



**Events and Membership Coordinator
Part-Time Position
Seattle-Based Preferred**

The NW Energy Coalition is seeking an experienced Events and Membership 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 coordinate our outreach and engagement of Coalition member organizations and individual members in advancing our mission.

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.

Events and Membership Coordinator Responsibilities

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

Events Management

- Coordinate development and production of two in-person educational conferences, webinars, and membership meetings (in-person and virtual)
- Prepare materials, social media, and other event promotional content
- Lead promotional outreach and registration for all events
- Lead in identifying and selecting venues and catering for events and coordinate work on-site during the event
- Develop and maintain an events budget for conferences
- Recruit sponsors and lead sponsor recognition

Membership Engagement

- Liaison to Coalition membership and respond to member requests and inquiries
- Organize quarterly state membership meetings, including meeting agendas, outreach to build participation, hosting Zoom, etc. and manage State caucus listservs
- Keep member representative list current, host introductory meetings with new member reps
- Make public presentations at member events and represent the Coalition at public forums

Qualifications

Required:

- Experience producing all aspects of events (in-person and virtual)
- Proven ability to work collaboratively in a dynamic team environment
- Highly organized and self-motivated
- Outgoing and interested in engaging our membership

Desirable:

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

Salary and benefits: Part-Time Position (on average 24 hours/week) salary \$34,000 to \$38,000 DOE. Excellent benefits include 100% employer paid medical, dental and vision insurance; two 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 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 short writing sample to Kat Plimpton at kat@nwenergy.org
2. Make the subject line of your e-mail: "Your Full Name, Events & Membership"
3. In your cover letter, please indicate where you learned about the position