



**Position Title:** TCI LEAF Fellow- Programs

**Location:** Fully remote

**Status:** Part-time paid fellowship, non-benefits eligible.

**Duration:** January 16, 2024 - April 5, 2024

**Time commitment:** Maximum of 10 hours per week plus an additional 8 hours of paid professional development over the semester. Work schedule is flexible with weekly availability expected during Eastern time zone business hours.

**Compensation:** \$20 per hour

**The Climate Initiative** (TCI) is a scientifically-based education organization dedicated to helping solve the climate crisis. The uniqueness of TCI's approach is its focus on educating and empowering youth. We believe that the generation most at risk will shift politics, stimulate solutions, and ultimately be agents of change. We also believe that it is important to educate about climate change in a nonpartisan way. Our vision is to create a cohesive voice at the grassroots level to push for climate-friendly policy and action in this time of crisis.

The IPCC notes, "Impacts of climate change are likely to be felt most acutely not only by the poor, but also by certain segments of the population, such as the elderly, the very young, the powerless, indigenous peoples, and recent immigrants, particularly if they are linguistically isolated". TCI values diversity, equity, inclusion, and belonging, and our workforce should reflect the communities we are activating.

The **LEAF Fellowship Program** at The Climate Initiative provides paid employment and professional development to empower, train, and mentor young adults to support the creation of a climate ready workforce and a generation of young leaders for climate action.

LEAF fellows are hired to complete an in-depth fellowship in a specific department or function of The Climate Initiative, but they are exposed to all of the major operations of a nonprofit organization. By the time they complete their fellowship, every LEAF fellow will acquire new knowledge and skills in programs, policy, marketing and communications, and development.

**Capstone Project:** Each LEAF cohort will work collaboratively on a culminating project focused on the most critical aspect of nonprofit leadership: development. Fellows will work cross-departmentally on this project and receive informal mentorship in development, marketing and communications, and project management. Fellows should spend no more than four hours per week at any given time working on the project.



## Position Description

The **Programs Fellow** will work alongside TCI's Programs team to support our cornerstone programs including Learning Labs, the Collegiate Climate Policy Institute, and the LEAF Fellowship program. The Programs Fellow will collaborate with multiple members of the Programs Team on projects related to policy, education, and career development. Although many of the tasks for this role are administrative, there is room for creativity, experimentation, and innovation.

The Programs Fellow should be organized, detail-oriented, and interested in tackling a variety of projects. The individual filling this role will report directly to the Programs Coordinator and TCI will provide the necessary training on the organization's mission, strategy and programs. The individual will represent TCI virtually and on the ground and will be proficient in networking, effective communication and public speaking. This is a remote position.

### Key responsibilities include the following:

- Creating a landscape analysis of two and four-year institutions, vocational programs, and other educational institutions for outreach and posting future LEAF Fellow positions
- Assisting with the creation of a Sustainability Learning Lab for grades 8-12
- Assisting with Policy Toolkit revisions and the expansion of policy topics within TCI's Learning Labs
- Assisting with planning and organization for the 2024 Collegiate Climate Policy Institute (CCPI)
- Completing other administrative tasks as needed (data entry and sorting, filing, emailing)
- Attending and participating in professional development sessions
- Contributing to the LEAF cohort capstone project

### Success metrics for this role:

- Create a google sheet of at least **50** colleges and institutions for fellowship outreach
- Research deliverables for Policy Toolkits and Learning Lab(s) that result in engaging educational material
- Successful completion of CCPI logistical planning and coordination
- Attendance and active participation in PD sessions
- Completion of cohort capstone project and reporting of outcome measures

**Physical Requirements:** Prolonged periods of sitting at a desk and working on a computer and must be able to lift to 50 lbs as needed.



**Educational Experience:** Current undergraduate or graduate student at a 2 or 4-year institution OR comparable life and work experience

**TCI Disclosure Statement:** The Climate Initiative understands and acknowledges that systems of oppression and societal inequities shape the lived experiences of individuals. This mainly affects BIPOC, low-income, disabled, LGBTQIA+, and other historically excluded identities, many of whom will experience imposter syndrome and doubt their qualifications. The manifestation of imposter syndrome leads candidates to be the first to say no to themselves. At The Climate Initiative, we want our workforce to represent the communities we are activating. Therefore, TCI strongly encourages members from these communities to apply — your perspectives, perceptions, and experiences hold power to enact change and inspire additional voices from these underrepresented communities to take action.

**Selection Timeline:**

The internship job posting closes on December 1.

TCI staff reach out to candidates to schedule interviews during the week of December 4.

Interviews take place over December 11-21.

All candidates receive notice of hiring status by December 22nd.

Fellows will attend virtual orientation from January 16-19.

**Application Steps:** To apply for this position, please submit a resume and a cover letter or video introduction that specifically addresses your interest in at least one of the following: climate action, nonprofit management, youth empowerment, or social justice. All application materials should be emailed to Caitlin Neal-Jones, the Fellowship Program Manger, at [caitlin@theclimateinitiative.org](mailto:caitlin@theclimateinitiative.org)

Questions about this position can be directed to the email address above.