



## ABOUT THE CLEO INSTITUTE

The CLEO Institute is a 501(c)(3) non-profit, non-partisan organization exclusively dedicated to climate change education, engagement, and advocacy. Founded in 2010 in Miami, Florida, we work with frontline communities and their leaders to build climate literacy. We highlight the urgency of climate action and impact policy while championing solutions for a resilient future.

The CLEO Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need. Women, minorities, individuals with disabilities, veterans, and intersectional individuals are encouraged to apply.

## GenCLEO Youth Advocacy Lead

The CLEO Institute exists to improve climate literacy and spur climate action. The ideal candidate is a quick learner who is passionate about CLEO's mission and solving the climate crisis and pays close attention to details to ensure nothing falls through the cracks.

The CLEO Institute is seeking regional leads in Miami, Orlando, and Tampa to help manage a small team of campus organizers, interns, and volunteers. This role typically involves working closely with organizers and other regional leads. They will oversee the campus campaign and are able to advise organizers on next steps to implement in order to reach goals efficiently. Successful regional leads typically have strong leadership skills, excellent communication, and a deep understanding of and commitment to environmental justice and advocacy.

### **Responsibilities include but are not limited to:**

- Hiring new organizers as needed
- Conducting weekly one on one (1:1) and regional meetings to ensure that the chapter members are on the same page and expectations are clear

- Training organizers when necessary
- Overseeing intern management until organizers are comfortable and confident
- Keeping track of metrics and keeping organizers accountable to deliverables, such as monthly GenCLEO meetings
- Present updates at GenCLEO monthly meetings
- Lead local outreach initiatives
- Attend, oversee, and bottom-line in-person campus activities like tabling and educational events
- Oversee campus campaign
- Help plan and lead weekly statewide meetings
- Coordinate with CLEO managers on advocacy and environmental education opportunities

#### Preferred Qualifications:

- 1-2 years of organizing experience, particularly in a leadership role
- Strong leadership skills, including the ability to motivate and manage staff and volunteers
- Experience with developing and implementing environmental campaigns and initiatives, including strategic planning, budget management, and evaluation
- Ability to work independently and as part of a team, with strong organizational and project management skills
- Excellent interpersonal, written, and verbal communication skills
- Bilingual in Spanish/Creole

The availability of part-time and full-time options varies depending on the location and experience. Pay is competitive and commensurate with experience.

**To apply:** Please send resume and cover letter to [salome@cleoinstitute.org](mailto:salome@cleoinstitute.org) and also to [cfolk@cleoinstitute.org](mailto:cfolk@cleoinstitute.org) if applying for the Orlando position and [phoey@cleoinstitute.org](mailto:phoey@cleoinstitute.org) if applying for the Tampa position.

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