



**Position Announcement: Campaign Coordinator—Alliance for Jobs and Clean Energy
Seattle, WA
March 9, 2017**

The Alliance for Jobs and Clean Energy is a Washington State coalition of more than 40 organizations and thousands of individuals dedicated to building a popular movement to reduce global warming pollution, strengthen our economy and communities, and ensure that all Washington families have a better future.

We are committed to building a durable, diverse climate justice movement, with the initial goal of winning a state ballot initiative in 2018 that reduces carbon emissions, funds a “just transition” to a clean renewable energy economy, while leveraging investments in renewable energy development, mass transit, infrastructure and water and forest resiliency.

Campaign Coordinator Primary Responsibilities

The primary responsibility of the Campaign Coordinator in 2017 is to help the numerous and diverse partners in the Alliance—including its Governance Committee, Steering Committee, communications team and contractor(s), field team, and policy team—in carrying out the 2017 Alliance strategy, which is focused on building a viable campaign and coalition to bring the Alliance policy to the ballot in November 2018. The Campaign Coordinator will work alongside a Field Director and will report directly to the Alliance Governance Committee. The core role of the Campaign Coordinator is to ensure that key tasks are identified and carried out on agreed timelines and that communication flows amongst all the teams that make up the Alliance—especially between the Governance Committee and all the tactical teams.

The Campaign Coordinator will:

- Create, develop, and maintain good working relationships with diverse coalition members, with a focus on Steering Committee members.
- Ensure the flow of information between the Field Director and field team, policy team, communications team including any consultants, Steering Committee, and Governance Committee to ensure strategy, roles, tasks and timelines are clear.
- Receive emails from general Alliance “info” email as listed on website; direct requests to appropriate staff/partner organizations.

- Assess the communications staffing for the Alliance (generally in Governance Committee and some Steering Committee organizations; likely some contract capacity as well) and determine a system for regular coordination and implementation of communications work plan, including polling.
- Work with the Field and Communications teams to ensure regular emails are sent to the Alliance individual supporters email list, supporting organizations list, and climate justice stewards list.
- Work with the Steering Committee co-chairs to prepare monthly meetings agendas; arrange meeting logistics; take meeting notes and capture action items; distribute to Steering Committee
- Represent AJCE at public meetings or events as assigned by Governance Committee.
- Work with Field Director to ensure robust data infrastructure for campaign volunteers, climate justice stewards, and other campaign contacts, to aid in the qualification and passage of a 2018 ballot initiative, and a broader, durable climate justice movement in Washington.
- Coordinate work around data analysis, voter turnout projections, and electorate modelling as we target 2017 grassroots and communications efforts and prepare for a 2018 ballot measure.
- Communicate with counterparts in other states (especially Oregon) as may be useful to learn from their experiences.

The Campaign Coordinator will report to the Governance Committee and will work closely with the Governance Committee to:

- Develop a work plan for the remainder of 2017 based on the February strategy document, working with designated Governance point person for each area.
- Regularly evaluate progress toward the plan, and work with Governance to update the plan as needed.
- Create agendas and assure preparation for weekly Governance Committee calls/in-person meetings.
- Manage meeting logistics, and track and send meetings notes and action items.
- Track and drive toward progress on action items by members.
- Communicate with and ensure attendance at Governance meetings as appropriate by field/comms/policy teams and others.
- Be a part of developing a plan for 2018 and making strategic decisions about strategy, staffing, and fundraising.

Required Skills and Experience

- Minimum of 3 years of leadership and managerial experience in non-profit, labor, community, or political organization.
- Excellent campaign coordination skills, including the ability to work through complex, nuanced challenges with a diverse set of people and organizations to achieve clarity and a shared strategy, and move forward on an agreed goal.
- Proven success in managing complex labor, community, or political campaigns.
- Demonstrated capability to work closely with a wide range of allied organizations spanning different cultures and geographies.
- Ability to collaborate with a wide range of individuals from different organizations and cultures.
- A sincere passion for and commitment to social, economic, racial, and environmental justice.
- Critical thinking and problem solving skills to assess obstacles, problems, and threats and recommend actionable solutions.
- Relentless drive, tenacity and a willingness to do whatever it takes to advance our mission and values.
- Attention to detail and strong follow-through and self-direction on assignments.

- Ability to work effectively with strong personalities, peers, public officials, and allies.
- Excellent written and verbal communication skills.
- Driver's license and willingness to work long and irregular hours. Some travel throughout the state will be required.

Desired Skills and Experience:

- Strong racial, gender, and economic justice analysis.
- History of community and coalition campaign coordination, especially in underrepresented communities (immigrant/refugee, LGBTQI, low-income, etc).

Compensation and Benefits

This is a contract position without benefits. Compensation range \$75,000 to 90,000 a year.

AJCE is an equal opportunity employer, committed to a diverse work environment. AJCE does not discriminate in employment on the basis of age, race, gender, religion, marital status, veteran's status, national origin, disability, sexual orientation. People of color, people with disabilities, and people of diverse sexual orientations are encouraged to apply.

To Apply

Please send your resume and a cover letter via email to Becky Kelley, Washington Environmental Council, becky@wecprotects.org by Friday, March 24, 2017 by close of business. Interviews will be held the week of March 27.