



**Communications Manager**  
**Full-Time Position**  
**Seattle-Based Preferred**

The NW Energy Coalition is seeking an experienced Communications Manager to join our team. This position will take the lead in advancing the organization's mission through effective written communications, social media, website management, and media relations that highlight our work and our impact on regional energy policy and regulatory developments.

**About NW Energy Coalition**

Established in 1981, the Coalition is an alliance of over 100 environmental, civic, and human service organizations, utilities, local government agencies, and clean energy and energy efficiency 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 Manager Responsibilities**

This position will report to the Executive 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, digests of Coalition materials, issue papers, and membership updates
- Lead and produce a monthly newsletter
- 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**

- Identify proactive opportunities to elevate the Coalition's presence in traditional and new media
- Cultivate relationships with and proactively engage with reporters, bloggers, and editorial boards; maintain media lists
- Manage rapid response needs, often in coordination with allies
- Maintain our social media presence across platforms, develop regular and engaging social media content, and grow our social media audience
- Represent the Coalition with our member organizations and within the community, coordinating with members and strategic partners on shared media materials, message development and joint media events when appropriate

## **Qualifications**

### *Required:*

- Experience writing 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
- Organized self-starter and proactive in moving projects forward

### *Desirable:*

- Experience with email marketing platforms (such as Constant Contact)
- Experience working in a non-profit setting
- An interest in clean energy and energy justice

**Salary and benefits:** Salary \$68,000 to \$78,000 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 May 12. 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 short (2 pages) 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, Comms"
3. In your cover letter, please indicate where you learned about the position