Science Program Coordinator

Project Drawdown seeks an enthusiastic and organized Program Coordinator to join the Drawdown Science team. The Program Coordinator will be a crucial member of the Science team, managing cross-team projects, coordinating partnerships and engagements with outside stakeholders, and maintaining communication lines with partners that support and advance our work to scale climate solutions. In short, we are seeking someone with organizational and communication “superpowers” who can help coordinate and advance the critical work of our Science team.

About Project Drawdown

Project Drawdown is the world’s leading resource for climate solutions.

Our mission is to help the world stop climate change—as quickly, safely, and equitably as possible. To do this, we pursue three key strategies:

- *Advance Effective, Science-based Climate Solutions and Strategies:* We do the science no one else does to cut through the noise and find effective “whole system” solutions and strategies for stopping climate change.
- *Foster Bold, New Climate Leadership:* We inform, inspire, and empower business leaders, investors, and philanthropists to take bold, new positions, act more strategically, and rapidly bring climate solutions to scale.
- *Promote New Narratives and New Voices:* We work to shift the conversation about climate change from “doom and gloom” to “possibility and opportunity” and elevate new, underrepresented climate heroes through storytelling and “passing the mic.”

About the Role

The ideal candidate will be a talented, independent multi-tasker eager to provide broad support to the Drawdown Science team. The role will be responsible for cross-team project management, coordinating our partnerships with diverse stakeholders, keeping on top of important paperwork (e.g., grant reports, communications with outside partners), and other critical coordination functions. In particular, the role will focus on:

- Providing logistical, project management, and administrative support for Drawdown Science members
• Support the preparation for and implementation of research projects, including communicating with program and research partners, maintaining timelines and documentation of research activities, and planning for and supporting implementation of research
• Oversee program coordination and partner collaborations across multiple projects to ensure timely communication, information sharing, and project implementation
• Communicate effectively and professionally with external partners
• Manage logistics with an external steering committees
• Coordinate and support work planning, budgeting, and reporting
• Draft and edit copy for grant reports, website, op-eds, marketing materials, and other written products
• Draft and edit presentation materials and other communication assets
• Participate in communicating the organization’s vision, activities, and research results at meetings and events
• Other duties as assigned

The Project Coordinator must work with independence and self-direction yet thrive in collaboration. They will manage and assist with many different projects while ensuring work stays focused and on deadline.

Previous experience in supporting scientific research teams is a must. Experience with climate and environmental issues is a big plus.

The position will report to the Executive Director.

Project Drawdown welcomes people of all backgrounds, identities, and beliefs to join us in helping the world reach Drawdown quickly, safely, and equitably. We are a 100% remote organization based in the U.S.

Qualifications

The ideal candidate will possess a combination of the following:
• Bachelor’s degree (required), Master’s degree (preferred) in a relevant field. Candidates with a strong background in science (especially environmental, earth, or climate science) preferred. Formal education in management (e.g., MBA, MPA) not required.
• 3-5 years of experience providing administrative and project management support to science-based teams, with strong written and oral communication skills in climate change, environmental science, or a related field.
• Prior experience working with scientists is strongly preferred.
• Strong project management skills, including the ability to identify potential problems and propose solutions to keep projects on schedule.
• Ability to manage and coordinate diverse tasks and facilitate relationships among multiple parties.
• Demonstrated ability to multi-task and to respond to changing situations flexibly.
- Ability to track and coordinate priorities, themes, and research.
- Excellent attention to detail and ability to manage the workflow of others on deadline.
- Excellent written and verbal communication skills in English, including conveying complex concepts clearly and concisely and helping stakeholders act on the information.
- Comfortable representing Project Drawdown’s science interests at external meetings and events.
- Ability to communicate effectively across operations, program, and research teams.
- Ability to work effectively as a team member and to carry out projects.
- Self-starter with the ability to work independently and identify ways to support our fully remote team effectively.
- Capable of managing own time and meeting deadlines.
- Flexibility, creativity, and can-do attitude.
- Fluency in English.

In addition, candidates are required to be:
- Comfortable with teleconferencing, project management tools, collaborative work environments, remote work, and virtual collaboration.
- Available to participate in video conferences on weekdays 9:00 am–5:00 pm Central Time US.
- Able to use Asana, Google Sheets, Google Docs, and presentation software (Keynote preferred) for delivering individual work products and collaborative projects and overall project management.
- Willing to assist with other tasks as requested.

Studies have shown that women, trans, non-binary people, and BIPOC are less likely than others to apply for jobs if they don’t believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that’s okay. We would strongly encourage you to apply, even if you don’t believe you meet every one of the qualifications described.

**Position Details and How to Apply**

This is a full-time, salaried position with benefits with an expectation of 40 hours/week. The salary range for this position is $75,000 - $95,000 / year. We work hard to ensure our salaries are competitive with similar leading nonprofits in major cities across America. In addition, Project Drawdown provides exceptional benefits, including generous time off, health insurance, and matching 401k.

As with all positions at Project Drawdown, this role will be 100% remote. Employees can work anywhere within the United States. Candidates currently authorized to work in the United States (U.S. Citizens, green card holders, and work visa holders), who reside anywhere in the U.S. may apply. Employees are expected to attend a yearly in-person team meeting.
To be considered for this position, submit your application at
https://form.jotform.com/242106420863146, including:

- A cover letter describing your experience and fit for this role, including a one-paragraph
description of a project you managed with the project goal, team makeup, and role, and
a summary of what you learned from the project.
- Most recent resume or CV.
- Two recent writing samples – ideally one example of technical writing (a research paper,
report, or journal article) and one of popular writing (an op-ed, essay, or plain language
article).

Applications will be accepted until Monday, August 19, 2024 at 11:59 pm Eastern Time.
Interviews are expected to begin in early September. Applicants selected for interviews will be
required to provide at least two professional references.

Project Drawdown is an equal opportunity employer committed to having a team that represents
a variety of backgrounds, perspectives, and skills. Project Drawdown does not discriminate on
the basis of race, religion, gender identity, sexual orientation, age, non-disqualifying physical or
mental disability, national origin, veteran status, or any other basis covered by law, and we will
not tolerate discrimination or harassment based on any of these characteristics. We strongly
encourage all qualified persons currently authorized to work in the United States to apply for this
position. All employment is decided on the basis of qualifications, merit, and the organization’s
need.

For more information contact us at jobs@drawdown.org