Position: Campaigns Coordinator
Reports To: Director, Campaigns
Location: Boulder, CO with Remote Work Potential
FLSA Status: Non-Exempt

Background
Based in Boulder, CO, Protect Our Winters (POW) is a nonprofit that engages and mobilizes the outdoor sports community to lead the fight against climate change through educational initiatives, political advocacy and community-based activism.

Founded by professional snowboarder Jeremy Jones in 2007, POW works against climate change by turning passionate outdoor people into effective climate advocates. We are a community of athletes, thought pioneers and forward-thinking business leaders working to affect systemic political solutions to climate change. We work hard, but we enjoy taking our meetings to the outdoors.

The Opportunity
The Campaign Coordinator will be responsible for supporting the Campaigns Team across multiple programs and strategies, with a strong focus on state-level legislative and opportunistic advocacy work. As part of that work, the Campaign Coordinator will help to mobilize Protect Our Winters’ athletes, creatives, scientists, CEOs, and partners on policy, legislative, and high impact and/or opportunistic campaigns. This position plays a key role in both supporting the Campaigns Director and providing critical project management of individual campaigns and policy analysis and advocacy writing. The ideal candidate will be highly organized, able to juggle multiple tasks, manage their own workload, and take initiative and personal responsibility for all assignments.

You are organized and well versed in campaign planning and project management, able to handle coordination of multiple campaigns and priorities at once, driven to research and write campaign materials for internal and external stakeholders, motivated to execute campaign tactics, and willing to take on research and/or administrative needs for the team as a whole.

Roles and Responsibilities
Policy:
- Provide support on all state policy and make strategic recommendations to Advocacy and Campaigns Director on how to best engage in this space;
- Conduct significant legislative tracking to support state climate priorities, and effectively track bills in local and state governing bodies, and report out findings succinctly and accurately;
- Conduct rapid, but accurate, analysis of developing climate related issues and is responsible for production of policy materials for external use such as briefs, explainers, call scripts, legislative testimony, letters of support and talking points;
● Use policy tracking software to keep a pulse on priority legislation as well as research potential legislation
● Assist Director of Advocacy and Campaigns with overall legislative strategy and strategic planning;
● Assist Sr. Campaigns Coordinator in state capitol lobbying efforts, including state capitol lobby days

Advocacy & Campaigns:
● Draft and execute advocacy campaigns for dissemination via POW’s advocacy platform and traditional communications channels (website, email, and text)
● Represent POW at coalition and partnerships meetings and builds close high-coordination relationships with key climate advocacy state partners;
● Create toolkits for POW Alliance members to use for state campaigns and initiatives;
● Create activation briefs for POW Alliance members including lobby meetings, media engagement and events;
● Work across departments to ensure POW’s Alliance members are well represented in POW’s organization’s communications, including website, email, and social media.
● Assist in coordinating annual state and federal lobby days including developing briefing materials, scheduling meetings with lawmakers and staff, and arranging logistics, events and travel

Data:
● Manage advocacy platforms including Phone2Action
● Report out data from Salesforce, Phone2Action, and/or additional platforms in relevant meetings, makes recommendations on how to increase engagement, and summarizes and distributes campaign metric reports at strategic points through POW’s campaigns

Experience and Qualifications
● At least 3 years experience coordinating campaigns, policy initiatives or at least 1 year and a relevant advanced degree
● At least 1 year of of advocacy or campaign experience at the federal and/or state level
● Demonstrated experience working in coalitions and with partner organizations
● Demonstrated experience executing successful legislative strategy
● Strong policy research skills
● Excellent verbal and written communication skills, including the ability to explain complex policy issues and legislative processes in an accessible manner
● General working knowledge of climate-related issues
● Entrepreneurial approach to work
● Experience in both stakeholder/partner outreach and public speaking
● A track record of successful project management
● Acute understanding of the current political landscape
● Relevant Bachelor’s degree
● Positive attitude and passion for the outdoors and climate action
● Comfortable in a fast-paced environment

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.
Physical demands and work environment
Must operate within the context of established objectives. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk, hear, and see. The employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel, and reach with hands and arms.

Location
The position is located in Boulder, Colorado with remote work potential for candidates that reside in the states in which POW employs: Arizona, Colorado, Maine, Massachusetts, Michigan, Montana, New Hampshire, Nevada, North Carolina, Oregon, Utah, and Washington. Additionally, POW may consider candidates residing in Wisconsin and Vermont. Unfortunately, POW is not able to accommodate candidates residing in other states at this time.

Application
Applications must be submitted by Monday, January 10, 2022.

To apply, please send your resume and cover letter to work@protectourwinters.org with 'Campaigns Coordinator' in the subject line.

Salary commensurate with experience, with a pay range of $50,000- $55,000. Protect Our Winters offers a generous benefits package including employer paid healthcare, vision, and dental benefits as well as a retirement match. Additionally, POW offers sick and holiday time, above industry average paid time off and a family-friendly, flexible work environment.

At POW, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. POW believes that building diversity is critical to the success of a global organization. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.