

New England
Grassroots
Environment Fund

New England Grassroots Environment Fund *RootSkills* Fellow Job Description

ABOUT US

The [New England Grassroots Environment Fund](#) (Grassroots Fund) is a nonprofit organization that seeks to energize and nurture long-term civic engagement in local initiatives that create and maintain healthy, just, safe and environmentally sustainable communities. The Grassroots Fund supports community-based grassroots groups and small nonprofit organizations through starter grants and other support services (trainings, online resources, and regional networks) needed to create and maintain successful projects and programs.

Our [values](#) are rooted in inclusion, fairness, and equity. Our programs are efforts to move from a fossil fuel driven economy based on consumerism and extraction to a sustainable economy grounded in ecological and social well being, cooperation, and regeneration – often called a Just Transition. Established in 1996, the Grassroots Fund has supported over 2,000 community projects across New England.

THE ROLE

The Grassroots Fund seeks a Fellow to support the “RootsSkills” training program. RootSkills gives volunteer community leaders an opportunity to hear from fellow organizers allowing them to hone their skills and be inspired by hearing about amazing projects that can help community leaders take their work to the next level. The RootSkills program endeavors to present the work of a broad range of partner organizations that highlight trends, best practices and solutions-oriented tools. The Fellow will primarily work remotely with twice per month meetings and work sessions in the Boston office and a weekly check-in with a member of the RootSkills team.

RESPONSIBILITIES

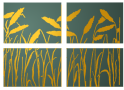
Responsibilities include but are not limited to:

- Assist in coordination of online trainings and webinars to community organizers;
- Assist in the marketing of RootSkills webinars and in-person trainings;
- Assist in editing the Grassroots Fund blog;
- Research, analyze, and prepare information about New England based ‘green’ companies;
- Research, identify and prepare information about potential “non” green, untraditional organizations and networks that may help the Grassroots Fund design Rootskills offerings most relevant to historically underserved and oppressed populations
- Assist in other projects related to RootSkills programs as assigned.

QUALITIES AND QUALIFICATIONS

Candidates should enjoy working on a dynamic, results-oriented team in which expectations are high for both the quality and speed of work. In addition, they should have the following:

- Currently enrolled graduate student interested in environmental justice;
- Ability to organize, plan, schedule, determine priorities and meet deadlines;



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- Ability to communicate effectively with tact and diplomacy, both orally and in writing, including working with all staff levels and diverse personalities;
- Ability to exercise discretion in dealing with sensitive material and maintain confidentiality;
- Ability to handle stress, function effectively under pressure and meet deadlines;
- Excellent writing and speaking skills;
- The ability to prioritize and multi-task in a demanding, strategic, fast-paced environment.

Preference will be given to applicants with experience in communications, event planning, marketing and a great sense of humor.

BENEFITS OF POSITION

The Fellow will have the opportunity to learn about the philanthropy sector as well as lead monthly trainings and meet community organizers from across New England. In addition, the Grassroots Fund will provide a stipend of \$3,000.00 per semester (equivalent to \$15/hour).

Please submit applications (cover letter and resume) to nakia@grassrootsfund.org

The New England Grassroots Environment Fund is an equal opportunity employer and is committed to maintaining a non-discriminatory work environment. The New England Grassroots Environment Fund does not discriminate against any employee or applicant on the basis of race, color, religion, sex, national origin, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law. The New England Grassroots Environment Fund is committed to creating a dynamic work environment that values teamwork, collaboration, creativity, and diversity.