

# **GOLDMAN ENVIRONMENTAL FOUNDATION**

## **PROGRAM OFFICER**

### Description

The Goldman Environmental Foundation was established by Richard & Rhoda Goldman in 1990. The GEF administers the Goldman Environmental Prize, the world's largest prize for grassroots environmentalists. The Goldman Prize is given each year to environmental heroes from six geographic regions: Africa, Asia, Europe, Australia & the Pacific, North America, and South & Central America. Since 1990, the Prize has been awarded to 126 extraordinary activists from 72 countries. The Prize ceremony is held each April at the War Memorial Opera House in San Francisco and is repeated two days later in Washington, D.C.

The staff of the foundation shares office space with the Richard & Rhoda Goldman Fund, and both are led by the same executive director. While they are two separate entities, they operate closely together. This position reports to the Foundation's Deputy Director.

### Responsibilities

- Support Prize winner selection process by researching candidates from South and Central America and Africa as well as other candidates as assigned. This includes conducting in-depth telephone interviews in Spanish, and writing evaluations used by the Prize jury in its decision making process. Participate in the production and editing of the annual docket and attend the annual jury meeting.
- Provide input on media planning for public announcement of Prize; work closely with video and PR consultants.
- Assist in the planning of a 10-day promotional tour for Prize recipients, including coordination of media interviews and meetings with NGOs and high-level policymakers.
- After Prize recipients are chosen, act as a primary contact person for at least two of the six winners in coordinating logistics to San Francisco and Washington, D.C.
- Promote the Prize and the work of its recipients.
- Act as a liaison for former Prize recipients on an ongoing basis. Assist with providing resources, including in times of emergency.
- Assume additional Prize program responsibilities as requested by the Deputy Director or the Executive Director.
- Provide Spanish-language translation and interpretation for Prize recipient(s) during April award activities and other times throughout the year as needed.

### Qualifications

- College degree and eight years experience in a relevant field required. Candidates should have an understanding of current, major global environmental issues, especially in South and Central America and Africa and have demonstrated cross-cultural understanding.
- Spoken and written fluency in Spanish required; Portuguese strongly preferred.
- Other foreign language skills desirable.
- Demonstrated ability to summarize complex ideas in written reports and for presentation to Board and Jury members.
- Outstanding research, writing, analytical and communications skills.
- Ability to provide creative input and ideas to expand the influence of the Prize program.
- Must be flexible and have the ability to handle multiple priorities and be comfortable working for a family-run foundation.
- Must be able to work cooperatively with a small staff, work well under pressure, pay strong attention to detail and have a sense of humor.
- Minimum of a two year commitment preferred.

### Compensation

The Goldman Environmental Foundation offers a competitive salary and benefits package commensurate with experience.

### Application Process

*Please note that the Foundation is not in a position to fly applicants to San Francisco for interviews, and there is no relocation allowance.*

Please send a cover letter and resume to:

Program Officer Job Search  
Goldman Environmental Foundation  
P.O. Box 29924  
San Francisco, CA 94129  
Email: [resumes@goldmanprize.org](mailto:resumes@goldmanprize.org)  
Fax: (415) 345-9686

No phone calls please.

For additional information please our Web site:  
[www.goldmanprize.org](http://www.goldmanprize.org)