



Job Announcement: Power Past Fracked Gas Coalition Coordinator

Organizational Overview: Power Past Fracked Gas is a growing coalition of over 25 Pacific Northwest health, environmental, faith, and community groups that believe in the power of clean energy and the value of clean water. The coalition opposes new fracked gas infrastructure that locks our region into decades of continued reliance on dirty energy and harmful projects. The Coordinator will be an employee of Columbia Riverkeeper and work closely with the Power Past Fracked Gas collaborative leadership team, whose members consist of 350PDX, 350 Seattle, Columbia Riverkeeper, Oregon Physicians for Social Responsibility, Rogue Climate, the Sierra Club, Washington Environmental Council, and Washington Physicians for Social Responsibility.

Location: Remote, flexible within Oregon or Washington State, offices available in Pacific Northwest if needed (COVID-19 permitting).

Job Type: Full-time Employee; Non-exempt position. Flexible hours.

Position Description: The Power Past Fracked Gas Coalition Coordinator will coordinate the logistics and daily operations of the Power Past Fracked Gas coalition, as well as build, maintain and support coalition membership. This position reports to Columbia Riverkeeper's Legal and Program Director. Duties include:

- Work with coalition to establish annual goals and objectives in a strategic plan;
- Implement strategic plan by designing and overseeing work plans for coalition work;
- Track progress toward objectives for coalition and coalition members;
- Coordinate the coalition's internal communications;
- Create agendas, schedule and facilitate weekly collaborative leadership team meetings, and manage logistical matters of the collaborative leadership team;
- Support coalition field organizers with logistical matters and funding distribution;
- Create agendas and convene larger full-member meetings on a regular basis to engage the whole coalition on strategic direction and campaign decisions;
- Draft grant applications and reports for the coalition;
- Maintain and grow coalition funder relationships;
- Work with the collaborative leadership team to help draft and manage the coalition budget and finances;
- Build and maintain partner relationships and communications, including outreach meetings with partners, and grantee deliverables and reports;
- Respond to and manage coalition partner requests for support on communications, logistics, short-term funding needs, and more;

- Develop and manage memorandums of understanding with coalition partners;
- Coordinate and support coalition contractors;
- Check in regularly with coalition field organizers and the policy coordinator to ensure that all projects remain on-track; and
- May require occasional weekend and evening hours, work beyond 40 hours per week, and regional travel upon the lifting of statewide coronavirus stay-home orders.

Required experience and qualifications:

- At least two years of experience in campaign or coalition work;
- At least one year of experience in grant writing and reporting, preferably at a nonprofit organization;
- Proficiency with Zoom and Google Suite (Calendar, Documents, Sheets, Slides, and Groups);
- Ability to manage a variety of different projects and tasks and delegate leadership;
- Strong relationship-building skills across the region and among diverse membership;
- Detail-oriented, organized, and able to meet deadlines;
- Flexible and able to adjust to evolving job demands; and
- Ability to work independently and in a team.

Desired experience and qualifications:

- Experience in building or expanding coalitions by establishing new partnerships and relationships among individuals and groups;
- Demonstrated interest and passion for environmental protection and social justice.

Salary & Benefits: \$52,000 to \$62,000 per year, salary negotiable within range depending on experience. Benefits for full-time position include medical and dental insurance (100% covered, starting first full month), generous vacation package, 401(k), an encouraging and flexible work environment, training, and career growth opportunities.

To Apply: Send an email to info@powerpastfrackedgas.org with the subject line “Power Past Fracked Gas Coalition Coordinator Application.” Include a PDF attachment containing a cover letter, resume, a short writing sample (this could include a blog post, a social media post, a grant application or report, an email, or other writing sample), and a list of at least three references.

Application Deadline: February 15, 2021 (applications will be reviewed on a rolling basis; please apply early if possible)

Start date: Flexible, prefer immediate.

Columbia Riverkeeper is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.