POSITION VACANCY ANNOUNCEMENT

University of California Cooperative Extension
Division of Agriculture and Natural Resources

Climate Stewards Initiative
Academic Coordinator I
AP #18-09

Location Headquarters: Primary location – Berkeley, options also include Davis, San Mateo, Irvine, Los Angeles, or San Diego.

SUBMISSION DATE: To assure full consideration, submit materials by October 15, 2018. Those received after October 15, 2018 may be considered if the position has not yet been filled. (open until filled)

POSITION PURPOSE: The University of California, Agriculture and Natural Resources (UC ANR) is seeking an Academic Coordinator for the new Climate Stewards Initiative. This position will independently lead the development, implementation and maintenance of the California Climate Stewards Initiative within the California Naturalist Statewide Program. The purpose of the position is to support the ANR Vision of Healthy Environments and People by increasing science literacy and promoting ecosystem stewardship. The position will support the ANR Public Value Statement related to building climate-resilient communities and ecosystems and the specific condition change related to increased preparedness and resilience to extreme weather and climate change.

Networking across public agencies, private non-profit organizations, and other collective efforts engaged in climate science, adaptation, and communication will be essential. The primary clientele served by the position include a broad range of organizations that will partner directly with UCANR to deliver the Climate Stewards certification course. These include non-formal environmental education institutions, museums, science centers, UC units, and other organizations interested in environmental education. Ultimately, the position will serve members of the public who participate in the Climate Stewards courses and go on to provide volunteer service in their communities.

This position will supervise Community Education Specialist(s) based at other locations who work with the Stewards and instructors in their region.

For further information on the Climate Stewards Initiative, please visit http://calnat.ucanr.edu/cs/
The academic coordinator position is a two-year renewable term appointment. Performance in this position is evaluated annually with merit actions being evaluated every two years. Upon completion of a successful review, you will be reappointed for another definite term appointment. Our intention is to continue the term appointment based on positive performance reviews, the continuing need for the position, and funding availability.

**BACKGROUND:** University of California, Agriculture and Natural Resources, is the statewide division of the University of California that administers Cooperative Extension (CE), which is responsible for local program development and delivery throughout the state of California. University of California Cooperative Extension (UCCE) is a network of colleagues with a focus on research, education programs, and outreach to resolve local challenges in communities where they live and work. UC ANR is the bridge between local issues and the power of UC Research. UC ANR's CE advisors, CE specialists and Agricultural Experiment Station (AES) faculty develop and deliver practical, science-based solutions that contribute to healthy food systems, healthy environments, healthy communities, and healthy Californians.

Our priorities in research, education, service, and resource allocation are guided by the UC ANR Strategic Vision (http://ucanr.edu/About_ANR/Strategic_Vision/). There are 5 strategic initiatives that UC ANR is currently focusing on: Endemic and Invasive Pests and Diseases (EIPD), Healthy Families and Communities (HFC), Sustainable Food Systems (SFS), Sustainable Natural Ecosystem (SNE), and Water Quality, Quantity and Security (WQQS). This position will primarily address priorities found in the Strategic Plan for the Sustainable Natural Ecosystems and the Water Quality, Quantity and Security Initiatives. The Strategic Plans for each strategic initiative can be found at http://ucanr.edu/sites/StrategicInitiatives/.

**ACADEMIC EXPECTATIONS:** All UC ANR Academic Coordinator appointees are responsible for performance in the areas 1) coordination of academic programs, 2) professional competence and activity and 3) University and public service.

**Professional Competence:** All UC ANR academics are required to demonstrate professional competence in their programmatic areas. Professional competence includes participation in training activities to enhance professional development, such as administrative trainings, professional conferences, or workshops. Professional competence also includes activities that reflect professional standing within the programmatic area, such as presenting at conferences or workshops, holding offices in professional societies, invited presentations, or reviewing/editing publications.

**University and Public Service:** All UC ANR academics are required to actively serve the University, as well as the public. University service may occur at the local, division, state, national, or international levels. Examples of potential University service activities include serving on a university workgroup or committee, providing leadership in program teams, or advocacy efforts. Public service should involve mostly non-clientele groups, and may include serving on external boards or councils, participating in community events, and leadership of non-University collaborative groups.
MAJOR DUTIES AND RESPONSIBILITIES:

Technical Competence:

- Assist with course content development and continually update regionally relevant science-based information for the Climate Stewards courses, California Naturalist publication on climate change, and advanced training opportunities.

- Evaluate programs to ensure the initiative is responsive and effective for the audience and report the accomplishments, results, and potential or actual impacts of the Climate Steward Initiative to UCANR, funders, and the public through peer reviewed articles, annual report and other formats.

- Conduct and report regular needs assessments to identify priority issues or problems relevant to the local clientele groups being served.

- Work with the evaluation partner to conduct formative evaluation and use adaptive management to identify and implement necessary modifications to the content, instructor training and delivery of the Climate Stewards course to ensure the quality and rigor of the initiative.

Communication

- Lead the development and maintenance of the operations and instructor manual.

- Systematically develop and conduct regular instructor training workshops

- Deliver the climate stewards course as an in-service training for UCANR staff.

Collaboration & Teamwork

- Coordinate with the California Naturalist team to integrate the Climate Stewards Initiative within the existing structure and systems of the larger California Naturalist Statewide Program to maximize the efficient use of administrative systems, personnel, and financial resources.

- Coordinate with other UC advisors and specialists – especially the UCANR Climate Change Program Team members to ensure continuity and maximize integration of resources.

- Support a Climate Stewards Community of Practice for course instructors.

- Work with partnering organizations to create social learning spaces among course graduates focused on geographic or topical interests including running convenings for the alumni.

- Cultivate statewide partnerships to generate institutional support for the program. Work with national groups like the Alliance of Natural Resource Outreach and Service Professionals (ANROSP) and the Association of Natural Resource Extension Professionals (ANREP) to share the program model with other states.

- Participate in UC and ANR leadership, through work groups & program teams, committees, task forces and other formal or informal structures.

Leadership
• Independently lead program development efforts related to the Climate Stewards Initiative by participating in annual UCANR budget planning, developing grant proposals, soliciting gifts and donations, and overseeing the climate steward’s social enterprise business model to generate revenues to help sustain and expand the program.

Lifelong Learner
• Participate in professional organizations and collaborate with federal, state and county governmental agencies, non-government organizations and others by providing independent science-based information and leadership.

• Maintain a program of continuous self-improvement by participating in in-service training, seminars, workshops, work group & program team meetings, short courses, professional society meetings and other relevant opportunities.

RELATIONSHIPS: The Climate Stewards Initiative Academic Coordinator is administratively responsible to the UC California Naturalist Academic Coordinator.

AFFIRMATIVE ACTION: An understanding of and commitment to UC ANR’s affirmative action goals and commitments is expected of all academic members. UC ANR Affirmative Action policy and information can be found at: http://ucanr.edu/sites/anrstaff/Diversity/Affirmative_Action/

EDUCATION AND EXPERIENCE:

Required Qualifications:
Technical Competence:
• A Master’s Degree or higher in an appropriate field including Science Communication/Journalism, Education, Sustainability, Environmental Science, Geography, Atmospheric Science or other interdisciplinary program is required by the appointment start date. Specialty and/or professional experience must demonstrate capacity or potential to accomplish team-based education and outreach programs consistent with the values of Cooperative Extension. Applicants must be within 12 months of completing their degree in order to be considered for the position.

Communication
• The ability to listen, communicate, and extend technical information in an understandable manner.

Collaboration & Teamwork
• Knowledge of human relations is required including the ability to work with people with a diversity of views and values, to inspire and motivate people and adapt to changing situations to ultimately support a good team-working environment.

Lifelong Learner
• The ability to maintain literacy in internet communications and with computer software to support research and education programs, including data visualization and communication.
Leadership

- Self-directed, responsible, and internally motivated to accomplish program goals, organizational mission, and maintain a standard of quality and integrity.
- Encourage broad participation, innovate and foster positive change; and welcome the exploration of new ideas and innovative changes.

Flexibility

- Adapts to changing conditions, prepared to capitalize on opportunities and work around potential threats

Preferred Qualifications:

- Experience in climate change communication and education programing for adults.
- Experience working with informal science institutions and with volunteers
- Experience advancing environmental or social justice
- Familiarity with complex system theories.
- Experience in curriculum development.
- Program management experience or certification
- Knowledge of program evaluation, and social science methods to evaluate the educational and efficacy impacts.
- Popular and/or scientific publications.
- Evidence of grantsmanship.
- Experience establishing and sustaining partnerships with a wide range of organization types including government, non-profit, and private sector.
- Experience working on California climate change challenges at a local scale.
- Fluency in a second language (Spanish preferred)

SALARY: Beginning salary will be in the Academic Coordinator II rank and commensurate with applicable experience and professional qualifications. For information regarding Cooperative Extension Academic Coordinator salary scales, please refer to the University of California website: http://ucanr.edu/sites/anrstaff/files/285845.pdf

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**BENEFITS:** The University of California offers comprehensive benefits including two days per month paid vacation, one day per month paid sick leave, and approximately thirteen paid holidays per year. For more information, refer to the UC Benefits website at: [http://ucnet.universityofcalifornia.edu/](http://ucnet.universityofcalifornia.edu/).

**HOW TO APPLY:**
To be considered, applicants must submit the following five components of the Application Packet to [anracademicsearch@ucanr.edu](mailto:anracademicsearch@ucanr.edu):

1. **Cover Letter**
2. **ANR Academic Application Form**— from the ANR website at: [http://ucanr.edu/sites/anrstaff/files/278846.pdf](http://ucanr.edu/sites/anrstaff/files/278846.pdf)

Please do not send letters of reference.

3. **Curriculum Vitae or Resume**
4. **Statement of Contributions to Diversity:** Please submit a 1-page *Statement of Contributions to Diversity* addressing past and/or potential contributions to diversity through personal experience, teaching, research, extension, professional activity, and/or service. This should include how you would ensure that all potential clientele have access and benefit from your program.

5. **College Level Transcripts:** Electronic transcripts or legible scanned copies (PDF) of original transcripts will be accepted. Transcripts must identify course work completed, grades earned, degrees conferred and confer dates.

**Application and associated materials will not be returned to the applicant.**

A search committee will review all applications, interview candidates, and recommend individuals most suitable for the position. Please be sure your application responds directly to the qualifications noted in the position description.

**Interview information:**
Approximately 2 to 3 weeks after the submission deadline, applicants with appropriate and applicable education and experience will be invited to participate in a preliminary, remote interview.

The formal in-person interviews will take place approximately 2 to 3 weeks after the preliminary interviews for those applicants selected to proceed.

Applicants may wish to explore the UC Davis Services for International Students and Scholars web page at [https://siss.ucdavis.edu/scholars_depts/permanent_residence.html](https://siss.ucdavis.edu/scholars_depts/permanent_residence.html) as a resource.

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**For information regarding this position, please contact:**

*University of California, Agriculture & Natural Resources*

*Soo Hsieh*

*syhan@ucanr.edu*

**E-mail Address:** [ANRacademicsearch@ucanr.edu](mailto:ANRacademicsearch@ucanr.edu)

**Internet:** [http://ucanr.edu/jobs/](http://ucanr.edu/jobs/)

Please refer to Position #18-09 in all correspondence

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*The University of California is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the UC nondiscrimination policy.*
As of January 1, 2014, ANR is a smoke- and tobacco-free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly prohibited.