

EarthShare Texas Program Management Fellow

Austin, TX | Part-Time | Hybrid

Project Title: EarthShare Texas Program Management Fellow

Project Duration: 12 Weeks

Organization Description: [EarthShare Texas](#) is a 501(c)(3) nonprofit raising and distributing funds to qualifying member charities. From air quality to wildlife rehabilitation to the development of green building technology, our members work to protect the environment.

Project Overview: EarthShare Texas is seeking a highly motivated and organized Program Management Fellow to join our team and be a partner to our executive director in implementing and refining our Green Leaders Fellowship Pilot Program. The Fellow will be responsible for program evaluation, monitoring, coordinating career talks and learning opportunities, organizing networking and peer mentorship events, and leading feedback sessions to enhance program effectiveness. This role offers the opportunity to make a meaningful impact on the development and growth of EarthShare Texas' inaugural Green Leaders Fellowship.

Project Deliverables:

- Evaluation and monitoring document outlining key measures and objectives of program
- Survey and focus group research documents, results and analysis, and clear recommendations to the leadership team
- Mentor and Career Talk Individual and Partner Org Roster
- Gives clear recommendations based on data collected on how to improve the Fellows Program moving forward

Skills Needed:

- Experience in program coordination, event planning, or education-related roles
- Strong organizational skills with exceptional attention to detail
- Excellent interpersonal and communication skills, both written and verbal
- Learning mindset with proficiency in data collection, analysis, and reporting
- Proficiency in using productivity and collaboration tools
- Problem-solving abilities and a proactive attitude towards overcoming challenges
- Prior experience in program evaluation and career development initiatives a plus

Fellow Benefits: On top of the networking and learning and development opportunities provided by EarthShare Texas, the GEAA Policy Fellow can expect to gain the following:

- Opportunity to shape the Green Leaders Program while being an active participant
- Access to a supportive and collaborative team environment
- Professional development opportunities to enhance your skills and knowledge, including peer mentorship, networking opportunities, workforce acumen training, and other career services