



Hiring Part-Time Contractor - Community Coordinator

The NW Energy Coalition seeks a part-time contractor to serve as Oregon-based Community Coordinator committed to fostering community engagement and to centering community voices in the clean energy transition. The Coordinator will help to further the Community Energy Justice Leaders Program's mission by taking charge of key coordination pieces like event planning, field trip logistics, and tech and administrative support. This is a contract, limited duration position for 1 year (with possibility for extension), up to 25 hours a month (approximately 6.25 hours/week). Travel within Oregon is required.

Background

In 2021, Oregon environmental justice groups formed a coalition with statewide partners to pass 100% Clean Energy for All (HB 2021). This policy sets our state's biggest electric utilities on a path to reach 100% clean energy by 2040, and provide benefits to environmental justice communities. We've spent the last 3 years making sure that community voices are centered in the implementation of this policy so that the folks who need the benefits the most are not left behind in the transition to clean energy.

Over the past two years, Oregon Just Transition Alliance, Coalition of Communities of Color, Verde, NW Energy Coalition, Rogue Climate, and Multnomah County's Office of Sustainability have convened a virtual group of community leaders living all around Oregon to engage in advocacy around the implementation of HB 2021 at the Public Utility Commission (PUC). This group met twice a month and we shared stories, experiences, and concerns around climate change, reviewed utility planning documents together and drafted shared comments, testified at PUC hearings, learned from each other, and (believe it or not!) had some fun. We built a community of advocates and are planning to continue and expand this group in 2025.

This contractor will be hosted by the NW Energy Coalition, which was 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. 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) have endured due to the energy system, policies, and practices in the Northwest. We are mindful of the intersectional nature of race, economic well being, and geography (urban/rural), and recognize that our commitment to racial justice will help with energy justice more broadly.

Position description

- Assist with developing program meeting agendas and presentation materials through engagement with co-facilitators and any necessary research

- Planning field trips for 10-25 multilingual participants. This includes calling and scheduling with site visit locations, food, travel, lodging, and budgeting logistics
- When available, help plan and join local in-person community program meetings
- Attending 6 virtual meetings a month (duration of 7 hours total a month) for the planning and community program meetings
 - Helping take participant attendance
- Administrative:
 - Send reminder emails, texts, and calls to program participants
 - Navigate and assist with concerns or questions program members have, for instance, regarding stipends, field trips, accessibility needs, etc.
- Tech support:
 - Schedule and set up bi-monthly Zoom meetings
 - During virtual meetings, sharing screen for presentations, letting members in, troubleshooting, etc.
- Work closely with the Community Energy Justice Leaders program organizers to carry out responsibilities, stay up-to-date, and receive guidance (as well as provide insights) to continue moving this work forward.

This position will report to Alma Pinto and Alessandra de la Torre at NW Energy Coalition and is located in Oregon.

Qualifications for Contractor

- Demonstrated ability to work both independently and collaboratively in a dynamic environment.
- Experience with event planning and organizing within a budget
- Proficient in Zoom, Microsoft Office Suite (Outlook, PowerPoint, Excel, etc.), and Google Drive for effective communication and documentation.
- Comfortable making phone calls to coordinate and communicate with participants, community partners, businesses, and other entities
- Experience with frontline communities, which are groups of people who are impacted first and worst by systemic oppression and climate change, this includes low-income communities, black, indigenous, people of color, LGBTQIA+, people with disabilities, people living outside, and the elderly.
- Access to wifi and a personal computer for remote work.
- Desired but not required:
 - Fluency in Spanish or other languages.
 - Knowledge of energy, environmental justice, and climate issues

Contract terms: up to 25 hours per month, \$85 per hour, not to exceed \$25,000 per year.

Expected start date: mid-May or June, 2025.

If you are interested in this part-time contractor position, please email a resume and cover letter, to Alma@nwenergy.org and Alessandra@nwenergy.org

1. Make the subject line of your e-mail: "Your Full Name, Community Coordinator"
2. In your cover letter, please indicate where you learned about the position

For more information about the NW Energy Coalition go to www.nwenergy.org.