



**Communications and Events Coordinator**  
**Full-Time Position**  
**Seattle-Based Preferred**  
(Will Consider Applicants from Across the Northwest)

**Background**

The NW Energy Coalition is an alliance of over 100 environmental, civic, and human service organizations, progressive utilities and businesses in Oregon, Washington, Idaho, Montana and British Columbia.

Our mission is to advance clean, equitable, and affordable energy policies by leveraging our analytic expertise and convening a broad alliance of people and organizations. We envision Northwest communities that benefit from a carbon-free energy system that equitably meets the needs of people and preserves the region's natural resources.

We promote the development of renewable energy, energy efficiency, consumer protection, equitable and affordable clean energy services for all consumers, and fish and wildlife restoration on the Columbia and Snake rivers.

**Communications and Events Coordinator Responsibilities**

This position will report to the Outreach and Operations Director as well as work with all Coalition staff and member organizations as appropriate.

**Writing and Editing**

- Write quotes, op-eds, letters to the editor, media releases and statements, action alerts, social media posts, blog posts, web copy, fact sheets, newsletters, executive summaries, digests of Coalition materials and membership updates
- Edit and ensure consistent themes and messaging for organization materials, including issue papers, fact sheets, letters, web postings, reports and legislative wrap-ups
- Translate complex policy concepts into digestible language
- Assist with development of content for use in donor outreach and fundraising materials

**Website Management**

- Ensure website content is fresh
- Manage and update back-end and front-end of website as needed

**External Communications**

- Cultivate relationships with and proactively engage with reporters, bloggers, and editorial boards; maintain media lists; prepare staff to respond to media inquiries
- Manage rapid response needs, often in coordination with allies

- Ensure social media is up to date and relevant
- Represent the Coalition with our member organizations and within the community – in panels, work groups, strategy sessions, meetings, etc.

### **Events Management**

- Spearhead development, production and coordination of educational events, webinars, conferences and membership events (all of which are currently happening virtually)
- Work with Outreach and Operations Director on outreach, materials, social media, and all communications regarding events: website, emails, community partnerships, phone calls
- Work with Outreach and Operations Director to find a venue (including pricing comparisons) and coordinate work on-site during the event, including managing A/V and catering (when it is possible to do in-person events again)
- Recruit sponsors and spearhead sponsor recognition

### **Qualifications**

#### *Required:*

- Experience producing high-quality public communications, including blog posts, reports, newsletters, and press releases
- Proven ability to work collaboratively in a dynamic team environment
- Experience using communications tools, including website platforms (such as WordPress) and social media
- Highly organized and self-motivated

#### *Desirable:*

- Experience producing events (virtual or in-person)
- Experience with email marketing platforms (such as Constant Contact)
- Experience working in a non-profit setting
- An interest in clean energy

**Salary and benefits:** Salary \$53,000 to \$55,000 DOE. Excellent benefits include generous medical, dental and vision insurance, four weeks paid vacation, 11 paid holidays and employer-matching retirement plan. NWECA is an equal opportunity employer. All applicants will be considered for employment without attention to race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

**Position is open until filled.** Application review will begin the week of November 15th. To help us efficiently process applications and ensure your application is received, please observe the following:

1. Please email a resume, cover letter, and a writing sample to Kat Plimpton at [kat@nwenergy.org](mailto:kat@nwenergy.org)
2. Make the subject line of your e-mail: "Your Full Name, Communications"
3. In your cover letter, please indicate where you learned about the position