating and synthesizing information, and responding to requests for information.
 - Engage effectively with staff at all levels of the organization to complete tasks on time while also contributing to a highly collaborative, transparent, and mutually supportive sense of team. Monitor deadlines, follow up on delegated tasks, and provide appropriate reminders.

Preferred Experience & Competencies

Applicants will ideally have many of the following competencies and some of the following experience:

- A minimum of 2+ years previous experience as a program assistant, associate, coordinator or relevant experience
- Bachelor's degree or equivalent experience
- International work or lived experience or previous experience supporting teams working internationally
- Demonstrated sensitivity to the needs and concerns of individuals and communities from diverse cultures, backgrounds, and orientations
- Strong oral and written communications skills in both English and Spanish
- Strong computer skills, with a high degree of proficiency in Microsoft Office (Outlook, Word, Excel, Powerpoint), Google Suite (Drive, Docs, Forms, Sheets), and Dropbox
- Previous experience with grants management databases (e.g. Fluxx)
- Experience with task management and/or data visualization apps (e.g. Slack, Miro,



Asana)

- Previous experience maintaining complex calendars and coordinating meetings and events for large groups
- Outstanding administrative and organizational skills including experience drafting correspondence, scheduling, and record keeping
- Self-motivated, persistent, dependable, and takes initiative, with ability to work effectively and efficiently with minimal supervision
- Creative, resourceful, and professional approach to work
- Ability to work under pressure, prioritize, and be flexible
- Excellent judgement, ability to adhere to confidentiality, handle sensitive matters with discretion, and strong emotional intelligence to facilitate relationship building across CLUA
- A strong commitment to justice and equity work and experience working in diverse, equitable and inclusive work environments
- Experience coordinating and creating collaborative environments among organizations
- Ability to work outside of typical work hours (i.e. early mornings and/or late evenings) when required to accommodate various time zones.

Equal Opportunity and Access

Equal employment opportunity and having a diverse staff are fundamental principles at the Climate and Land Use Alliance (CLUA), where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law. CLUA does not discriminate against formerly incarcerated individuals.

Application Process

All interested candidates are encouraged to **apply as soon as possible**. Individuals with disabilities and members of Indigenous, Afro-Colombian, Afro-Peruvian, and LGBTIQ+ communities are encouraged to apply. CLUA will complete an initial review of applications received by December 12th, 2022, and on a rolling basis thereafter until the position is filled. To be considered, [please apply online](#) and submit a cover letter and resume in English.