



Title	Environment Program Coordinator
Location	National City; San Diego and Hybrid Remote
Travel	>10% to Mexico, US and/or Latin America
Employment Status	Full Time, Nonexempt
Hourly Rate	\$26-\$30 DOE
Reports to	Director of Environmental Resilience

Organization Description

The International Community Foundation works across borders to connect people, ideas, and investments in the transformative power of community. Based in the U.S.-Mexico border community of National City, California, the International Community Foundation (ICF) is a growing organization committed to expanding charitable giving in Mexico and Latin America. Since 1990, ICF has granted over USD\$100 million to carefully vetted education, health, and environmental initiatives. In FY2025, ICF granted over \$18.7 million to organizations working on marine/terrestrial conservation, emergency response to natural disasters, the U.S.-Mexico border, human rights and migration, food systems and education. In addition, ICF manages several high-impact programs in Mexico, specifically the Baja California Peninsula, that work to improve quality of life for local communities.

Position Summary

The Program Coordinator supports ICF's Environmental Resilience Program, which is the largest program at ICF, granting an average of \$7-8M annually and accounting for roughly 70% of ICF's overall grantmaking. The Program Coordinator helps advance the team's robust portfolio with a focus on ocean health, climate resiliency, and environmental justice.

This role is designed for an early-career professional interested in nonprofit management, environmental conservation, and international philanthropy. This role provides administrative, programmatic, and grantmaking support to the program team. The Program Coordinator will work closely with program staff, grantees, and partners to ensure smooth operations, timely reporting, and strong partner communication.

This role may occasionally require availability outside of normal business hours and domestic/international travel. ICF offers a hybrid remote schedule.

Key Responsibilities & Duties

Program & Grantmaking Support (50%)

- Assist with the preparation, review, and processing of grant proposals, reports, and due diligence documentation.
- Maintain grant records and partner data in ICF's systems.
- Support program staff in monitoring project timelines, deliverables, and reporting requirements.
- Help compile and grant reports and donor updates, including drafting, editing, and translating proposals, reports, and communications documents (e.g., fact sheets, blogs).
- Assist with site visits, workshops, peer-to-peer meetings, and program events in Mexico and the U.S.

Partner & Community Engagement (30%)

- Maintain communications with program partners, responding to inquiries and routing requests to appropriate staff.
- Assist in scheduling, logistics, and note-taking for partner meetings, workshops, and community events.
- Support relationship management by tracking communications and helping coordinate follow-up.
- Support opportunities for grantees, such as workshops, networking sessions, and training.

Administrative & Operations Support (20%)

- Provide general administrative support to the Environment Program team.
- Assist with expense tracking, reimbursements, and budget monitoring.
- Help organize travel logistics for program staff and consultants.
- Other administrative duties as needed.

Qualifications

- Must have permission to work in the U.S.
- Passion for ICF's mission, environmental conservation, and community-driven impact.
- Bachelor's degree in environmental studies, nonprofit management, international relations, or a related field (or equivalent experience).
- 1–2 years of relevant experience in nonprofit, philanthropy, or environmental programs (internships and volunteer work considered).
- Strong organizational skills and attention to detail; ability to manage multiple tasks and meet deadlines.
- Excellent communication skills in English; Spanish fluency is required.
- Comfort with Microsoft Office Suite, Zoom and willingness to learn new platforms.
- Ability to work both independently and collaboratively in a cross-cultural team setting.
- Professional demeanor, adaptability, and commitment to equity and inclusion.

This position will require routinely sitting, standing, stooping, kneeling, crouching, and bending for 8+ hours per day. Position requires the occasional lifting of objects up to 10lbs.

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At ICF we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.

To Apply

The International Community Foundation offers an excellent benefits package and competitive compensation. Please send your resume and cover letter to Francisco Padilla **Francisco@icfdn.org** by September 26th to be considered. Include "Environment Program Coordinator Application" in the subject line.