



**Job Posting: *Energy & Climate Change Program Coordinator***  
**11/10/2014**

**Title:** Energy & Climate Program Coordinator  
**Location:** Southeast NH Office  
**Apply:** Please submit a single PDF that contains a cover letter, current résumé, writing sample and the names and contact information of at least three professional references. The position will remain open until filled, but preference will be given to applications received by December 12, 2014 with the review committee responding to well-qualified candidates on an ongoing basis. Please send your PDF application file to: [application@grassrootsfund.org](mailto:application@grassrootsfund.org)  
**Please direct any questions to email only.**

**Position Description**

The New England Grassroots Environment Fund is a 501c3 that seeks to energize and nurture long term civic engagement in local initiatives that **create and maintain healthy, just, safe and environmentally sustainable communities**. We achieve this by using **Dollars, Stories, Tools and Network-Building** to fuel local activism and social change.

We are currently seeking an Energy & Climate Program Coordinator focused on enhancing the work of local-level (grassroots) climate and energy action across New England. The Energy & Climate Program Coordinator will work closely with the Executive Director on program-specific strategies, targeted grant commitments and relationship building. A significant portion of the Coordinator's work will be coordinating two New-England-based networks: the New England Local Energy Network and the New Hampshire Local Energy Work Group (LEWG). The New England network is a burgeoning collaboration of over thirty organizations and groups from across New England that work with energy committees or similar grassroots groups to enable measurable cross-sector climate and energy planning and action. The LEWG is an active ad-hoc committee that draws on over twenty members, including nonprofits, federal and state agencies, local governments, energy companies, planning commissions and local energy committee volunteers, to catalyze, support and reduce the barriers to local action on energy and climate issues in New Hampshire. In addition to network coordination, the Program Coordinator provides one-on-one support to local energy/climate groups and assists in resource development and NEGEF's grant programs administration.

**Energy & Climate Change Program Coordinator Responsibilities:**

- Work with Program Director to develop and implement annual Energy & Climate Program work plan, based on grant commitments and NEGEF's broader mission and priorities.
- Coordinate and guide the New Hampshire Local Energy Workgroup & the New England Local Energy Network, including:
  - Group work plan development & oversight
  - Collaborative project management
  - Regular meeting (both virtual and face-to-face) planning & facilitation
  - Regular member communications
  - Website maintenance and content uploading (Weebly-based)
- Serve as a local energy "go-to" by responding to grassroots organizers' questions and connect to resources
- Shared coordination of annual Local Energy Solutions Conference with NEGEF partners

- Build partnerships with grassroots service nonprofits and training organizations that strengthen NEGEF's mission and amplify its grantmaking and training services.
- Assist in grant program services; including proposal review and due diligence.
- Contribute to regular communications work, including managing grantee profiles, and proposing content for e-news bulletins and social media.
- Contribute to grassroots service programs, including skills-building efforts and networking opportunities by proposing and co-organizing topics for regular workshops, trainings & webinars
- Provide limited administrative and program support to the day-to-day operations of NEGEF including: answering the phone, collecting and processing mail, stocking supplies

### **Skills and Qualifications**

- Knowledge of social, economic and environmental issues and trends related to the building and maintaining of safe, healthy, just and environmentally sustainable communities with solid understanding of and experience in energy and climate change challenges and solutions.
- Experience in collaborative convening techniques and group facilitation a must.
- Knowledge of civic engagement, how local communities work, and where grassroots activism adds value to local governance.
- Strong skill suite in organizational development and management.
- Ability to independently develop and implement innovative and strategic content to existing programs.
- Excellent writing, communication and editorial skills.
- Excellent interpersonal skills, including the ability to listen effectively.
- Ability to work independently and efficiently while managing multiple projects and priorities a must.
- Ability & interest in traveling throughout New England and occasionally beyond.
- Knowledge and experience with social media preferred.
- Hands-on experience (or aptitude for) working with a Drupal-based Content Management System
- High level ability and comfort to independently work with online organizing tools like Google Hangout & Drive, MailChimp, Constant Contact, GoToWebinar, and online registration tools
- High level ability working with online project management tools like BaseCamp or Trello
- Proficiency in MS Office, Adobe Creative Suite, Expression Engine, and other office software programs and tools.

### **Education/Experience**

- College undergraduate degree required; Masters degree helpful.
- Degree in Environmental Science or Communications, Advertising and Public Relations a plus
- Experience in or some knowledge of the nonprofit world or philanthropy.
- Experience in environmental and social change advocacy, preferably with a hand-on experience serving on a local association, commission, committee or municipal governing body and/or involvement in a campaign or citizen group helpful.

### **Salary and Benefits**

The Energy & Climate Change Program Coordinator is a full-time position with benefits, with competitive compensation range of \$45,000 - \$55,000, depending on experience and education. The New England Grassroots Environment Fund is a nonprofit organization and an equal opportunity "at-will" employer and is committed to the belief that each individual is entitled to equal employment opportunities.