

Position Announcement
ENVIRONMENT PROGRAM ASSISTANT
Charles Stewart Mott Foundation
April 2019

The Position

The C.S. Mott Foundation has an immediate opening in its Flint office for a program assistant in the Addressing the Freshwater Challenge area of its Environment program. The individual filling this position will be part of a seven-person team working on the Foundation's environmental grantmaking.

The Addressing the Freshwater Challenge program area aims to promote sound policies to protect, restore and enhance the environment and the well-being of people in the Great Lakes region. The program area provides support under two grantmaking objectives: Strengthening the Environmental Community (SEC), through which we seek to build the capacity of individual leaders, nonprofit organizations, and regional coalitions; and Public Policies, through which we help focus the freshwater community on creating and implementing effective policy solutions. The aims of the two objectives reinforce one another, as strong and enduring organizations are required to sustain environmentally protective reforms. The experience of the Flint water crisis has led to increased emphasis in several areas for the Foundation, including within the Environment program. We have become more focused on ensuring that clean, fresh and affordable drinking water is available for all people throughout the region. This requires policy reform, infrastructure funding, and greater attention to public health.

Responsibilities

Responsibilities include grant processing and administrative functions, responding to telephone and written requests for information about grantmaking interests within the Environment program, conducting research on assigned topics, and otherwise assisting program officers with their workloads. An important responsibility is representing the Mott Foundation at meetings and in discussions with grantees and partners.

Qualifications & Requirements

Candidates should have:

- a strong interest in environmental and/or sustainable development issues and at least a bachelor's degree in a related field.
- at least two years of experience in related fields.
- excellent writing skills, solid analytical thinking, strong interpersonal communication skills, and attention to detail.
- the desire and ability to work well as a member of a team.
- the ability to manage a diverse workload.
- the ability to travel.

To Apply for This Position

To apply for this position, please submit a cover letter, resume, references, and two writing samples. Applications will be reviewed on a rolling basis, so we encourage candidates to apply early. No phone inquiries please.

Submission to: hr@mott.org

Submission deadline: May 24, 2019

About the Mott Foundation

The Charles Stewart Mott Foundation is an endowed private foundation providing grant support to nonprofit organizations across the U.S. and internationally. In 2018, the foundation awarded over 350 grants totaling approximately \$127 million for projects that fall within its four primary areas of giving: Civil Society, Education, Environment, and Flint Area. More information about the Foundation's programs and grants is available at www.mott.org. The Foundation's headquarters are in Flint, Michigan.

The Charles Stewart Mott Foundation is an equal opportunity employer and encourages diversity of thinking, background and perspective among its staff. All qualified individuals are encouraged to apply.