



GARRISON INSTITUTE

**Climate, Mind and Behavior Program Coordinator
Position Announcement**

May 2012

Summary of Position

The Garrison Institute's Climate, Mind and Behavior (CMB) Initiative is currently seeking a part-time Program Coordinator. This position will begin at 3-days per week with the potential of a full-time salary later in the year. The CMB Initiative explores the connection between social sciences research and human-based solutions to climate change. We work to translate scientific knowledge into smart, new programs that reduce our energy and carbon footprints in ways that are better aligned with existing social systems, behavioral predispositions and cognitive biases. The Initiative seeks to leverage the power of organizations, networks and social institutions operating in cities, communities, environmental organizations, real estate and building management – to facilitate pro-environmental behavior change using a middle-out social change approach.

Within the Climate, Mind and Behavior Initiative there are three projects, each of which hosts an annual symposium. The first, Climate, Mind and Behavior, applies key concepts from the social sciences to people-centered climate and energy solutions. The second, Climate, Cities and Behavior (CCB), explores how city leaders - mayors, planners, sustainability directors and transportation commissioners - can use social science insights to foster pro-social and pro-environmental behavior in their cities and reduce their carbon footprint. Similarly, the third, Climate, Buildings and Behavior (CBB), explores how building managers and occupants can use social science insights to foster pro-social and pro-environmental behavior in their buildings and reduce their carbon footprint.

The Program Coordinator provides administrative and programmatic support to the Climate, Mind and Behavior (CMB) Initiative Director. This position is responsible for coordinating the CMB Symposia, writing electronic newsletters, drafting program communications, and coordinating regional CMB hubs. This person will also serve as the point of contact for all general inquiries and oversee the Initiative database. The Program Coordinator will also be responsible for collecting articles and other information on relevant topics, drafting surveys, writing overviews of interesting articles, and providing preliminary assessments of research data. This position will report to the Initiative director and may supervise an intern or symposia volunteers.

Essential Functions

Program Support

- Coordination of the Climate, Mind and Behavior Symposia Series (CMB, CCB, CBB)
 - Organizes monthly steering committee calls during the months leading up to each Symposium
 - Sends invitations, keeps track of responses; coordinates participant travel needs and reimbursements; reviews scholarship applications
 - Prepares and disseminates Symposium materials, including an agenda, participant list with bios, participant contact information, and name tags
 - Coordinates and plans event logistics with GI communications, IT/AV and operations departments; schedules and facilitates event launch meetings
 - Attends all event sessions; takes detailed notes; supports the Initiative Director and Symposium Facilitator, serves as the overnight contact person; handles participants' needs and changes to the schedule as they arise
 - Corresponds and handles follow-up with participants after the Symposia
 - Reviews video footage of all presentations. Writes descriptions of videos for the website and program reports.
- Assists in the writing and editing of the CMB Symposia reports.
- Working closely with the Initiative Director drafts program communications, including articles, eblasts and program updates for distribution.
- Monitors listservs, an online community, and CMB web pages while working with CMB participants to "seed" listserv discussions.
- Coordinates the NY regional hub. Supports regional hub coordination in Denver, Seattle, Charlotte, the Bay Area and elsewhere as new hubs are organized.

General Administrative Support

- Provide general administrative support including preparing general correspondence, responding to program inquiries and emails, setting up calls and meetings, assisting with travel arrangements, updating electronic calendars, and maintaining electronic and hard copy files.
- Maintains constituent database for Initiative-related entries. Tasks include general data entry; assigning appropriate codes and relationships; and producing mail merges, contact and participant lists and reports for e-blasts.
- Conducts research assignment via web, library or phone for Initiative related contacts, programs, or other needs as directed.
- Additional tasks and responsibilities may be assigned by the Initiative Director, senior management or other Initiative-related staff.

Job Requirements and Qualifications

- Masters Degree preferred in social sciences, environmental humanities and/or environmental studies
- 3+ years administrative experience, some of which as a Coordinator organizing events, conferences/meetings and/or trainings
- A proven self-starter with the ability to handle multiple tasks and projects with minimal supervision
- Demonstrated effective organizational and time management skills with strong attention to details
- Excellent interpersonal, writing and presentation skills
- Proficient with computers, MS Office, calendar and email software, databases and internet research; must be technologically savvy including working knowledge of list servs, blogs and social media
- Research experience in a related setting is helpful
- Some experience or familiarity with contemplative practices
- Flexible and adaptable to changing work priorities

** this position may require some evenings and/or weekends as well as some travel*

The mission of the Garrison Institute is to apply the transformative power of contemplation to today's pressing social and environmental concerns. The Institute explores the intersection of contemplation and engaged action in the world, helping build a more compassionate, resilient future. To learn more about our work, visit our website, www.garrisoninstitute.org.

This is a part-time position with the potential of full-time by the end of the year. It includes a generous benefits package including retirement plan, health benefits and paid vacation. To apply, send a cover letter , resume and writing sample to: Garrison Institute, PO Box 532, Garrison, NY 10524, **fax** to #845.424.4900 or send by **email** to HR@garrisoninstitute.org. Please, no phone calls.

The Garrison Institute is an equal employment opportunity employer. Individuals from diverse backgrounds are encouraged to apply.