

Director of GrizzlyCorps, Center for Law, Energy & the
Environment (7377U), Berkeley Law - 77267
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=255048>

Downloaded On: Apr. 3, 2025 3:05am

Posted Mar. 31, 2025, set to expire Jul. 1, 2025

Job Title	Director of GrizzlyCorps, Center for Law, Energy & the Environment (7377U), Berkeley Law - 77267
Department	Berkeley Law
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 31, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager Professional Staff
Academic Field(s)	Finance/Investment Management Administrative Support/Services
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Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

GrizzlyCorps is an AmeriCorps program administered by the Center for Law, Energy & the Environment (CLEE), a research center in the Law School. CLEE conducts research and support training and education programs to support the development and implementation of climate and environmental policy at the subnational, national, and international scale. GrizzlyCorps is an AmeriCorps program that places young professionals in positions at site partners locations throughout rural California to support regenerative agriculture and wildfire resilience. The program's mission is to partner with farm and forest communities and organizations to accelerate rural climate solutions and build environmental workforce pathways through service. The program currently works in over 20 counties and places 45 fellows each year.

The Director of GrizzlyCorps will oversee the day to day management and administration of the GrizzlyCorps program. The Director will recruit and work with program host sites; oversee grant renewal and management activities; manage a small program team responsible for administrative tasks, training, and events; and support and regularly liaise with fellows and host sites as well as program managers at California Volunteers, the California State Agency that oversees AmeriCorps programs in the State. The Director will work closely with CLEE's executive team to implement the program. The Director of GrizzlyCorps is a full-time employee who will coordinate and oversee the program's recruitment, training, financial, and administrative functions.

Application Review Date

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The First Review Date for this job is: April 10, 2025

Responsibilities

Program Strategy

- Oversees and leads fellow recruitment, including application, interview, and selection process, prioritizing diversity of the cohort and the needs of host site partners.
- Oversees and manages partner site recruitment, including engagement and retention of existing site partners and conducting outreach and engagement to recruit new host sites that broaden the program's geographic or institutional scope.
- Develops, executes, and communicates a comprehensive program strategy (including annual planning activities) that reflects organizational and program missions, including a commitment to practices that promote a culture of diversity, equity, and inclusion.
- Identifies emerging trends, potential challenges, and new opportunities that might affect the program's success.

Supervision

- Responsible for the employment, selection, training, development, performance management and evaluation, counseling, and discipline of GrizzlyCorps staff members.
- Supervises staff who manage a large number of financial tasks, including processing purchase orders, reimbursements, and event planning.
- Builds a strong and cohesive team structure through direct supervision, mentorship, feedback, and clear decision-making structures.
- Provides support to ensure the team has the knowledge, skills, and resources needed to succeed and grow.
- Responsible for overseeing the AmeriCorps fellows' experience.
- Manages program staff responsible for developing an adequate and appropriate training program for fellows.
- Ensures placements meet AmeriCorps service year requirements.
- Oversees host site supervisor compliance and ensures that fellows are adequately supported at their service sites.
- Meets with fellows throughout the service year in groups and individually to provide guidance, mentorship, and program updates.
- Responsible for overseeing compliance and field safety at service sites.
- Updates the field safety plan template and ensures host sites submit a plan each year.
- Responsible for ensuring service activities are compliant with AmeriCorps grant requirements.

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- Conducts in-person site visits.

Budget, Finance, and Administration

- Supports GrizzlyCorps fiscal oversight and management processes at both a project and an organizational level through the following activities.
- Liaises with CLEE's Director of Operations, ProS Region research administrators, and Law School Finance staff during the pre- and post-award phases of grants and contracts.
- Works with host sites to establish match payment requirements and payment schedules.
- Works with the Sponsored Projects Office, ProS Region, and other campus departments to support grant application, management, and program fundraising functions.
- Works with Berkeley Contracts department to develop and execute host site agreements.
- Works with CLEE leadership, Law School administration, and ProS Region team to oversee and manage all aspects of the program budget including forecasting, tracking, and planning.
- Ensures program meets all requirements in implementation and data collection as required under the terms of the federal and state award agreements.
- Prepares grant applications and funding requests as needed, including renewal applications for AmeriCorps and CalVolunteers funding.

Events and Training

- Attends program events, including in-person and virtual training activities, recruitment, and other functions.
- Trains and mentors service site supervisors, including developing and facilitating site training curriculum and training.
- Oversees staff who organize and execute events.
- Oversees staff and contributes to the development of the fellow training program.

Other Duties as Assigned

- GrizzlyCorps is a dynamic and growing program.
- The Director will have the opportunity to develop new program practices and respond to new program developments.
- Engages in professional development and training opportunities.
- Assists with external communications and strategic partnerships.

Required Qualifications

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- Thorough knowledge of and/or ability to learn University rules and regulations, processes, protocols and procedures for budget, accounting and fund management, and / or personnel management.
- Excellent interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills.
- Knowledge of a variety of administrative operational activities such as event planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grants regulations and guidelines.
- Strong skills in short-term planning, needs assessment analysis, problem-solving, and customer service.
- Thorough knowledge of financial analysis and reporting techniques, and / or human resources policies and procedures for staff and academic employees.
- Strong organizational skills with demonstrated ability to prioritize and coordinate several projects simultaneously with demanding timeframes.
- Experience working with project and/or organizational budgets, including goal setting, budget planning, and forecasting.
- Experience or familiarity in hiring and onboarding processes and procedures
- Ability to be a self-starter, to take initiative and work independently as well as on a team. Ability to work collaboratively to achieve results
- Strong computer skills, including proficiency in Microsoft Office, Google Suite, and video conferencing platforms (e.g. Zoom, Skype, MS Teams, Google Meet, etc.), with the ability to learn new computer programs and software systems.
- Strong political acumen and the ability to use discretion and sound judgment in managing sensitive information and in responding to issues and concerns.
- Must be able to maintain confidentiality.
- Demonstrated ability to work effectively and collaborate with individuals and groups from a wide range of backgrounds, experiences, and perspectives.
- Demonstrated commitment to fostering an inclusive and supportive environment that promotes collaboration and mutual respect among all members of the UC Berkeley community and its stakeholders.
- Must demonstrate strong interpersonal skills, including the ability to engage with and understand individuals from varied academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds.
- Strong attention to detail.
- Excellent analytical skills, with the ability to think creatively to solve problems and develop solutions.
- Experience in project management and event planning.

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- Experience as an office manager or overseeing the administrative responsibilities of an organizational unit. Strong leadership and team-building skills required.
- Ability to commute and travel regularly within California to GrizzlyCorps host sites and events.

Education/Training:

- Bachelor's degree in related area and / or equivalent experience / training.

Preferred Qualifications

- Solid knowledge of or ability to quickly learn common University-specific computer application programs, such as the Berkeley Financial System.
- Knowledge and/or experience with Customer Relationship Management (CRM) software, such as Salesforce.
- Excitement and commitment to CLEE's mission and environmental sustainability, more generally; Interest and/or experience in working with rural communities; Interest and/or knowledge of forestry, fire resilience, prescribed fire, agriculture and/or food systems.
- Supervisory experience is preferred.
- Experience working in a research or academic setting.
- Experience managing an AmeriCorps, workforce development, or educational program.
- Experience in managing workplace safety, particularly in regards to outdoor work and field research.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's Compensation & Benefits website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted salary or hourly range that the University reasonably expects to pay for this

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position is \$100,000.00 - \$108,000.00. This is an exempt, monthly paid position.

- This is a 1-year Contract appointment, with the possibility of extension subject to sufficient funding.
- This is a full-time (40 hours/week) position that is eligible for full UC benefits.
- This position is eligible for up to 20% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

SB 791 and AB 810 Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)



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Other Information

This is not a visa opportunity.

Equal Employment Opportunity

The University of California 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, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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