



Maine Conservation Voters  
*Inform. Vote. Protect.*



Maine Conservation Alliance  
*The United Voice for Maine's Environment*

## ORGANIZING DIRECTOR

Maine Conservation Voters/Maine Conservation Alliance, two statewide, nonpartisan, nonprofit organizations, are seeking a shared full-time Organizing Director to build and manage our grassroots organizing and field programs and provide essential program support. The Organizing Director will be supervised by the Political/Program Director.

Maine Conservation Voters (MCV) helps pass laws that protect our environmental legacy, elects pro-environment candidates to office, and holds our elected officials accountable.

Maine Conservation Alliance (MCA) protects Maine's environment and quality of life through education, collaboration and advocacy.

**Overview:** We are at a pivotal moment when our environment is facing threats like never before. Join our team to: **DEFEND** federal protections for our air, land, water, health, and climate; **ADVANCE** forward-thinking solutions at the state level; and **BUILD** the long-term political power needed to win.

### Specific responsibilities:

- Build and manage our grassroots organizing and field programs;
- Engage, organize, and build deep, authentic relationships with individuals, community organizations, opinion leaders, and others to protect Maine's environment and climate future;
- Coordinate our coalition work to defend environmental protections at the federal level;
- Produce action-oriented alerts and digital communications so that people are inspired to take action;
- Manage existing advocacy staffperson and mentor, train, and build skills and commitment of interns and volunteers;
- Work with Political/Program Director and Advocacy Coordinator on programs, materials, and publications like MCV's *Environmental Scorecard*;
- Organize in-district meetings, activist trainings, and issue-focused advocacy events;
- Help manage our database and track data from the field;
- Identify opportunities and represent the organization at community events and to the press;
- Help coordinate meeting logistics and materials and other administrative tasks as needed; and
- Provide support for Executive Director, Political Director and Boards of Directors as needed.
- Some weekend and evening travel necessary.

**Qualifications:**

- 3 – 5 years of experience in building and executing grassroots or political campaigns;
- A team player who is comfortable managing several responsibilities and pitching in where needed;
- Shares our commitment to increasing racial diversity in our movement and organization, integrating justice and equity into the work we do and ensuring an inclusive organizational culture;
- Bright and detail-oriented;
- Experience managing staff, interns and volunteers;
- Passion for our democracy and environment;
- Proven capability to self-manage workload, set and meet deadlines, work on multiple projects at once and adjust quickly to changing factors;
- Excellent ability to research, write, and incorporate feedback in materials;
- Proficiency with database management and office computer programs;
- Savvy with online communications and social media;
- Sense of humor, self-motivated and grace under pressure;
- Bachelor's degree or equivalent work experience; and
- A valid driver's license and reliable mode of transportation are required.

**Reports to:** Political/Program Director

**Location:** Augusta, Maine

**Status:** Full-time, Exempt

**Compensation:** Commensurate with experience.

Resumes will be accepted until the position is filled. Please send a cover letter, your resume, references and a writing sample via email to [beth@maineconservation.org](mailto:beth@maineconservation.org).

MCV/MCA is an EEO Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, transgender, age, religion, disability, sexual orientation, veteran status, or marital status.



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## ADMINISTRATIVE COORDINATOR

Maine Conservation Voters/Maine Conservation Alliance, two statewide, nonpartisan, nonprofit organizations, are seeking a shared part-time Administrative Coordinator to provide essential office support.

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### Specific responsibilities:

- Scheduling and logistics for meetings
- Arranging travel for staff and board members
- Supporting the development team's membership work including mailings and special events
- Coordinating office purchasing needs, maintaining office equipment, and working with vendors
- Assisting with database management
- Helping with IT needs
- Assisting the Executive Director with administrative duties
- Creating and maintaining office filing and organization systems
- Miscellaneous duties as needed

### Qualifications:

- We are seeking a detail-oriented individual with strong communication, interpersonal, & computer skills. Non-profit organization & management experience appreciated. The ability to multi-task and enthusiasm for the missions are essential.
- A valid driver's license and reliable mode of transportation are required.

**Reports to:** Development Director  
**Location:** Augusta, Maine  
**Status:** Part-time, 16 hours a week,  
**Compensation:** \$15/hour, position is not eligible for benefits

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