



Southeast Regional Coordinator

Full-Time

Location: Remote, based in the Southeast United States

Reports To: Executive Director

Compensation: \$85,000 - \$95,000

About Us

Geos Institute is a dedicated team of professionals who build innovative systems to help communities access the support services they need to address the climate crisis regardless of their size, location, or wealth. Our team helps communities develop community-driven climate solutions that are equitable and sustainable.

Our primary focus is Climate Ready America, a nationwide system designed to ensure all U.S. communities—especially disadvantaged and capacity constrained communities—can access the funding, technical assistance, and strategic support needed to address the causes and impacts of the climate crisis.

Our board and staff are a team of dedicated, hard-working people who are personally committed to the Institute's mission. We value honesty, courage, tact, perseverance, respectful communication, and prudent risk-taking. When the pressure is on, we support one another. We hold ourselves to high professional standards while embracing experimentation and the valuable lessons that come from things not going as planned.

Our virtual office has a relaxed but productive atmosphere. While we generally work standard weekday hours, there is flexibility in when and how work gets done. We are committed to helping staff maintain a healthy balance between work and family life. We enjoy working together and take pride in accomplishing our organizational goals.

The Geos Institute is a dynamic organization with a self-management organizational structure focused on expanding our impact in the Southeast region. As part of our growing team, we seek a dedicated Southeast Regional Coordinator to provide direct support to our Navigators, Climate Innovation Centers, and Regional Working Groups. This role will help expand our work across the Southeast region while working closely with team members across the organization.

June 2026

Position Overview

The Southeast Regional Coordinator supports the Climate Ready America network of Navigators, Climate Innovation Centers, and partners by coordinating activities, facilitating meetings, and building strong relationships across stakeholders. The role includes onboarding and supporting in-state partners, organizing regular convenings and working groups, contributing to shared learning and progress tracking, and helping amplify impact through communications and fundraising efforts. Geos Institute provides all necessary training, tools, and support to ensure success in carrying out these responsibilities.

Primary Responsibilities

Regional Coordination (80%)

Supporting In-State Partners

- Lead onboarding for new Navigators and Climate Innovation Center host and convening organizations
- Provide ongoing training and capacity-building for Navigators
- Train Climate Innovation Center convening organizations in Leadership Circle management and facilitation
- Provide ongoing technical, operational, and strategic support to Navigators, Climate Innovation Centers, and partners
- Facilitate and support Navigators with the Technical Support Funding Pool process
- Troubleshoot challenges and connect in-state partners to appropriate resources

Meetings, Convenings, & Gatherings

- Coordinate, facilitate, and attend bi-weekly Navigator meetings, Climate Innovation Center Leadership Circle meetings, and monthly Climate Ready America regional partner meetings
- Organize and facilitate ad hoc gatherings as needed
- Plan, organize, and lead two in-person Navigator gatherings per year focused on networking and peer learning

Relationships & Network Weaving

- Conduct regular one-on-one check-ins (e.g., monthly) with Navigators and Climate Innovation Center convening organizations
- Perform the functions of a network weaver, to ensure the health of the regional network by fostering collaboration, trust, and alignment; creating spaces for networking, shared problem-solving, and innovation; supporting peer learning, collaboration, and knowledge exchange; and building and maintaining strong relationships with Navigators, Climate Innovation Center hosts and convening organizations, and regional stakeholders and partners

Climate Innovation Center Development & Ongoing Coordination

- Support the development and launch of Climate Innovation Centers, including facilitating Leadership Circle planning meetings, assisting with the completion of statewide Climate Service Gap Analyses, and supporting strategic launch planning processes
- Provide ongoing coordination and support to operational Centers
- Coordinate and facilitate regular meetings of Center hosts and partners

Regional Working Groups

- Help Navigators identify regional priorities and opportunities for collaboration
- Recruit and engage working group members
- Design and facilitate structured working group meetings (clear goals, timelines, and outputs)
- Track progress, outputs, and outcomes of working groups
- Ensure learnings and insights are shared across the region and network

Learning System Contributions

- Provide regular updates to support the Climate Ready America learning system including information about Navigator needs and successes, programmatic insights, working group progress, and other regional and partner updates
- Track outcomes from Navigators, Climate Innovation Centers, and Regional Working Groups
- Support in-state partners in collecting and sharing learnings across the regional network

Communications & Storytelling

- Identify and document local and system-wide impact stories
- Surface media and communications opportunities
- Identify and support speaking opportunities (conferences, workshops, events)
- Help amplify regional successes and lessons learned

Fundraising

- Identify potential funding opportunities for Navigators and Climate Innovation Centers
- Support the Community Sponsorship fundraising strategy and help coordinate efforts internally and with partners
- Contribute insights and connections to strengthen materials and requests

Climate Reserve Collaborative Learning and Project Activities (20%)

Employee will participate in the Climate Reserve convenings or related conferences (virtual or in-person). Potential activities include:

- Participation in Climate Reserve-hosted virtual learning sessions, fellow working groups, or other mechanisms for cross-coalition coordination on shared challenges
- Periodic peer-to-peer engagement with other Climate Reserve Fellows (e.g. via structured discussion, collaborative problem-solving work, blueprint development)
- Investigate emerging developments, risks, or opportunities related to focus area, and share the findings with the other Fellows and/or the Climate Reserve Coalition
- Assembling lessons learned, tools, or reflections in lightweight formats (e.g. memos, slide decks, case studies, facilitated discussions)
- Networking opportunities within and beyond the Climate Reserve Coalition
- Participation in surveys or brief reflections documenting experience and providing feedback on effective shared learning systems
- Applying insights from Climate Reserve peers to project design or implementation within the supported project or through new cross-organization initiatives

Required Skills and Qualifications

- Public service experience is strongly valued along with commitment to the public value of climate knowledge and climate action
- Demonstrated ability to work with diverse partners and stakeholders
- 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
- Self-motivated, curious, and able to problem-solve in dynamic situations
- Experience working in self-managed or collaborative team structures
- Comfortable working in an entrepreneurial environment
- Located in Alabama, Florida, Georgia, Mississippi, North Carolina, or South Carolina
- Authorized to work in the United States

Preferred Skills and Qualifications

- Direct experience supporting capacity-constrained communities in climate adaptation and/or greenhouse gas mitigation
- Experience working with local governments
- Experience with nature-based solutions in climate resilience

Application Process

Applications will be reviewed as they are received, and all applications submitted by July 12 will be given full consideration.

Candidates must be authorized to work in the United States on a full-time basis.

To apply, please submit your resume and complete a brief set of application questions in lieu of a cover letter using the form at this link: <https://geosinstitute.org/about-us/careers/apply/>. Emailed applications will not be considered.