

*Exchanging knowledge, ideas and resources to support emerging leaders
advance environmental mobility justice*

ADMISSIONS COORDINATOR



Beyond Climate Collaborative
PART-TIME | VOLUNTARY | REMOTE
DEADLINE: OPEN UNTIL FILLED



Exchanging knowledge, ideas and resources to support emerging leaders advance environmental justice

Join Us – Become BCC's next Admissions Coordinator!

Do you believe that educational programmes and knowledge can be a tool for justice—opening doors for diverse voices, experiences, and geographies to engage in shaping our collective future? Are you passionate about creating equitable access to educational programming? Are you someone who thrives on organization, clarity, and building fair systems?

Beyond Climate Collaborative (BCC) is seeking a dedicated, organized, and values-driven Admissions Coordinator to join our growing team. This role is about designing the frameworks that ensure our programmes embody BCC's mission of equity, inclusion, and environmental mobility justice.

As Admissions Coordinator, you'll help build and manage admissions systems that are accessible, and inclusive. You'll design standardized admissions systems, develop selection criteria, streamline digital tools, coordinate volunteers, and work closely with our Directors and Programme Coordinators to make sure that every applicant, no matter where they're from or what resources they have, has a fair opportunity to engage with BCC's the Climate Mobility Justice Academy (CMJA) programmes.

This is your chance to contribute meaningfully to a global movement advancing climate and mobility justice, while gaining hands-on experience in systems design, programme coordination, and equity-centered educational programming. You'll collaborate with a diverse international team committed to supporting emerging leaders in their processes of (un)learning and (re)imagining how to address climate mobility justice in a changing world.

We're excited to hear from you!



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About the Beyond Climate Collaborative

We build bridges to support emerging leaders in their processes of (un)learning and (re)imagining ways of working to address climate change and environmental displacement through the lenses of environmental, migrant, racial, feminist and social justice.

Together, we uplift a new generation to pioneer and co-create timely, cross-sectoral, just and sustainable solutions to environmental-related injustices that reduce risks, reinstall people power and bolster the resilience of the planet and her people to the impacts of climate change and beyond.

Admissions Coordinator

Location: Remote

Reports to: BCC Directors, including Director of Programmes, Founding Executive Director

Position Type: This is a voluntary and part-time role with the Beyond Climate Collaborative. The volunteer is expected to contribute around 10-15 hours per week.

Compensation: This is an unpaid role. Should funding for compensation become available based on programmatic budgets, the volunteer agreement for this position will be supplemented with a consultancy agreement jointly issued by the Beyond Climate Collaborative and Just Atonement Inc.

Role Summary:

The Admissions Coordinator plays a vital role in the development and implementation of standardized, inclusive, and accessible admissions processes across BCC's educational programmes within the [Climate Mobility Justice Academy \(CMJA\)](#). Working closely with the Directors and Programme Coordinators, the Admissions Coordinator will design and operationalize clear admissions frameworks, selection criteria, and enrollment protocols to ensure consistent and equitable access to BCC offerings. This includes the development of admissions tools and models, coordination of digital platforms, and supervision of admissions-related volunteers. This role will help build and manage the infrastructure that enables a fair, efficient, and data-informed admissions process in alignment with BCC's values of justice and equity.

Key Responsibilities:

Admissions Systems Development & Oversight

- Coordinate the design and implementation of BCC's standardized programmatic admissions systems and ensure alignment with BCC's values and strategic vision
- Develop selection criteria and admissions rubrics to guide programme-specific applicant evaluation
- Design and implement tiered partnership admissions models that reflect BCC's global justice-oriented network
- Research, recommend, and help implement an online platform to manage admissions and enrollment
- Create and manage standard operating procedures (SOPs) for admissions and enrollment, including timelines and applicant communications
- Develop SOPs and templates for tracking admissions data and contribute to the establishment of MEAL (Monitoring, Evaluation, Accountability, and Learning) systems related to admissions processes
- Oversee programme-specific admissions cycles, including supporting application review, scholarship allocations, and applicant communications as needed.

Team Development & Coordination

- Draft role description for a BCC Admissions Assistant in alignment with developed SOPs and operational needs
- Lead the recruitment process for the Admissions Assistant, including promotion, screening, and interviewing
- Onboard and train the Admissions Assistant in all relevant SOPs, tools, and platforms, providing ongoing support and quality assurance

Cross-Programme Collaboration

- Work closely with Programme Coordinators and Directors to ensure admissions processes meet the specific needs of each programme, including budgetary considerations
- Regularly review and refine admissions procedures based on programme outcomes and feedback
- Contribute to programmatic evaluations by providing insights from admissions data and trends
- Maintain strong documentation and ensure the accessibility of admissions resources to relevant staff and volunteers

Communications & Outreach

- Support the creation of accessible and inclusive admissions-related communication templates, FAQs, and guidance documents for prospective participants
- Collaborate with communications staff to ensure the visibility of admissions timelines and opportunities through BCC platforms

Key Skills & Qualifications

- Degree in education, public policy, international development, social sciences, or a related field; postgraduate degree desirable.
- Demonstrated experience in admissions, programme coordination, or academic administration, ideally in international contexts.
- Strong skills in developing and operationalizing systems, SOPs, or frameworks for admissions, enrolment, or related processes.
- Excellent organizational skills with the ability to manage multiple programme cycles, timelines, and priorities simultaneously.
- Strong written and verbal communication skills, with the ability to prepare accessible materials and engage with diverse applicants.
- Competence in data management and digital platforms (e.g. CRM systems, online application portals); experience in selecting and implementing admissions platforms is an asset.
- Analytical ability to interpret admissions data and contribute to Monitoring, Evaluation, Accountability, and Learning (MEAL) systems.
- Experience in supervising, training, or mentoring assistants, interns, or volunteers.
- Ability to work collaboratively across teams and with multiple stakeholders, including Directors, Programme Coordinators, and communications staff.
- Commitment to equity, inclusion, and justice in admissions processes, with sensitivity to diverse geographies, cultures, and accessibility needs.
- Flexibility to work across time zones and adapt to the demands of international programmes.

What We Offer:

By joining BCC as an Admissions Coordinator, you'll gain hands-on experience in a mission driven nonprofit at the forefront of climate mobility and environmental justice. Your work will directly help build the infrastructure and support systems that empower the next generation of emerging leaders advancing just solutions for climate mobility.

- **Meaningful Impact:** Hands-on experience working with a mission-driven nonprofit at the intersection of climate justice, migration, and social equity—where your work directly contributes to building a more just, sustainable world.
- **Professional Development & Mentorship:** Access to personalized mentorship, skill-building opportunities, and BCC's curated programming—including the ISCM, other CMJA courses and workshops. BCC volunteers are also eligible to receive certificates for their participation in CMJA programmes they complete.
- **Networking & Movement-Building:** Opportunities to connect and collaborate with a growing community of emerging leaders, practitioners, and experts in climate mobility, environmental justice, and intersectional advocacy spaces.
- **Creative Freedom & Leadership Growth:** A flexible, collaborative, and supportive environment where you'll be encouraged to take initiative, co-create programming, and shape events that reflect your passions and strengths.
- **Recognition & Visibility:** Public recognition of your contributions across BCC platforms, and support to showcase your work in external spaces—ideal for those seeking to build a professional presence in the nonprofit, environmental, or advocacy sectors.

How to Apply

We're excited to learn more about you! To apply for this position, please submit the following:

1. **Curriculum Vitae (CV)**, outlining relevant academic background, professional and volunteer experience, and skills.
2. **Writing Prompt** – Please answer the following prompt with a maximum of 500 words:

Imagine we receive 500 applications for 100 spots for a Climate Mobility Justice Academy programme. How would you 1) design the admissions processes to ensure fairness and efficiency and 2) which criteria would you prioritize to strike a balance between our objectives and geographical, experiential, and financial diversity?

Submit your complete application to daniella@beyondclimatecollaborative.org and fabiano@beyondclimatecollaborative.org with the subject line: "Application for Admissions Coordinator – [Your Name]."

Applications will be reviewed on a rolling basis.

Only complete applications (including the CV and writing prompt) will be considered.

We look forward to hearing from you!

