

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 front-line 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.

CLIMATE EQUITY MANAGER

[The CLEO Institute](#) exists to improve climate literacy and spur climate action. The ideal candidate is passionate about CLEO's mission and environmental justice work, is a quick learner, pays close attention to detail to ensure nothing falls through the cracks, and is willing to play several roles to help execute programs and manage project deliverables related to climate equity in the community.

This manager will work closely with frontline communities that are disproportionately impacted by the climate crisis and diverse stakeholder groups, to build community resilience through climate education and advocacy. They will work with other partner organizations and on collaborative efforts that focus on climate justice issues such as heat, health, gender, food security and equity. Therefore, having a fundamental understanding of the intersection of climate and justice issues is a must. They should also have a basic understanding of climate science, its urgency and solutions. This role involves being in the community and is not a remote role. They work in tandem with, take direction from, and report to the Senior Director of Climate Equity. The person is proactive and well organized, diplomatic and culturally aware. This position requires, on some occasion, working evenings and weekends.

Full-time (40 hrs/week)

Location: Miami, Florida

Salary range: \$53,000-\$65,000, alongside a competitive benefits package (premium medical, vision and dental) after 90 days, generous PTO, sick days, federal holidays, summer Fridays, 401K & professional development opportunities, as well as a hybrid work schedule.

Job Description

Program-Related Responsibilities

- Lead the development, planning, execution and evaluation for the Empowering Resilient Women program in the Miami area. This includes recruiting for and executing in-person and virtual workshops over the course of the 6-month fellowship program, coordinating partnerships with collaborators and overseeing all the details of the program with interns and coordinators.
- Collaborate with multiple stakeholders such as frontline communities, environmental justice groups and more and act as CLEO's local outreach arm, for a variety of collaborations, including but not limited to:
 - Climate, health and equity policy work & outreach
 - Co-chair the MCA Climate & Health working group monthly meetings and other associated monthly meetings
 - Acting as main lead for climate and heat work with local universities and county partners.
 - Lead other local outreach initiatives and advocacy efforts
 - Co-facilitate climate trainings in the community and represent CLEO at various stakeholder events related to the climate justice work
- Meet regularly with relevant stakeholders in the community to ensure CLEO is updated on local strategies, projects, developments related to climate change and equity and provide summaries to staff and leadership (examples include: Office of Resilience at the County and City, attending commission meetings etc).
- Through research and analysis, identify gaps and create roadmaps for improvement to ensure CLEO's programs are answering the needs of the community.
- Identify new partnership ideas and forge new relationships with community members, leaders and organizations, in order to improve our reach, impact and ERW program outcomes.
- Assist other program managers in Miami with outreach for local programs such as Climate Resilient Schools, CLEO Speakers Network and GenCLEO when needed.
- Meet with local elected officials to introduce CLEO's equity work and attend Commissioner meetings to push CLEO's climate policy agenda forward.
- Help with general event planning (i.e. secure venues, catering, invite panelists/guest speakers), and manage event logistics
- Oversee the work of coordinators and interns that work with ERW program
- Write summary reports, and coordinate follow up
- Assist with grant research, writing proposals and reports, and managing deliverables

- Write content for social media and e-newsletters about the programs in collaboration with the Social Media & communications Lead
- Represent CLEO in the community including attending events and conferences, participating on panels, networking, etc.

Other Responsibilities

- Purchase office supplies
- Maintain databases (donors, members, participants, expenses, etc.) and generate reports as needed
- Process contracts and agreements for interns, coordinators, partners, services, and events

Qualifications & Experience

- Excellent communications skills (written and oral). We are seeking someone who is self-aware and diplomatic. Communicator with keen sense of cross-cultural engagement, comfortable networking with a variety of stakeholders, from diverse community members to elected officials
- Minimum of a Bachelor's degree in a related field **or equivalent work experience**
- 3-5 years of experience managing outreach programs or projects with deadlines, budgets and defined deliverables
- A deep understanding of, and experiencing working in, the EJ field and with frontline community members and diverse stakeholder groups. **Preference will be given to applicants with close ties in the South Florida community**
- Self-starter, team player, open minded, solutions-oriented individual and someone who is eager to bring their own ideas to the table
- Ability to work independently and manage time wisely
- Bilingual (Spanish or Creole) preferred
- Computer skills – experience and ease with Microsoft Office (including excel, outlook, PowerPoint)/Google Suite/ Asana programs
- Customer Relationship Management (CRM) programs experience preferred
- Experience with advocacy work, and engaging with elected officials
- Willing to commute to the Miami office located in Coral Gables, 3 days a week. CLEO works on a hybrid basis.

Instructions: Please send *resume, cover letter* to info@cleoinstitute.org email. Include “CLIMATE EQUITY MANAGER” in the subject line of your email.