



Solutions Center Fellowship

Overview

This position will work on enhancing the Solutions Center. The Solutions Center features resources to assist campuses in their decarbonization efforts, including a matrix to evaluate projects, case studies, and service providers. This year, Second Nature would like to expand and deepen the offerings of the Solutions Center to serve as a better resource for campuses and better feature service providers that can assist in necessary work. This position has great potential to assist campuses in real climate advancement work, expand provider business, and bring in revenue to support the work of Second Nature.

Responsibilities

This position will primarily work with Climate Programs Manager, Bridget Flynn, and Senior Manager of Climate Programs, Steve Muzzy, on enhancing the breadth of offerings of the Solutions Center. This will include expanding the listed project cards, service provider profiles, case studies, and resources. The successful candidate will bring in more service providers to the Solutions Center and accumulate more case studies and resources to serve campus needs. In order to be successful, the candidate will coordinate with service providers as well as users of the Solutions Center.

Qualifications

To be successful in this role, the candidate will need the confidence to handle sponsorships and agreements. This will require comfort to conduct outreach via phone, email, and video meetings and attention to detail in project management as well as organization skills to keep track of all projects, partners, and to-dos. The successful candidate will be versed in working as part of a team and should be able to conduct work autonomously as required. An ability to update and maintain web pages is also required.

Desired Qualifications

Coming into the role with sales experience would be useful. Business acumen (working with external partners, writing and executing agreements, managing contracts) is also particularly helpful in this role whether demonstrated with professional experience or self-assuredness through other qualities and experiences. Experience in and familiarity with higher education and sustainability programs in particular is of great value. Some familiarity with sustainability programs and services would be useful for this position. Familiarity with WordPress and/or other CMS may be of benefit.

Position Details and Classification

This position is 100% remote and entails a commitment of approximately 20 hours a week, with virtual supervision from Second Nature staff. Ideally the candidate will be able to work the bulk of their hours at times between 10AM-4PM ET.

Second Nature offers a dynamic and creative work environment with customized experiences for project-based employees designed to be challenging and build desired skill sets. The Fellow



may be involved in team meetings and planning efforts as appropriate. This position reports to the Climate Programs Manager for Climate Resilience and Justice.

Note that this position is not formal employment, but rather a one-year Fellowship with an accompanying stipend of \$30,000.

Applications will be accepted until August 15, 2022.

Second Nature is an equal opportunity employer and does not discriminate based on any of the following: race, religious creed, color, age, sex, sexual orientation, gender identity, gender expression or gender characteristics, national origin, religion, marital status, medical condition, physical or mental disability, military service or veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, and local laws and ordinances.

Second Nature is committed to the full inclusion of all qualified individuals. In keeping with our commitment, Second Nature will take the steps to assure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact info@secondnature.org

Who Should Apply

Studies have shown that women, people of color, and other under-represented groups are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the position, and that candidate may be one who comes from a less traditional background. Second Nature will consider any equivalent combination of knowledge, skills, education and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

Faculty and Staff

Please forward this application to students that may be a good fit for this experience.

How to Apply

Submit a cover letter and resume for consideration, [here](#).