

Job Posting: Operations Coordinator

The California Alliance for Community Energy is a statewide advocacy organization that supports and defends Community Choice and other energy programs in California that advance local clean energy for the environmental justice, economic justice, and social justice benefit of our communities.

Through topical monthly membership calls, insightful email discussion on many lively member-threads, and position papers, the Alliance brings together and mobilizes energy activists. Within this statewide network, we advocate for a decentralized, resilient electricity system that works to empower all communities.

The Alliance seeks a highly motivated, organized, and committed team player to support the operations of the growing organization. The Operations Coordinator is a part-time position (starting at 10 hours per week, growing to 20), reporting to the Coordinator of the Alliance. The position will pay roughly \$25 - 30/hour, depending on experience, and is currently funded for one year.

Responsibilities

The operations coordinator supports the Alliance Steering Committee in determining the overall direction and priorities of the Alliance and in managing its overall operations. This includes the following areas of work:

1) Coordinating the bimonthly Steering Committee meetings by

- Working closely with the Alliance Coordinator to manage priorities, juggle tasks, and maintain Steering Committee progress
- Organizing Steering Committee meetings: drafting and circulating agendas, taking notes, and following up with Steering Committee members

2) Managing the Alliance's operations work

- Maintaining the membership list, including vetting and on-boarding new members; maintaining the member listserv and monitoring compliance with Alliance member communications guidelines
- Managing the Alliance website, utilizing contractors as needed for specific web tasks; post and update website materials (Initiatives, Publications, etc.) to keep the Alliance web-presence timely and engaging
- Supporting the fundraising (Action Network and Momentum) platforms the Alliance currently employs. Expanding the use of these tools to step up fundraising and complement the reach of campaign activities
- Helping to organize the Alliance's monthly statewide conference calls

Qualifications

- Passion for growing local renewable energy resources around the state and a commitment to the mission and principles of the Alliance

- Experience in organizing and supporting consensus-based collective decision-making processes and small, self-managing work groups
- Excellent communication skills (both written and verbal) with the ability to facilitate understanding across multiple audiences
- Excellent project management skills: ability to manage details, meet deadlines, produce high-quality materials, and coordinate efforts across multiple perspectives and geographies;
- Experience in using digital organizing platforms, including video conferencing and webinars, listservs, social media, and other similar tools for coordination and communication with distributed teams.

How to Apply

Send a cover letter and resume to Al Weinrub < coordinator@cacommunityenergy.org>, Coordinator, California Alliance for Community Energy, at your earliest convenience.

Applications will be accepted on a rolling basis. The position will remain open until filled.