



Conservation Alliance for Seafood Solutions

Summer Program Assistant - Volunteer

Location: Work from home anywhere in North America, preference given to applicants in the San Diego area

The Conservation Alliance for Seafood Solutions (the “Alliance”) welcomes applications for the new position of Alliance Summer Program Assistant - Volunteer, with a start date of June 1, 2017 (flexible).

About The Alliance

The Conservation Alliance connects leading conservation organizations with businesses that together represent over 80% of the North American grocery and food service markets. We work together to solve sustainable seafood’s biggest challenges so that oceans and the businesses that depend on them can thrive while advancing vibrant and resilient ocean and freshwater ecosystems that contribute to improved livelihoods and food security. The Alliance’s objectives include:

- Strengthening connections, communications and coordination through enhanced opportunities to engage, by coordinating on external communications and messaging, and establishing strategic dialogues that will lead to short term collaborative opportunities.
- Improving certification by improving certification-specific Alliance positioning and messaging, by strategically engaging in existing benchmarking efforts, and by using knowledge gained through benchmarking to encourage certification programs to improve.
- Improve fishery improvement projects (FIPs) and aquaculture improvement projects (AIPs). A Steering Committee of Alliance leaders provides governance and management oversight of work conducted under the Alliance umbrella and also oversees two contracted team members (one full-time Operations Manager and one full-time Alliance Coordinator). In addition to hosting an online communications platform that facilitates members’ work on the objectives above, the Alliance also hosts several meetings a year, including an annual membership meeting. The Alliance is made up of 16 member and 21 collaborator organizations.

Summer Program Assistant Responsibilities and Deliverables

Meetings & Event Planning

- Facilitate scheduling of conference calls, in-person meetings and webinars. This duty includes, but is not limited to:

- Setting up calendar appointments
 - Creating and distributing agendas
 - Maintaining working knowledge of Operations Team calendars
 - Recording concise notes and next steps during Steering Committee, subcommittee, and workstream calls and distribute to members post-meeting
 - Recording and publish webinars on Podio
- Support in-person July event by:
 - Confirming all contracts and plans leading up to the event with restaurants, hotel and other vendors to ensure high quality services for event
 - Working with Manager to track RSVPs, dietary requests, travel schedules, etc.
 - Create Operations Team agendas and event timelines for internal use
 - Manage pre-meeting materials planning and assembly
 - Assisting with any printing needs or orders prior to meeting
 - Tracking actual costs vs. budgeted amounts for event expenses
 - Assist with post-event surveys to improve future events

Communication with Alliance Community

- Ensure maximum efficiency of Alliance internal communication tools
 - Maintain and update Podio membership roster, calendar and new member “onboarding” resources
 - Utilize Podio to communicate with the community about educational and informational opportunities (webinars, meeting bulletins, member job postings, etc.)
- Ensure maximum efficiency of Alliance External Communication tools
 - Maintain Alliance website functions and updates, with special attention to the Social and Traceability Resource pages
 - Develop Press releases/ news story ideas, coordinate the content development and distribute this information in a timely manner
 - Manage webinar process, including the tracking of webinar proposals, schedule coordination with presenters, importing presentations into platform and ensuring recording shared with community
 - Create weekly Fish Clips email newsletter from current news items and maintain the distribution list
 - Create the monthly Alliance newsletter through collection of submissions from members, creating content and soliciting information from membership
 - Work with Manager to execute the greater Alliance Communication strategy including
- Assist ED with onboarding of new collaborators as needed

Alliance Workstream Support

- Assist Manager with scheduling and meeting coordination for multiple workstreams
- Track individual participation in workstreams and other subcommittees and efforts throughout the Alliance using the developed Membership Engagement Tracker at conclusion of each quarter (June and September).

Finance & Operations

- Assist manager with post-Strategy Meeting reimbursement requests and invoices
 - Maintain budget tracking spreadsheet up to date for travel reimbursements
 - Ensure all reimbursements are processed in a timeline manner
 - Assist Manager with tracking and coding invoices for TCI

Requirements

- Expected volunteer commitment is 20 hours per week, ideally beginning June 1 and ending in September.
- Any remote North American location is acceptable, although must be flexible to work across varying time zones. Preference will be given to those in the San Diego area.
- Must have own computer, internet and phone service
- Proficiency in Microsoft office, Google interfaces and WordPress
- Design software experience a plus

How to Apply

Please send a cover letter and résumé that describes your interest in this position, your relevant qualifications and experience, and your availability to the Conservation Alliance Coordinator, Meaghan Heffernan at Meaghan@solutionsforseafood.org and please put “Alliance Summer Program Assistant” in the subject line.

The deadline for consideration for this position is Friday, May 12, 2017 although applications will be reviewed as they are received. The Alliance Summer Program Assistant opportunity is an unpaid position.

The Alliance is fiscally-sponsored by the Trust for Conservation Innovation (T4CI), a nationally-recognized nonprofit that incubates and accelerates program capacity for local, regional, national and global initiatives that conserve and protect a sustainable and resilient world.

The Trust for Conservation Innovation and the projects hosted under our umbrella provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.