



Maine Conservation Alliance
The United Voice for Maine's Environment



Maine Conservation Voters
Inform. Vote. Protect.

Advocacy Coordinator

Maine Conservation Voters/Maine Conservation Alliance, two statewide, nonpartisan, nonprofit organizations, are seeking a shared full-time Advocacy Coordinator to build our field organizing and action-oriented communications programs, increase our volunteer base, provide essential program support, contribute to data management, and manage specific projects like MCV's *Environmental Scorecard*. The Advocacy Coordinator will work alongside existing advocacy staff.

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

Maine Conservation Alliance (MCA) protects Maine's environment by engaging Maine people in democracy, building diverse coalitions, and educating candidates, elected officials, and the public on policy solutions to advance Maine's environmental priorities.

Responsibilities:

- Engage, organize, and build deep, authentic relationships with individuals, community organizations, opinion leaders, and others to protect Maine's environment and climate future;
- Oversee programs, materials, and publications like MCV's *Environmental Scorecard*, Governor's Report Card, and Environmental Priorities Coalition information;
- Coordinate logistics and volunteer recruitment for the Environmental Priorities Coalition Breakfast, Conservation Lobby Day, in-district meetings, activist trainings, and issue-focused advocacy events;
- Help manage our database and track data from the field;
- Craft digital updates and action alerts to engage people electronically;
- Identify opportunities and represent the organization at community events;
- Mentor, train, and build skills and commitment of interns and volunteers;
- Help coordinate meeting logistics and materials and other administrative tasks as needed; and
- Provide direct support to the Political Director as needed.

Qualifications:

- Bright and detail-oriented;
- Demonstrated grassroots organizing success in an environmental, political or similar campaign;
- A team player who is comfortable managing several responsibilities and pitching in where needed;

- Passion for making change on issues like climate change, clean water, land conservation, healthy food, and an open, fair, and transparent government;
- Experience recruiting and working with volunteers and interns;
- 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 quickly with a meticulous approach to reviewing and finalizing documents;
- Proficiency with database management, office computer programs and website maintenance;
- Savvy with online communications and social media;
- Sense of humor, self-motivated and grace under pressure; and
- Bachelor's degree or equivalent work experience.

Reports to: Political/Program Director

Location: Augusta, Maine

Compensation: Commensurate with experience, likely mid-thirties.

Resumes will be accepted until the position is filled. Please send a cover letter, your resume, references and a writing sample via email to info@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.