



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.

MCV/MCA is an EEO Employer. All qualified applicants will receive consideration for employment without regard to race, national origin, gender, 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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