



Communications and Events Coordinator

Full-Time Position

Seattle-Based Preferred

(Will Consider Applicants from Across the Northwest)

The NW Energy Coalition is seeking an experienced Communications and Events Coordinator to join our team. This position will take the lead in organizing the Coalition's events, including our twice-yearly Clean & Affordable Energy Conference, and will help advance the organization's mission through effective written and oral communications that highlight our work and our impact on regional energy policy developments.

About NW Energy Coalition

Established in 1981, the 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 the Northwest comprised of 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. The Coalition is committed to advancing Justice, Equity, Diversity, and Inclusion (JEDI) and we are committed to addressing the harm that Black, Indigenous, and People of Color (BIPOC) communities have endured due to the energy system, policies, and practices in the Northwest. We are mindful of the intersectional nature of race, economic wellbeing, and geography (urban/rural), and recognize that our commitment to racial justice will help with energy justice more broadly.

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 and/or edit Coalition materials, including 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, issue papers, and membership updates
- 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

Events Management

- Spearhead development, production and coordination of educational events, webinars, conferences and membership events (in-person and virtual).
- 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 venues for events (including pricing comparisons) and coordinate work on-site during the event, including connecting with A/V and catering
- Recruit sponsors and lead sponsor recognition

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
- Develop and maintain regular social media posts
- Represent the Coalition with our member organizations and within the community – in panels, work groups, strategy sessions, meetings, etc.

Qualifications

Required:

- Experience producing high-quality public communications, including blog posts, reports, newsletters, and press releases. And experience translating complex policy concepts into digestible language
- 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 \$65,000 to \$72,000 DOE. Excellent benefits include 100% employer paid medical, dental and vision insurance; four weeks paid vacation; 12 paid holidays; paid sick leave; paid family and medical leave; 401k plan and organizational match of up to 2% of annual salary; flexible work arrangements; and office space in downtown Seattle.

NWEC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, family or medical care leave, gender identity or expression, genetic information, marital status, medical condition, national origin, physical or mental

disability, political affiliation, protected veteran status, race, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by applicable laws, regulations and ordinances. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during the application or the recruiting process, please send a request.

Position is open until filled. Application review will begin the week of June 12th. 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
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