



Climate and Land Use Alliance

Cultivating solutions for people and the planet

POSITION ANNOUNCEMENT

Program Associate, Global Initiative Climate and Land Use Alliance

Location: Remote

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 Global Initiative supports international public and private sector policies, programs, and finance that help conserve forests and lands and increase their ability to remove carbon from the atmosphere, while securing the rights and livelihoods of Indigenous Peoples and rural communities and protecting biodiversity and ecosystem services.

The **Global Initiative Program Associate** plays a key administrative and program support role on the CLUA Global Initiative team. The Program Associate will provide crucial support with grant and contracts tracking, monitoring, and evaluation. In addition, they 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.

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 Director of Programs in close collaboration with the Global Initiative Lead and coordinates with stakeholders across the alliance, including other Initiative teams, senior leadership, and operations, as well as with external stakeholders including other funders and grantee partners.

Location

This position is remote, with a preference for candidates based in the Americas or Southeast Asia. The position will require work across multiple time zones, and with close collaboration with colleagues in United States Pacific and Eastern time zones and Costa Rica time zones. CLUA has offices in San Francisco, Rio de Janeiro, Jakarta, Bogota, Mexico City and New



York City available for staff use.

Primary Duties & Responsibilities

The Global 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 Global Initiative Lead and Program Officers to identify and track action items.

- **Learning and Information Sharing**, including:
 - Work with the Global Initiative Lead and Program Operations Manager to support the implementation of strategy and grant monitoring in alignment with CLUA-wide systems for monitoring, evaluation, and learning.
 - Produce reports and presentations on Global Initiative grantmaking portfolio as requested.
 - Support CLUA Global Initiative Program Officers and Consultants to track and monitor grantee progress reports and grant implementation periods.
 - Develop and maintain systems for organizing Global Initiative information and documents to facilitate knowledge sharing 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 Global Initiative files are organized and current.
 - Work with CLUA's Operations Team to accurately maintain grant and contract data in CLUA's grants management database, Fluxx.

- **Grantmaking Support**, including:
 - Support the Global Initiative Lead with the Initiative budget by maintaining multi-year payment schedules and monitoring funding source balances while supporting the team with tracking annual grant and contract projections.
 - Coordinate with CLUA's Operations Team on grantmaking budgets and timelines, and support grantees and contractors with grant and contract management issues as necessary.
 - Support the Global Initiative Lead and Program Officers with grant and contract



development by coordinating with grantee partners and contractors to submit necessary application materials.

- **Additional duties**, including:
 - 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.
 - Undertake research and special projects, such as locating and synthesizing information, and responding to requests for information.

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 writing skills and ability to draft materials tailored for a range of audiences
- Strong computer skills, with a high degree of proficiency in Microsoft Office (Outlook, Word, Excel, Powerpoint), Google Suite (Drive, Docs, Forms, Sheets), and Dropbox
- Experience with task management and/or data visualization apps (e.g. Slack, Miro, Asana)
- Previous experience with grants management databases (e.g. Fluxx)
- 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
- Language skills in Portuguese, Indonesian Bahasa, or Spanish



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- 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**. CLUA especially invites persons with disabilities, and Black, Indigenous, people of color, and LGBTQIA+ candidates to apply. CLUA will complete an initial review of applications received by November 30th, 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.