Earth Island Institute (EII), a 501(c)(3) organization, provides fiscal sponsorship, resources, training, technical assistance, and peer relationships to environmental activists looking for an organizational home and institutional leverage for their work. EII's Project Support Program serves nearly 80 environmental projects with the goals of strengthening the capacity of each project to effectively address environmental issues, create synergy between activists working on similar topics, and allow project directors to focus their energy on their campaigns and programs. For more information about our project support program, please go to our website at www.earthisland.org.

Responsibilities:
This position is part of the Earth Island Project Support team serving as liaison, administrative coordinator, and coach to Earth Island Institute sponsored projects under the supervision of the Director of Operations. Responsibilities include but are not limited to:

- **Project Liaison**
  - Serve as the primary point of contact for a caseload of projects, fielding requests and needs related to all aspects of nonprofit operations including financial management, contracts and grants management, risk management and insurance, HR and employee matters, lobbying regulations, and other reporting requirements.
  - Utilize project management tools such as Nifty, Egnyte, and Google Docs to facilitate project request fulfillment.
  - Work in conjunction with Earth Island Network Services project support, administrative, finance, communications, and human resources staff to coordinate services.
  - Maintain a holistic picture of assigned projects’ activity, impact, health, and organizational development; communicate this picture to EINS staff for the purposes of planning, service, and education.

- **Administrative Coordinator**
  - Coordinate processing, tracking, and reporting for a wide variety of administrative tasks including all project-based income and expenses, private foundation and government grants, contracts, and online fundraising.
○ Work with HR to facilitate all processes related to employees and contractors, including hiring and separation, payroll/payments, benefits as applicable, and all state and federally-mandated training, such as harassment prevention.
○ Ensure that grants, contracts, leases, and all other types of agreements are in their respective storage locations (Salesforce, Egnyte, Nifty, Google).

● Coaching, Training, and New Project Orientation
○ Function as part of the Project Support team providing coaching, training, and technical assistance to project leadership in the areas of organizational management, employee affairs, fundraising, and communications.
○ Provide input into new project applications and selection; lead or assist in training new projects in Earth Island policies and procedures. Provide ideas to improve upon orientation.
○ Assist in the ongoing development of the online Project Resource Center and Project Handbook.

● Special Projects
○ Collect, compile, and publish the monthly Project Support Newsletter.
○ Help track project media coverage and collect stories/announcements for media, social media, IslandWire newsletter, and Earth Island Journal.
○ Participate in internal planning, strategy, and goal setting for Project Support Program.
○ Other assignments as needed and requested by projects, including grant proposal review, assisting projects with financial literacy, and budget projections.

Qualifications:
The ideal candidate will demonstrate — through training and experience — exceptionally strong customer service, communication and administrative skills, and a willingness to accept and take on new challenges. Familiarity with nonprofit regulations, and contract and grant management is required. Qualified applicants must be self-directed, well organized, and focused yet flexible when faced with constantly changing priorities. This position requires four or more years of nonprofit experience, and a basic knowledge of accounting principles. Candidates must be adept at MS Office Suite including Excel, as well as Gmail and Google Docs. Experience with Nifty or a similar project management tool and CRM databases such as Salesforce is desirable.

Hours, Location, and Compensation:
This is a full-time, non-exempt position with a salary range of $55,000-$65,000, depending on experience, and generous benefits including medical, vision, dental, chiropractic, and paid vacation and sick leave. The Project Advisors are based in our Berkeley, California, office. Due to Covid-19 protocols, the project support staff has been working from home and coming into the office as needed. However, this is not a remote position and candidates should be available for in-office work as public health guidance allows.

This position is available immediately.
**Covid-19 Considerations:**
Earth Island is committed to protecting the health of our employees. To this end, Earth Island employees are required to be vaccinated or provide documentation of medical or religious exemption. Our Berkeley office is open though access is limited to employees and tenants. In accordance with current guidelines, employees are required to wear masks in common areas of the office. We will continue to evaluate these policies and practices informed by public health guidance.

**To Apply:**
Please send your résumé along with a cover letter expressing your interest in Earth Island and how your qualifications align with the responsibilities of this position to jobs@earthisland.org with Project Advisor in the subject line. Applications received by November 19, 2021 will receive priority consideration.

_Earth Island Institute provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws._