

# PROJECT DRAWDOWN®

## Program Coordinator, Drawdown Lift

### About Project Drawdown

*The World's Leading Resource for Climate Solutions*

**Project Drawdown** is a nonprofit organization that seeks to help the world reach “Drawdown”—the future point in time when levels of greenhouse gases in the atmosphere stop climbing and start to steadily decline. Since the 2017 publication of the *New York Times* bestseller *Drawdown*, the organization has emerged as a leading resource for information and insight about climate solutions. Cities, universities, corporations, philanthropies, policymakers, communities, educators, activists, and more turn to Project Drawdown, as they look to advance effective climate action. We aim to support the growing constellation of efforts to move climate solutions forward and move the world toward Drawdown—as quickly, safely, and equitably as possible.

See [The Drawdown Review—2020](#) for the latest update to our work.

**Drawdown Lift** is a new initiative that will explore the links between climate change solutions, health, and improving human wellbeing, particularly in emerging economies in Sub-Saharan Africa and Asia. This effort will work to break down disciplinary walls and amplify solutions that simultaneously address climate change and leverage the resourcefulness and resilience of people in emerging economies.

### Position Summary

Project Drawdown is seeking an enthusiastic and organized Program Coordinator with stellar communication skills to join the Drawdown Lift team. The individual will be a key member of Drawdown Lift and will coordinate partnership engagement and written communications that support and advance our work to scale climate and human wellbeing solutions that meet the magnitude of the climate crisis and human development needs. Project Drawdown has already identified an important subset of these, and we will work to find additional best practices for climate solutions that have co-benefits to human health, education, and economic development, as well as amplify poverty alleviation solutions that also have significant benefits to addressing climate change.

The position will report to the Director of Drawdown Lift.

The ideal candidate will be a talented, independent multi-tasker eager to provide administrative support and written communications for Drawdown Lift. The Program Coordinator will help organize virtual convenings, communicate with partners, and provide substantive support to the Lift team through research, literature reviews, and data analysis. We seek candidates who are passionate about working on interdisciplinary topics and committed to enhancing equity, particularly for women and girls in emerging economies.

As a small organization with a big mission, the Program Coordinator, Drawdown Lift will need to work with independence and self-direction yet thrive in collaboration to manage and assist with simultaneous projects and meet deadlines. Prior experience in climate work is not a requirement, but eagerness to learn is.

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.

## Essential Responsibilities

The Program Coordinator, Drawdown Lift will:

- Manage expert working/advisory groups with partners from academic research institutions, non-profit organizations, and international development institutions.
- Provide logistical and administrative support for coordinating virtual workshops and convenings for Drawdown Lift.
- Support the development and maintenance of Lift content for Project Drawdown newsletter. This includes identifying writing themes and drafting articles at the idea stage.
- Communicate effectively and professionally with external partners.
- Track and coordinate priorities, themes, and research with Lift partners.
- Draft and edit copy for web page, op-eds, marketing materials, and other written products.
- Assist with developing graphics and other visual content to support blog posts, social media posts, and other editorial content.
- Assist with other tasks as requested.

## Education and/or Experience

The ideal candidate will possess a combination of the following education and/or equivalent experience:

- Bachelor's degree (required) in a related field.

- 2-3 years of experience providing administrative and project support with strong written and oral communication skills in international health, gender, sustainable development, and/or climate change.
- Creative and digital skills would be an asset.
- Experience living, working, or studying in emerging economy countries preferred.
- Experience in a small, nimble organization an asset but not required.

## Knowledge, Skills, and Abilities

The qualifications listed here are necessary to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Ability to research and learn about a wide range of climate change solutions including resilience, poverty alleviation, human wellbeing, health, and education.
- Strong written, presentation, and interpersonal communication skills to engage effectively within the organization and with senior external collaborators/stakeholders.
- Excellent attention to detail and ability to manage workflow on deadline.
- Excellent writing, grammatical, and proofreading skills and demonstrated attention to detail.
- Strong organizational skills and the ability to perform multiple tasks and prioritize according to Lift team needs and deadlines.
- Self-starter with an ability to work independently and as a member of a remote team.
- Flexibility, creativity, and can-do attitude.
- Commitment to raising up voices from youth, marginalized communities, and community leaders in low- and middle-income countries.
- Strong passion for helping the world achieve Drawdown.
- Fluency in English.

## Location

As with all positions at Project Drawdown, this one will be 100% remote. Employees can work anywhere within the United States. Candidates currently authorized to work in the United States (US Citizens, green card holders, and work visa holders), who reside anywhere within the US may apply.

## Compensation

This is a full-time position with benefits. Compensation and benefits are competitive. 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. We will share compensation package details with candidates we invite into our interview process.

## How to Apply

To apply, please complete our online application form here:

<https://drawdown.org/careers/program-coordinator-drawdown-lift>. All candidates will need to upload a cover letter, their most recent resume, as well as work samples as described below:

- Cover letter that creatively communicates who you are and your interest in this role.
- Resume detailing your professional and educational background.
- Portfolio of 2-3 pieces of your best written work (please include relevant context and details about your role or contribution).

Applications will be reviewed on a rolling basis, beginning February 26, 2021, until the position has been filled.

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*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 to apply for this position. All employment is decided on the basis of qualifications, merit, and the organization's need.*

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If you have questions, contact us at [jobs@drawdown.org](mailto:jobs@drawdown.org). Please, no phone calls.