Outreach Coordinator

Maine Conservation Voters (MCV) and Maine Conservation Alliance (MCA), two statewide, nonpartisan, nonprofit organizations, are seeking a dynamic individual to join our staff as full-time Outreach Coordinator. Our vision for the future grows from the powerful commitment of Maine people to tackle climate change; safeguard our air, land, and water; and nurture economic opportunities afforded by clean energy and good environmental stewardship. MCV/MCA is committed to creating a culture of justice, diversity, equity, and inclusion in our organization and outward.

**Job Description**: The Outreach Coordinator focuses on organizing for climate action, managing field programs and outreach events, and advancing state and federal environmental priorities through key programs, including our Clean Energy for All program, the federal Climate Action Campaign, and the Environmental Priorities Coalition, a statewide coalition of nearly 30 environmental and public health nonprofits.

**We are looking to hire**: a collaborative, enthusiastic person with a commitment to climate action, Maine’s environment, and racial, social, and environmental justice, as well as a desire to change the world through the political process. You’ll be a team player, a quick learner, and a hard worker with strong organizing and interpersonal skills.

**Primary responsibilities include:**

- **Campaign organizing and tracking**: Engage and mobilize grassroots activists, business and community organizations, opinion leaders, and others to advance a just transition to clean energy and to protect Maine’s environment and climate future. Help manage our database and track data from the field.

- **Outreach events and communication**: Develop and lead events and craft digital communications that inspire people to take action, including monthly trivia nights, Conservation Lobby Day, in-district meetings, activist trainings, and issue-focused advocacy. Identify opportunities and represent the organization at community events.

- **Volunteer recruitment and engagement**: Grow our base of volunteers and interns through authentic relationships and networking, tracking and expanding opportunities for engagement, and building skills and commitment.

- **Program support**: Collaborate with MCV/MCA staff on program implementation, including state and federal climate action, electoral and accountability work, and coalition engagement. Help coordinate event logistics and materials and other administrative tasks as needed.

**Requirements:**
• Must be willing to work flexible hours, including evenings and weekends, to staff events when needed.
• Must have a valid driver’s license and personal transportation.

Some other qualities and skills we appreciate:

• Grassroots organizing success in an environmental, political, or similar campaign.
• Experience recruiting, training, and mentoring interns and volunteers.
• Comfort managing several responsibilities and pitching in where needed.
• Demonstrated interest in environmental issues and climate action.
• Shares our commitment to increasing racial diversity in our movement and organization, integrating racial justice and equity into the work we do, and ensuring an inclusive organizational culture.
• Good communications skills, including critical listening, engaging writing, and public speaking.
• Proficiency with database management, Microsoft Office, and Google platforms, and comfort with online communications and social media.
• Sense of humor, self-motivation, and grace under pressure.

Reports to: Policy and Partnerships Director

Location: Augusta, Maine

Compensation: The salary range for this position is $35,000-$45,000/year, along with holiday and paid time off, health/dental insurance, and retirement benefits.

To apply: Please send your resume, cover letter, references, and a writing sample via email to kathleen@maineconservation.org, with Outreach Coordinator in the subject line. Resumes will be accepted until the position is filled.

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

Maine Conservation Voters (MCV) cultivates and uses political power to conserve and protect Maine’s environment. MCV helps pass laws that protect our environmental legacy, elects pro-environment candidates to office, and holds our elected officials accountable, without regard to political party.

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