



Job Title: Climate Resilience Specialist

Location: Remote (U.S.-based only; Southeast region strongly preferred)

Employment: Full-Time, Temporary (with potential to become permanent depending on funding)

Reports To: Executive Director

Compensation: \$6,500-\$8,000/month

About Us

The Geos Institute is a dedicated team helping communities of all sizes access the support they need to respond to the climate crisis. Through our [Climate Ready America](#)® initiative, we work to ensure that all U.S. communities—especially those that are under-resourced or capacity-constrained—can access the funding, technical assistance, and strategic support needed to build resilience and reduce emissions.

We are a mission-driven organization that values honesty, perseverance, respectful communication, prudent risk-taking, and mutual support. We hold ourselves to high professional standards while embracing experimentation and learning. Our virtual office has a relaxed but productive atmosphere, with flexibility in how work gets done while most collaboration happens during standard weekday hours.

Our team operates within a self-management organizational structure and is committed to helping all team members maintain a healthy balance between work and personal life. We enjoy working together and take pride in accomplishing our organizational goals.

Position Overview

We are seeking a **Climate Resilience Specialist** to play a central role in our [Climate Ready Communities](#)® program. The immediate focus will be on facilitating our first community cohort in the Southeast U.S., with the possibility of supporting additional cohorts in the future as funding allows. This first cohort is an important learning opportunity: it will not only support participating communities but also help the Geos Institute refine the process so future cohorts can be supported more effectively and

efficiently. This position is temporary, with the potential to become permanent if funding is secured.

This position will:

- Facilitate and support communities in their climate resilience planning processes.
- Provide technical guidance on climate adaptation and greenhouse gas reduction, with an emphasis on equity and nature-based solutions.
- Collaborate with in-state Navigators, community leaders, and Geos Institute staff to ensure high-quality, community-driven planning and implementation in all of Geos Institute's initiatives.

Beyond cohort work, this role will also contribute to Climate Ready America and the Climate Smart Communities Initiative by providing technical assistance, supporting partners, and helping develop tools and resources that strengthen community-driven climate resilience.

Key Responsibilities

Climate Ready Communities Cohort Facilitation

- Collaborate with Climate Ready America Navigators to select and enroll participating communities in the southeast region
- Schedule and facilitate regular meetings of cohort community representatives to guide progress, address challenges, and plan implementation steps
- Identify and coordinate guest speakers and technical experts in response to community needs
- Develop starter lists of vulnerabilities, climate adaptation strategies, and greenhouse gas reduction measures to support community planning
- Support the development of tools, resources, and program materials that help cohort members move through the planning process more efficiently
- Assist communities in planning and carrying out required workshops, including traveling to facilitate day-long, in-person workshops as needed
- Collaborate with in-state Navigators to support strategy implementation after the conclusion of the planning cohort process
- Share cohort outcomes and lessons learned through communications, resource updates, and storytelling

Climate Ready America Support

- Support in-state partners as they build climate adaptation and mitigation content for Climate Innovation Centers
- Provide technical assistance on climate resilience to Navigators and the Southeast Regional Collaborative

General Support - Climate Resilience

- Serve as a grant proposal reviewer and provide service to grant recipients as needed
- Write blog posts, newsletter content, and annual report elements related to the position's work
- Deliver climate resilience trainings for partners as needed
- Review funding proposal drafts for technical accuracy
- Participate in strategy development across the Geos Institute's initiatives

Required Skills and Qualifications

- Direct experience supporting communities in climate adaptation and/or greenhouse gas mitigation
- Experience working with local governments
- Demonstrated ability to integrate the perspectives of underserved populations into resilience planning
- Strong facilitation and communication skills (written and verbal)
- Excellent organizational skills and ability to manage multiple projects
- Proficiency with Microsoft Office and project management platforms; ability to learn new tools quickly
- Comfortable working independently in a remote setting while collaborating across time zones
- Authorized to work in the United States
- Ability and willingness to travel to facilitate day-long workshops
- Self-motivated, curious, and able to problem-solve in dynamic situations

Preferred Skills and Qualifications

- Experience with nature-based solutions in climate resilience
- Familiarity with nonprofit structures and financial management
- Experience working in self-managed or collaborative team structures

Compensation and Schedule

- Salary range: \$6,500-\$8,000 per month, commensurate with experience
- Remote position with flexible scheduling, with most collaboration occurring during 9am–5pm local time, Monday–Friday

Commitment to Equity

The Geos Institute is committed to building a diverse team. We strongly encourage applications from people of color, LGBTQ+ individuals, people with disabilities, and members of other underrepresented groups.

Application Process

Submit a cover letter and resume through our website: [Geos Institute | Careers](#).

Applications sent by email or other means will not be considered.

Applications will be reviewed as received. **All submissions received by October 5th will receive full consideration.**