



Job /Position Title : **Engagement Officer**

Project Title : The Climate Reality Project

Appointment : One (1) year

Start Date : 01 April 2021 – 31 March 2022

The Climate Reality Project Philippines is hosted by the Institute for Climate and Sustainable Cities (ICSC), a non-government group promoting climate-resilient and low-carbon development in the Philippines and internationally. Based in Quezon City, it is engaged with the wider international climate and energy policy arena, particularly in Asia. It is recognized for its role in helping advance effective global climate action and the Paris climate agreement.

The Climate Reality Project is a Washington, DC-based non-profit organization founded and chaired by former United States Vice President and Nobel Laureate Al Gore. The mission of The Climate Reality Project is to empower a global cultural movement demanding immediate action on the climate crisis using cutting-edge education and communications strategies to demonstrate the urgency and solvability of the climate crisis.

General Overview: The Engagement Officer is responsible for the planning, development, and implementation of capacity development and training programs of Climate Reality Leaders. The Engagement Officer is also responsible for the day-to-day coordination with almost 1,200+ Pinoy Climate Reality Leaders, volunteers, partners, and key stakeholders.

1. **Scope of Work.** The Engagement Officer will have the following duties and responsibilities:
 - 1.1. Conduct a needs assessment of the current roster of Climate Reality Leaders to design an effective capacity or training program that can elevate the level of engagement of leaders;
 - 1.2. Plan, coordinate, implement, and oversee programs and projects of The Climate Reality Project Philippines, including the conduct of preparatory meetings, inception workshops, trainings, and consultations with key stakeholders, Climate Reality Leaders, and volunteers;
 - 1.3. Encourage and support the involvement of the Climate Reality Leaders through identification of various opportunities to create new initiatives for engagement; and to partner with other organizations and institutions to expand the reach of The Climate Reality Project Philippines, via volunteer activities, training workshops and webinars, and working with other partners and networks;
 - 1.4. Monitor and assess the implementation of programs and projects based on pre-identified key results, through a well-designed survey/ feedback mechanism, and consolidate data for project monitoring and reporting, including proper documentation for submission to the Branch Manager; and

- 1.5. Maintain an up-to-date database of Climate Reality Leaders' and volunteers' profiles, contact details, their engagements and initiatives, and respective affiliations.
2. **Qualifications and Experience.** The Engagement Officer will have the following education, professional experience, skills and knowledge:
 - 2.1. Graduate in a relevant discipline (e.g. social studies, organizational development, human resource, public relations, international relations, public policy, communications, or a related field);
 - 2.2. Minimum of five (5) years' extensive professional experience supporting or managing public relations, project management, program and project monitoring and evaluation, institutional and capacity development;
 - 2.3. Work experience with international organization, national government, local government units, civil society, international organizations will be an advantage;
 - 2.4. Good understanding of the Government of Philippines, both at national and local levels, and knowledgeable on global and national issues and initiatives in the areas of climate change and green growth climate change agenda;
 - 2.5. Excellent written and verbal skills in English and Filipino;
 - 2.6. Adept with a variety of multimedia training platforms and methods;
 - 2.7. Strong interpersonal skills with ability to work under pressure and to establish and maintain effective work relationships with people of different backgrounds;
 - 2.8. Maturity and professional ability to handle sensitive information and ability to respect the confidentiality of such information while working with The Climate Reality Project Philippines and ICSC even after the contract ends; and
 - 2.9. Ability to lead and work effectively with people from diverse cultural and professional backgrounds.
3. **Supervision.** The Engagement Officer will have the following reportorial and supervisory relationships:
 - 3.1. Directly report to the Branch Manager of The Climate Reality Project Philippines who will conduct regular performance and output evaluation;
 - 3.2. Maintain coordination with the Communications Officer of The Climate Reality Project Philippines; and
 - 3.3. The Engagement Officer will be home-based and is encouraged to shelter in place and take precautions necessitated by the COVID-19 pandemic. The Engagement Officer must be available online to work with The Climate Reality Project Philippines Branch Manager at least four (4) days a week.