

Position: Program Associate, Sustainable Resources

Post Date: June 04, 2019

Applications accepted until position is filled

RESOLVE, a non-profit organization in Washington, D.C., is seeking a Program Associate for our Sustainable Resources Program. The Program Associate will provide a wide range of research and analysis, writing, project planning and management, fundraising and communications, and general program support. We are particularly interested in candidates who have a passion for working on complex environmental, energy, sustainability, and natural resource policy issues.

Organization Overview

RESOLVE is an independent organization focused on forging sustainable solutions to critical social, health, and environmental challenges by creating innovative partnerships where they are least likely and most needed.

We are a team of collaborative leaders, mediators, policy experts, strategists, scientists, and facilitators. We bring a unique combination of expertise to our work: mediation and process design; solutions-focused strategies and programs; and a capacity to create and launch self-sustaining social enterprise. As an independent, nonpartisan, nongovernmental organization (NGO), we work across sectors, borders, and political lines to engage with business, government, foundation, NGO, and community leaders.

We are based in Washington, D.C. and work on local, regional, national, and international projects. Our projects focus on healthy communities, conservation, and sustainable resources.

Qualifications

Applicants must have a Bachelor's degree in natural resources management, environmental studies/science, public policy or related field; an advanced degree is preferred. Applicants must have a minimum of two years of work experience relating to environment, natural resource issues, sustainability, conflict resolution, or public policy. While the selected candidate will work on a wide range of issues, exposure to and familiarity with energy, corporate social responsibility, as well as interest in partnerships, collaborative strategies, and consensus building, is a plus.

Responsibilities

1. Conduct research, analysis and writing in substantive policy areas, particularly natural resource and related topics, which includes the following:
 - Conducting background research on issues and trends
 - Conducting literature reviews
 - Analyzing and synthesizing data
 - Researching technical issues, policies, practices, and standards, as well as stakeholder networks and groups, companies, and organizations
 - Drafting and editing written reports and summaries
2. Support project planning, management, and execution, which includes the following:
 - Drafting project plans and strategies
 - Drafting project correspondence and status reports
 - Tracking project timelines, budgets and deliverables

- Ensuring project delivery
 - Scheduling, coordinating logistics, and preparing materials for meetings and events
 - Managing collaborative technology (e.g., Adobe Connect) for calls and meetings
 - Managing contact databases
 - Processing payments and invoices and other support for grant and subcontract management, reporting, and budgeting
3. Support fundraising and communications efforts, which includes the following:
 - Researching fundraising/program development opportunities
 - Drafting concept notes, proposals, work plans, and project budgets
 - Drafting outreach and communications materials for RESOLVE website, newsletters, social media and reports
 - Preparing PowerPoint presentations or similar materials
 4. Serve as a junior member of programmatic and facilitation teams, which includes the following:
 - Communicating with stakeholders and partners
 - Drafting agendas and taking notes in meetings
 - Writing meeting summaries and project reports
 - Conducting assessment interviews, as needed
 - Providing meeting logistics support
 5. Support RESOLVE organizational development, which includes the following:
 - Contributing to organization-wide teams to further RESOLVE's strategic plan and other activities
 - Contributing to organizational learning and quality
 - Supporting senior staff on program development and on organizational priorities
 - Supporting internal planning, meetings and activities

Competencies

We are looking for an individual with a commitment to RESOLVE's independent, solutions-focused orientation to issues and demonstrated interest in the natural resources and sustainability field, including knowledge, skills, personal characteristics, and referrals that attest to the following:

Knowledge and Experience

1. Understanding of technical aspects of environmental, energy and natural resource issues and/or of supply chain and business dynamics in the minerals or other natural resource sectors
2. Familiarity with public policy context and processes for natural resource and energy issues, including familiarity with key international and US policy instruments; and the role of different groups in agenda setting, advocacy, and problem solving
3. Experience with program planning is essential; familiarity with strategic planning is preferred; and familiarity with consensus building theories and practices is helpful

Skills

1. Excellent research and analytical skills
2. Strong writing skills: adept at writing about policy; placing issues in context; seeking a clear, concise writing style; able to initiate solid first drafts of high-level policy and strategy documents
3. Excellent organizational, project management, and logistical planning skills
4. Excellent attention to detail

5. Strong, proven editing experience
6. Proficiency with word processing, databases, and spreadsheets
7. Ability to take initiative and show leadership on projects
8. Proficiency with use of collaborative technologies (e.g., Adobe Connect or other webinar programs; Dropbox; Google Forms), social media, AV equipment, and web development
9. Proficiency preparing high-level policy documents and presentations, including power point presentations
10. Ability to balance multiple projects and priorities simultaneously, while closely tracking and managing various project activities, timelines, and deliverables
11. Excellent relationship and communication skills such as listening, building trust, empathizing, developing rapport, and both giving and receiving constructive criticism
12. Proficiency in a second language, especially Spanish or French, preferred

Personal Characteristics

1. Intellectual curiosity and depth
2. Keen interest in subject matter
3. Strong values and ethics
4. Energy, drive, and commitment to excellence
5. Professionalism
6. Enjoys working as part of a team, sharing successes, and collaboratively owning and addressing challenges
7. Self-motivation, self-discipline, and capacity to organize, prioritize, and self-direct work with at times limited day-to-day supervision or structure
8. Courage and confidence in communicating effectively and respectfully with a wide range of colleagues, clients, and partners—senior executives, government officials, community stakeholders, etc.
9. Willingness to respond to an irregular work schedule, sometimes requiring evening and weekend work and travel, due to the nature of RESOLVE’s work and the needs of our partners

Salary is commensurate with education and experience. RESOLVE offers excellent benefits, including: medical and dental insurance; retirement contributions; generous family, vacation, and sick leave; and long-term disability.

To Apply

Please email your resume and cover letter to jobs@resolv.org. Please do not e-mail other staff or inquire about opportunities by phone.

At RESOLVE, we are committed to creating a diverse, inclusive, and mutually respectful environment where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. All employment decisions are based on qualifications, merit, and business need.