



## **JOB ANNOUNCEMENT**

### **Communications & Network Director**

ClimatePlan, a leading network of environmental, social justice and public health organizations, seeks a skilled Communications and Network Director to sustain our network and strengthen our campaigns. This is a mid-level communications position with significant potential for growth and leadership development. It is a full-time, exempt position, though experienced candidates willing to work at least three days per week will also be considered.

#### **ABOUT CLIMATEPLAN**

The ClimatePlan network includes dozens of non-profit organizations committed to advancing sustainability, social justice and healthy living by ensuring Californians of all ages, backgrounds and incomes have access to better transportation and housing choices. ClimatePlan works with our partner organizations across California to build alignment on key policy priorities and carry out important campaigns at the state and regional levels. Our staff work to build common ground and provide training, tools, networking and capacity-building to our network. We also provide active leadership to a handful of key campaigns at the regional and state levels. ClimatePlan's fiscal sponsor is TransForm. To learn more, visit [www.climateplan.org](http://www.climateplan.org).

#### **ABOUT THE POSITION**

The Communications & Network Director is a new position that replaces a part-time Communications Manager and comes with significant potential for growth and leadership development. As part of a small staff of 5, the Communications and Network Director will be responsible for ClimatePlan's events and communications, including web and social media, providing communications support to on-the-ground campaigns, and organizing regular meetings and events to build and support our network. A more experienced candidate will have the opportunity to take on additional leadership roles such as network development, strategy and facilitation.

#### **KEY RESPONSIBILITIES:**

**Communicating Who We Are:** Develop and implement communications strategies that strengthen our network, attract new members, and build our reputation as a hub where diverse leaders grapple thoughtfully with critical issues. Support the Director in producing an update to ClimatePlan's strategic plan in 2014, and lead the organization's efforts to align our brand and communication strategy with the new plan.

**Web and Social Media:** Serve as lead author and editor for ClimatePlan's web and social media tools. Develop fresh and relevant content for our external facing website, blog, and social media. Lead a revision of the external-facing website in 2014. Supervise the creation of an affiliated website to house a new research project that will launch in early 2014. Edit a weekly web-based news-clipping service (no original content). Write action alerts as appropriate to support key campaigns. Manage google groups and subscriptions.

**Campaign Support:** Offer a flexible suite of communication services to support policy campaigns at the state

level, or in targeted regions of California. Develop key messages, talking points, news releases, op-eds and handouts. Train and support local partners in media outreach.

**Meeting and Event Planning:** Envision, plan and carry out 4 statewide network meetings per year, plus 3-4 additional webinars, trainings or campaign-related events. With other staff, identify meeting goals, agendas and event timetables, recruit participants and speakers. Coordinate logistics such as meeting locations, catering, transportation, videoconference technology, and lodging. Track 2-4 monthly workgroup conference calls and provide limited support and coordination as needed.

#### **DESIRED QUALIFICATIONS AND SKILLS**

- At least 3 years' experience with demonstrated success in strategic communications and planning successful events.
- Self-directed and able to juggle multiple priorities, meet deadlines, attend to details and solve problems with minimal supervision.
- Exceptional writing, copy-editing and personal communication skills, with a demonstrated ability to translate complicated material into clear, compelling and lay-friendly terms.
- Skilled at collaborating with a wide diversity of people. Willing to pick up the phone to call someone new. Positive attitude and sense of humor a plus!
- Experience in an advocacy setting, with an understanding of public policy and campaign strategy.
- Demonstrated proficiency in web publishing and social media a must, with experience in traditional (earned) media a bonus. Willing to learn new skills and technologies to adapt to changing needs.
- Personal commitment to movement-building to achieve social justice and environmental sustainability. Experience in coalitions, mediation, or collaborative efforts that seek to unite diverse perspectives around a shared vision for social change.
- Ideal candidates will be knowledgeable about land use, transportation and climate issues.
- Fluency in Spanish and ability to translate materials a strong plus.

#### **COMPENSATION AND BENEFITS**

The salary range for this position is \$52-65,000 commensurate with experience and skills. This is a full-time (37.5 hours/week), exempt position. Compensation includes health and dental insurance, generous vacation time, and transit benefits. We also administer an employee contribution 403b retirement plan.

Our staff is focused on making positive change in the world and we support and celebrate diversity. ClimatePlan is an equal opportunity employer. People of color, LGBTQ persons, and women are strongly encouraged to apply.

#### **HOW TO APPLY**

If you're interested, please email a resume and a cover letter that addresses:

- A successful communications effort you were involved in. What was your role and what made it a success?
- An event that you organized. What was your role? How did your contribution make the event successful?

Send these materials as attachments to [communicationsjob@climateplanca.org](mailto:communicationsjob@climateplanca.org). You will receive an email confirming receipt of your materials. **Please, no faxes, postal mail, or phone calls.**

Applications will be reviewed on a rolling basis. Targeted start date is September 16. The position will remain posted at [www.climateplan.org](http://www.climateplan.org) until filled.