



a project of
newventurefund

Position Title: Climate Project Coordinator

Location: Anchorage, Alaska - hybrid in-person and remote. Other Alaska locations possible.

Reporting to: Partner and Director, Alaska Climate Impact Project

Hours: Full time, Exempt

Salary Range: \$57,000-\$65,000, DOE

POSITION SUMMARY

Alaska Venture Fund is seeking a Climate Project Coordinator to assist with the advancement of the Alaska Climate Impact Project and related initiatives. The individual in this role will help advance our work to transform Alaska's vast lands, waters and other assets into climate solutions, driving globally relevant opportunities that benefit Alaska and beyond. The person in this role will provide critical support to our climate and carbon objectives, with a special emphasis on advancing work on stewarding boreal wildfire for climate outcomes.

The person in this role must be unflappable in the face of fast-moving projects and teams, and naturally inclined to be of service wherever possible. They are eager to handle tasks and solve both administrative and long-term problems for teammates with equal fervor. This position requires strong organizational skills, strong written and verbal communication skills, and the ability to communicate effectively with diverse stakeholders.

This position works in close relationship with the director of the Alaska Climate Impact Project.

WHO WE ARE

Alaska Venture Fund is a philanthropic partner and project incubator building a more sustainable future for Alaska and beyond. We believe that by pursuing bold ideas, choosing sustainable strategies, and investing in new economies, Alaska can become the blueprint for a more just and prosperous future. Though we are a non-profit, we approach our work with the spirit of a venture fund, driving for major impact and tolerating risk in the service of transformational change. In our role as project incubator, Alaska Venture Fund hosts projects, coalitions and talented individuals that can advance meaningful progress across our areas of interest. Beginning in 2026, AVF's priority work includes serving as one of three backbone organizations for North Fire, a nascent cross-border collaboration of scientists and wildfire practitioners investigating the stewardship of Arctic-boreal wildfire for climate outcomes.

WHAT YOU'LL DO

The Climate Project Coordinator will support Alaska Venture Fund's by assisting with the successful advancement of our suite of climate objectives, with a particular emphasis on implementation of the North Fire collaboration and its work. The project coordinator strengthens our team as the go-to person for coordination of events and travel, team and collaboration logistics, contracting in support of the Alaska Climate Impact Project and North Fire, and tracking of relevant work plans and related activities.

Specific Responsibilities

- Coordinate meetings, gatherings, convenings, and conferences advancing the objectives of AVF's climate work.
- Design, implement and oversee systems to track team progress against objectives and work plans, including grant responsibilities.
- Work with project staff and external partners to coordinate cross-organizational work, including North Fire.
- Communicate with internal team members and external stakeholders.
- Maintain project collaboration assets, including a shared filing system, meeting records, documents, action plans, communication tools, and other project management resources.
- Coordinate logistics, including travel.
- Working with AVF's operations team to coordinate contract creation in support of cross-border collaboration and other climate work.
- Help draft timelines, calendar invites, and general correspondence.
- Manage team responsibilities using Asana.
- Assist with the technical production of publications like white papers, briefs, newsletters, and opinion pieces.

The person in this role is expected to work from Alaska Venture Fund's Anchorage office a minimum of three days per week.

REQUIREMENTS AND QUALIFICATIONS

The successful candidate will have the following:

- Bachelor's degree or equivalent work experience required.
- Strong written and verbal communication skills.
- A minimum of 1-3 years of work experience in an analogous role.
- Experience working with Alaska Native people, organizations, and communities.
- Excellent time-management and project planning skills.
- Experience tracking project work in coordination tools such as Trello, Basecamp, or Asana.
- Familiarity with effective AI prompting and use of AI for efficacy is desirable.
- Ability to manage multiple, often-conflicting deadlines; and establish and negotiate prioritized timelines.
- A track record of timely delivery of high-quality work.
- Ability to establish and maintain collegial and effective working relationships with colleagues, grantees, community leaders and community members of diverse backgrounds and perspectives.

BENEFITS

Alaska Venture Fund offers an exceptional and comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in a 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive a generous leave package including vacation, health, casual and volunteer leave. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.

HOW TO APPLY

To begin the application process, please send your resume, an example of your writing, and a cover letter along with the names of two references to erinh@alaskaventure.org using the subject line: "Applicant: Climate Project Coordinator." The position is open until filled but we strongly encourage qualified applicants to signal their interest early.

HIRING STATEMENT

Alaska Venture Fund is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and Partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

E-VERIFY

NVF participates in [E-Verify](#) and will provide the federal government with employees' Form I-9 information to confirm authorization to work in the United States. Job candidates and employees authorized to work [may not be discriminated against](#) on the basis of national origin or citizenship status.