



## Grassroots Campaign Coordinator – Cascade Forest Conservancy

**Term:** Full-time

**Hours:** 40 hours a week, with occasional overnight travel, weekend/evening meetings, and events

**Compensation:** \$38,000 - \$40,000 full-time salary with generous benefits including medical & dental insurance, matching 401k plan, paid time off and flexible hours and work environment.

**Location:** Primary Office: Vancouver, WA – 2700 E Evergreen Blvd, Vancouver, WA 98661. Secondary Office: Portland, OR - 4506 SE Belmont St. #230A, Portland, OR 97215. Frequent travel throughout the SW Cascades. Potential candidates must have transportation and the ability to travel (travel costs will be reimbursed outside of the Portland/Vancouver metro area).

**Job Summary:** The Cascade Forest Conservancy (CFC), a nonprofit organization, strives to protect and sustain forests, streams, wildlife, and communities in the heart of the Cascades through conservation, education, and advocacy. We are seeking an enthusiastic person, committed to CFC's mission, to develop and implement strategic campaigns that amplify community voices, educate local communities on CFC's programs and projects, and leverage partnerships to influence environmental policy. The Coordinator will report directly to the Executive Director and will often work collaboratively with the Policy Manager and Director of Programs and with all CFC staff as necessary.

### Duties / Responsibilities:

- Develop and implement strategic community organizing plans in support of CFC's policy, science, stewardship and restoration project objectives. Initial focuses will include but aren't limited to: Mount St. Helen's mine opposition, wildlands protection/designation, and Spirit Lake/Pumice Plain road construction and drilling opposition.
- Develop and maintain strong working relationships with diverse stakeholders, including tribes, rural communities, local businesses, federal agencies, local and regional political representatives and their staff, and conservation and recreation groups.
- Empower community voices throughout the Gifford Pinchot National Forest (GPNF) by building and maintaining grassroots volunteer infrastructure, recruiting new advocates and supporters, and identifying and developing spokespersons.
- Communicate CFC's values, programs, and successes to supporters and partners by organizing events, speaking in public, and using web-based event organizing tools. The Coordinator will partner with the Communications Manager on social media content, newsletters, emails, fact sheets, website posts, action alerts, press releases, and other communications.
- Coordinate with partnering nonprofits on related and/or supporting community engagement, grassroots efforts, campaign matters, and emerging issues.





- Identify the most pressing research and communication needs that will inform campaign goals and strategies and develop a plan to meet those needs.
- Coordinate with staff to ensure consistency when engaging with agency and congressional leaders.
- Participate in fundraising efforts, including encouraging supporters to become CFC members and assisting with grant applications and reports.
- Other duties as required.

**Job Qualifications:**

- Minimum of two years experience working on advocacy and/or grassroots campaigns
- Bachelor's degree preferred
- Familiarity with and passion for CFC's mission
- Experience working on environmental advocacy and/or environmental science/policy issues.
- Excellent analytical, verbal, and written communication skills, with an ability to write and speak concisely, sensitively and persuasively to diverse audiences
- Ability to multitask and prioritize many projects and agendas
- Superb organizational skills and attention to detail
- Ability to work independently and part of a team
- Proficiency with Microsoft Office and Google platforms
- Self-motivated and confident
- Sense of humor, outgoing personality, enthusiasm for grassroots outreach and campaigning

**The Cascade Forest Conservancy is an Equal Opportunity Employer**

CFC is committed to supporting a diverse workplace. We recognize that each employee brings their own unique characteristics, capabilities, and experiences to their work. We value such diversity at all levels in the organization, and we encourage applicants from all cultures, races, colors, gender identities, sexual orientations, ages, and religions, as well as veterans and those experiencing disabilities.

**Application deadline:** Open until filled. Please provide one PDF file including a resume, cover letter, and a work sample demonstrating previous campaign experience to [admin@cascadeforest.org](mailto:admin@cascadeforest.org). Include your name and the job title in the email subject line and on the PDF file.

