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**Job Title:** Just Transition Coordinator  
**Reports to:** Executive Director  
**Location:** Northern Minnesota

**Start Date:** Immediately  
**FTE:** 1.0

## ABOUT HONOR THE EARTH

[Honor the Earth](#) (HTE) was established in 1993 by Winona LaDuke and Indigo Girls, Amy Ray and Emily Saliers. In nearly 30 years of operation, HTE has re-granted over two million dollars to over 200 Native American communities. HTE is the only Native organization that provides both financial support and organizing support to Native environmental initiatives. As a unique national Native initiative, Honor the Earth works to not just raise public awareness but also direct funds to grassroots Native environmental groups.

Honor the Earth has grown dramatically over the last few years and we are now a family of organizations - interconnected and working together. In 2018, Honor the Earth launched a sister organization, [Akiing](#). Akiing is a community development initiative working with [Anishinaabe Agriculture Institute](#) to develop local food systems and fiber hemp. Honor the Earth and Akiing together support [8th Fire Solar](#), an affiliate of Honor the Earth and solar thermal panel manufacturer. Together, our family of organizations are establishing a solid foundation for local food systems and sustainable energy, a new economy.

## ABOUT THE ROLE

As Honor the Earth grows in partnership with family organizations, we require the support of a Just Transition Coordinator to work in the community and to coordinate efforts in building a local clean economy. This position will work in close partnership with Akiing, 8th Fire Solar, and Anishinaabe Agriculture Institute. The primary work of this position is to collaborate with partners in creating a just transition model in Northern Minnesota that is focused on renewable energy, hemp, and materials economy projects. This work is regional in nature and extends from the White Earth reservation to Gichi-Gummi (Lake Superior).

## DUTIES AND RESPONSIBILITIES

- Program Development
  - Identifies and analyzes new program opportunities and makes informed recommendations on potential program strategies.
  - Creates program budgets and justifications. Monitors and reports on status of budgets.
  - Coordinates and communicates regularly with field and office staff engaged in program development.
- Project Coordination
  - Evaluates potential problems and technical hitches to develop solutions.
  - Plan and manage goals, project schedules and new information.

- Supervise current projects and coordinate all team members to keep workflow on track.
- Adhere to budget by monitoring expenses and implementing cost-saving measures.
- Act as the point of contact and communicate project status to all relevant staff.
- Monitor project progress and handle any issues that arise
- Technical support and management to achieve intended outcomes
- Proposals
  - Researching, writing, and organizing information in a helpful and productive manner to assist the development team and partners.
  - Prioritizing responsibilities to meet deadlines.
  - Editing and revising proposals according to feedback.
  - Working with the design team to create graphics and visuals for projects.
  - Giving presentations to the board of directors on project work and coordination.
- Workplans:
  - Write, edit, and solicit input on project workplans.
  - Break projects into doable actions and set timeframes.
  - Design strategic and clearly defined workplans that are challenging, realistic and achievable.
  - Implement and report on project workplans to relevant staff.

## SKILLS AND AREAS OF EXPERTISE

- Business Planning and Development
- Excellent verbal and written communications skills.
- Ability to work in a cross-cultural, geographically dispersed team environment.
- Ability to travel extensively across the White Earth region.
- Willingness to make timely and sound decisions based on accurate judgment.
- Excellent analytical and problem solving abilities
- Team-management and leadership skills
- Time management skills with the ability to meet deadlines
- Attention to details even under pressure
- Excellent organizational skills and the ability to multitask
- The ability to remain calm in stressful situations and deal well with conflict

## MUST HAVE

- **Organizing Experience:** 1 year of experience working with social movements and political organizations to wage campaigns and win power.
- **Collaboration:** A track record of collaboration and working across distance, culture, conflict, and uniquely complex situations.
- **Trust-Builder + Relationships:** A reputation for building influence, trust, and healthy relationships. You leverage influence without authority.
- **Resourceful + Agile:** This person must be a self-starter who comfortably operates in spaces of ambiguity or rapid change. This person must be a problem solver who takes initiative to manage complex responsibilities.
- **Project Management:** Experience in project management with the ability to juggle multiple priorities simultaneously.
- **Committed to Improvement:** This position requires someone that is committed to ongoing learning and improvement.

## PREFERRED

- **Business Planning:** 1yr of experience in business planning and/or development
- **Conflict Management:** A track record for managing teams through conflict.
- **Education:** Bachelor's degree in community development, economics or similar field

## **COMPENSATION & BENEFITS**

This is a full-time position that must be located in the northern region of Minnesota, on or near the White Earth reservation. Indigenous people and women are highly encouraged to apply.

Honor the Earth offers a salary package commensurate with skills and experience. The anticipated salary range for this position starts at \$42,000, plus benefits, including Medical, Dental, Vision, basic life insurance, health savings account, paid time off, paid holidays . Honor the Earth is a 501(c)(3) organization.

To apply, send a resume and cover letter to [jobs@honorearth.org](mailto:jobs@honorearth.org) with the subject line "APPLICATION FOR HIRE." Positions will remain open until filled.

*Honor the Earth is an affirmative action/equal opportunity employer and does not discriminate based on identity. Indigenous people, people of color, Two-Spirit or LGBTQA+ people, and members of other marginalized groups are strongly encouraged to apply.*