



CLIMATE & WILDFIRE INSTITUTE

POSITION OVERVIEW

Position title: Program Coordinator

Salary: Competitive and commensurate with experience, with full benefits package (Range: \$75,000 to \$90,000 per year)

Type of position: Full-time, permanent, exempt

Anticipated start: ASAP, preferably by mid-March

Position duration: Permanent

Location: Remote (preference for Western U.S. - California, Nevada, Oregon). This position requires availability during Pacific Time Zone working hours. Some travel will be required.

APPLICATION WINDOW

Open date: January 14, 2026

Final date: February 6, 2026

POSITION DESCRIPTION

The Climate and Wildfire Institute (CWI) seeks a highly organized, detail-oriented Program Coordinator to support programs advancing wildfire resilience, climate adaptation, and collaborative action. The Program Coordinator will play a critical supporting role across multiple CWI initiatives, working closely with staff to ensure projects, events, and communications are executed on time and successfully.

This position is suited for someone eager to continue building experience in wildfire and land management, nonprofit program coordination, and cross-sector collaboration. The Coordinator will support a mix of administrative, data, communications, and event-related tasks, serving as connective tissue across CWI's growing portfolio.

We are seeking an individual who excels at effective, timely communication and brings strong organizational skills, attention to detail, and a collaborative working style. The ideal candidate can grow and sustain relationships across diverse affiliations, support data management and quality control, contribute clear written materials, and assist with planning and executing events and webinars. Strong time management, reliable task completion, and comfort supporting multi-faceted projects and working groups are essential. The Program Coordinator will be supervised by the Deputy Director of Collaborative Programs and will work closely with Program Managers, project leads, and key external partners.

ABOUT CWI

The Climate and Wildfire Institute (CWI) is a nonprofit boundary organization working at the intersection of science, policy, technology, and practice to reduce wildfire risk and support climate-resilient landscapes and communities. CWI partners with public agencies, Tribes, researchers, nonprofits, and private sector organizations across California, Nevada, and throughout the West to advance actionable, equitable, and collaborative solutions.



PRIMARY RESPONSIBILITIES

Program & Project Support

- Provide day-to-day coordination support across multiple CWI projects, working closely with Program staff on timelines, deliverables, and internal tracking.
- Assist with program administration, including organizing project files, tracking tasks, and supporting reporting requirements for funders and partners.
- Support preparation of project materials, summaries, and written deliverables.

Data Support (Firelines Project)

- Assist with data entry, validation, and quality control for CWI's Firelines project.
- Support basic spatial mapping and data organization tasks using established tools and templates (training provided as needed).
- Maintain accurate and well-organized records and documentation, with strong attention to detail and consistency.
- Coordinate and validate data entry with external and internal partners.

Events, Webinars & Convenings

- Support planning and execution of in-person and virtual events, including webinars, workshops, and convenings.
- Assist with scheduling, registrations, speaker coordination, materials preparation, and post-event follow-up.
- Provide live webinar support (e.g., Zoom logistics, chat moderation, troubleshooting).

External Engagement & Networking

- Support outreach and engagement with external partners, collaborators, and target audiences across wildfire science, land management, policy, and practice.
- Assist in identifying relevant organizations, networks, and individuals aligned with CWI projects and priorities.
- Represent CWI professionally in meetings, webinars, or events as appropriate.

Writing & Communications

- Assist with drafting and editing written materials, including project summaries, meeting notes, email communications, policy briefs and analysis, fundraising materials, and web or report content.
- Support coordination with communications staff or consultants on program-related deliverables.

General Support

- Contribute to continuous improvement of internal systems, templates, and workflows.
- Other duties as assigned, based on organizational needs and the Coordinator's skills and interests.



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QUALIFICATIONS

Basic qualifications (required at time of application)

- 2–5 years of relevant experience (or equivalent internship, fellowship, or graduate-level experience) in program coordination, research support, nonprofit work, environmental programs, or a related field.
- Exceptional organizational skills and attention to detail, with the ability to track multiple tasks simultaneously and under tight deadlines.
- Experience supporting events, webinars, or convenings.
- Advanced computer skills and demonstrated experience with applications, including Google Workspace, Word, Excel, project management platforms (e.g., Monday), and Zoom.
- Comfort working with data at an intermediate level, including data entry, validation, and use of spreadsheets and/or other database management platforms (e.g., Airtable).
- Experience developing relationships and maintaining a high level of communication with remote teams and partners.
- Outstanding communication skills and ability to work well with staff and the community.
- Highly developed professional writing capabilities.
- Demonstrated interest in wildfire, climate change, land management, or environmental policy.

Preferred qualifications

- Familiarity with wildfire science, land management, forestry, climate resilience, or related fields.
- Exposure to mapping tools, GIS, or data visualization.
- Experience with stakeholder engagement and collaborative processes, including facilitating and/or moderating groups (virtually and in-person).
- Knowledge of University, State and/or Federal data and information management policies and processes a plus.
- Open to experimentation, learning, growing, and envisioning creative next steps, both as an individual and as part of an organization that strives to be at the leading edge of solutions.
- A passion for CWI's mission.

Experience tells us that people within historically marginalized communities, including women and people of color, may be less likely to apply to jobs if they don't meet every single qualification. CWI is dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about this position but are concerned that your experience doesn't align perfectly with every qualification within the job description, we encourage you to apply. You might just be the right candidate for this or other roles.

APPLICATION REQUIREMENTS



Document requirements

- Resume
- Cover Letter

Reference requirements

- Three required (please provide name, email address, and phone number)

Completed form

- Follow the link below to complete the application form

Diversity, equity, and inclusion are core values at CWI. Our excellence can only be fully realized by staff who share our commitment to these values. Successful candidates will demonstrate evidence of a commitment to advancing diversity, equity, and inclusion.

CWI is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status.

The Program Coordinator's work involves remaining in a stationary position and looking at a computer for long stretches of time, communicating with co-workers electronically, and occasional travel (including overnight travel), in-person meetings, or events. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

All letters will be treated as confidential per California state law.

Applicants must be legally authorized to work in the United States. CWI will not sponsor applicants for work visas at this time.

HOW TO APPLY

Please submit application materials here.

Due to high interest, we are unable to respond to individual inquiries and introductions. Logistical questions can be emailed to: recruitment@climateandwildfire.org