



Cape Cod Climate Change Collaborative

Communications and Administration Coordinator Job Description

About the Cape Cod Climate Change Collaborative

The Cape Cod Climate Change Collaborative is a growing nonprofit 501(c)(3) organization, founded in 2016, whose mission is to reduce ways in which the Cape & Islands region contributes to climate change and to protect our region from its potentially devastating impacts. Our vision is to realize a resilient, thriving, and sustainable Cape & Islands that moves our region away from reliance on fossil fuels, embraces energy conservation and clean energy, fosters innovative climate solutions, and prevents, minimizes, and adapts to unavoidable impacts of climate change. We seek to broaden understanding, deepen partnerships, accelerate programs, and inspire individual and collective action to counter the climate crisis in a manner that is resilient, equitable and environmentally sustainable. We accomplish these goals through communication, collaboration, advocacy, and activism. And we continually seek common ground with diverse stakeholders to create collaborative solutions that support social equity, a healthy environment and a sustainable economy.

Scope of Responsibilities

The Cape Cod Climate Change Collaborative (Climate Collaborative) is seeking a part-time, mission-aligned professional who is energized by efforts to combat the climate crisis and seeks professional engagement in the Cape and Islands region. The Coordinator works on a broad range of critical administrative tasks supporting the work of the Outreach and Communications Committee and with cross-organizational support responsibilities with the Finance & Development Committee. The Coordinator works collaboratively with chairs of both committees to implement strategic communications that engage the public and key audiences in understanding and supporting equitable and impactful solutions to the climate crisis. Tasks include website management, social media content, digital newsletter, event coordination, donor communications and other support as needed.

The Coordinator will be responsible for scheduling, aggregating, creating and curating content for our website, social media channels, webinars, and email marketing platforms. The Coordinator will play a key role in supporting outreach and undertaking response to individual and organizational donors and maintaining a database for this purpose. The Coordinator also provides periodic internal graphic design support and will be responsible for undertaking special projects as needed. This position requires a high level of collaboration with key communications and development committee members to ensure a productive and engaging presence that supports membership growth, promotes the organization's programmatic competency, and reaches and engages diverse audiences in advancing mission objectives. Other duties may be assigned as needed.

Key Skills and Abilities

General Skills & Capabilities

- Strong writing and copy-editing skills; knowledge of AP Style a plus
- High level of creativity, ability to think analytically
- Attention to detail and orientation critical
- Ability to multitask and work collaboratively with different teams
- Superior organizational skills, which translate into reliable tracking, filing, and analysis of media outlets, news articles, social media engagements, and other communication vehicles
- Ability to work independently, along with a good sense of when to ask for direction
- Graphic skills a plus

Technical Skills & Capabilities

- Proficiency in Microsoft Office Suite (Excel, Word, PP); Constant Contact; Google Suite (G-Suite for Nonprofits); WordPress; social media (Twitter, FB, Instagram, TikTok)
- Facility in Adobe Suite a plus

Reporting

The Coordinator will serve under the oversight of the part-time Executive Director and at the direction of the Vice-President of the Board responsible for Outreach/Communications and Finance/ Development, and may be assigned to work with other members of the Collaborative community as needed.

Work Schedule and Compensation

This is a largely remote, part-time position for 20 hours per week. Some local travel around the Cape and Islands required. Compensation is negotiable depending upon qualifications and experience and to be paid biweekly. Anticipated schedule is five days per week, but flexibility will be key. Federal holidays will be observed. Salary range will be \$20-\$25 dollars per hour, depending on qualifications.

To Apply

Please email your cover letter and resume to Rich Delaney at Delaney@capecodclimate.org, with the subject line "Climate Collaborative Communications & Administration Coordinator Position – Your Name."

The Cape Cod Climate Change Collaborative offers equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, gender assignment, gender identity or expression, national origin, (dis)ability status, genetics, protected veteran status, sexual orientation, or any other characteristic protected by federal, state, or local laws.