



**Climate and Land Use Alliance**

*Cultivating solutions for people and the planet*

## **POSITION ANNOUNCEMENT**

### **Program Associate, Mexico and Central America Initiative Climate and Land Use Alliance**

**Location:** Mexico or Central America

**Position:** Full-time, remote

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](http://climateandlandusealliance.org)

The Mexico and Central America Initiative at CLUA aims to protect forests and the climate by strengthening Indigenous and community land rights and forest management in Mexico and Central America and by sharing experiences from the region with forest communities and countries around the world. CLUA focuses our efforts in Mexico and Central America on supporting regional Indigenous Peoples' organizations, grassroots community forest organizations, policymakers, and other funders in their efforts to conserve forests by securing the rights and livelihoods of forest communities.

#### **Position Description**

The Mexico and Central America (MCA) Program Associate plays a key administrative and program support role on the CLUA team, leading meeting scheduling and coordination as well as systems development for information sharing and knowledge management. In addition, the MCA Program Associate will provide support with both non-grantmaking activities (e.g., convening grantees, learning exchanges, etc.) and occasional administrative support with grants and contracts.

The MCA 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 MCA Program Associate reports to the Director of Programs in close collaboration with the Mexico and Central America Initiative Lead and coordinates with stakeholders across the alliance, including other MCA team members, other Initiative teams, and operations team members, as well as with external stakeholders including other funders and grantee partners.

#### **Location**

The ideal candidate will be based in Mexico or Central America. The position is remote;



however, office space may be available depending on the selected candidate's location. The position will require work across multiple time zones (especially Pacific, Central, and Eastern time zones in the United States) and in close collaboration with colleagues in Mexico and Guatemala.

### **Primary Duties & Responsibilities**

The MCA 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 meetings are inclusive and accommodate international schedules and diverse internet connectivity conditions.
  - Communicate effectively with internal and external stakeholders, including but not limited to CLUA member foundations, other CLUA Initiative Leads, 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 MCA Lead and Program Consultant to identify and track action items.
- **Learning and Information Sharing**, including:
  - Work with the MCA Initiative Lead, MCA Program Consultant, and Program Operations Manager to implement 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 grantmaking portfolio as requested.
  - Support CLUA MCA team to track and monitor grantee progress reports and grant implementation periods.
  - Develop and maintain systems for organizing MCA Initiative information and documents to facilitate knowledge sharing between MCA team members and with other CLUA teams, including coordinating with CLUA program and operations staff to standardize applications and approaches when appropriate.
  - Ensure that MCA 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 MCA Lead with the Initiative budget by maintaining multi-year payment schedules and monitoring funding source and balances and supporting the team with tracking annual grant and contract projections.
  - Translate grantee proposals and reports and/or email communication with 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 requirements.

- As requested, assist the MCA Lead and Program Consultant with grants and contracts by coordinating with and supporting grantee partners and contractors to submit necessary application materials and progress reports.
- **Program Support**, including:
  - By delegation of the Initiative Lead, coordinate collective dialogue and action processes with grantees and partners, addressing thematic areas relevant to the CLUA MCA strategy.
  - Contribute to strategic reflection and planning processes, development of annual work plan, and team reflection sessions.
- **Additional duties**, including:
  - Develop and prepare background and meeting materials (e.g., agenda, logistics, etc.) for site visits and grantee and stakeholder convenings.
  - 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' work 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 communication skills in both English and Spanish
- 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
- 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/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



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- effectively and efficiently with minimal supervision
- Creative, resourceful, and professional approach to work
  - Ability to work under pressure, prioritize, and be flexible
  - Ability to adhere to confidentiality, handle sensitive matters with discretion, and strong emotional intelligence to facilitate relationship building across CLUA
  - Adaptable and able to exercise excellent judgment when communicating with grantee partners in the context of specific technological needs and security concerns
  - Experience working in diverse, equitable, and inclusive work environments, with experience in anti-racist/anti-colonial work, and commitment to ongoing justice and equity work
  - 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 diverse staff and consultants are fundamental principles at the Climate and Land Use Alliance (CLUA), where consultancy selection, employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affective 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 members of Indigenous, Black, and LGBTIQ+ communities to apply. CLUA will complete an initial review of applications received by **apply by January 6, 2023**, 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.