

POSITION TITLE: Grantmaker Association Internship

Location: The Consultative Group on Biological Diversity, Presidio, San Francisco, CA

Organizational Overview:

Founded in 1987 and located in San Francisco's Presidio, the Consultative Group on Biological Diversity (CGBD) is a professional association of grantmakers with a shared vision for a sustainable, just and healthy future for all life on Earth, advanced by a vibrant and effective philanthropic sector. The CGBD supports member-driven programs and special initiatives that focus on climate change and energy, marine ecosystems, land and freshwater conservation, conservation science, the Gulf of California, and international biodiversity issues. With an annual budget of \$1.5M and a staff of 8, the CGBD hosts convenings, briefings, and other educational offerings such as webinars throughout the year. <http://www.cgbd.org>

The Overview and Responsibilities

The CGBD/GOC Intern provides support to the Executive Director of CGBD for broad CGBD administrative purposes and for Annual Meeting support, as well as to support the Gulf of California (Northwest Mexico) program.

Key Responsibilities

- Set up webinars with online software and manage technical aspects of conference call and webinars; coordinate with staff and/or partners to moderate discussion.
- Schedule calls or meetings using scheduling tools like Doodle.
- Research, assemble and send out regular news summaries specific to the Gulf of California program via email, including Spanish-language materials.
- Use email broadcast client (MailChimp) to circulate important and timely information.
- Other duties as assigned.

Qualifications

- Excellent oral and written communications skills.
- Fluency in spoken and written Spanish is essential.
- Familiarity with internet research methods and major online news outlets.
- Ability to quickly learn and adapt to software such as Survey Monkey.

Other ideal qualities but Not Required

- Interest in environmental, climate change and energy issues.
- Interest in Mexico and conservation issues in a developing country context.
- Familiarity or experience with philanthropy.
- Familiarity or experience with coastal and marine conservation issues.

TIME REQUIRED: 15-18 hours per week beginning mid to late April 2015 for a period of approximately three months. Candidate must already live in the San Francisco Bay area and be able to travel to the office in the Presidio. At least one instance of out of state travel will be required in mid-June 2015.

Compensation: \$20/hour

TO APPLY: Email a resume, along with a cover letter to cgbd@cgbd.org describing your qualifications, why you think you are a great fit for this position and what interests you about the mission of CGBD.

APPLICATION DEADLINE: March 31, 2015 (earlier applications preferred)

No phone inquiries please.

The Consultative Group on Biological Diversity is an Equal Opportunity Employer and does not discriminate on the basis of gender, sexual orientation, age, religion, race or disability. CGBD's commitment to diversity and inclusion is based upon our belief that the best organizations are composed of individuals who bring a variety of skills, perspectives, backgrounds, and resources to address complex and strategic challenges.