

Job Description

Position Title:	Coordinator, Arctic Refuge Defense Campaign
Classification:	Exempt, full-time
Reports To:	Arctic Refuge Defense Campaign Director
Location:	Washington, D.C. headquarters

Background

The Arctic Refuge Defense Campaign (ARDC) is comprised of a coalition of non-profit organizations working to permanently protect the Arctic National Wildlife Refuge from oil and gas development. The ARDC Coordinator will serve as a core member of the Campaign Team by assisting the Director and Deputy Director in the day to day operations of the campaign and will report to the Director.

Primary Job Duties and Responsibilities

- Provide logistical support including managing internal coalition communication tools, assist with outside vendors, and event planning.
- Track the activities, needs and meetings for multiple coalition sub-teams, seeking opportunities for cross-team collaboration.
- Assist with the creation of campaign materials as appropriate.
- Serve as a liaison between campaign sub-teams and campaign leadership and work with ARDC staff and consultants to implement campaign plan strategies and tactics and assist in the coordination of coalition activities.

Requirements

- 1-2 years of work experience, Capitol Hill, Administration or non-profit experience a plus.
- Basic understanding of federal legislative process.
- Bachelor's degree or equivalent work experience required, major in public policy, communications, marketing, environmental policy, or indigenous studies preferred.
- Passion for supporting indigenous rights, wildlife and land conservation, and combating climate change.
- Interest in working with diverse populations and coalitions; experience working with political campaigns, human rights, indigenous peoples, coalitions, or wildlife conservation a plus.
- Knowledge or experience around issues affecting Native American or Alaskan Native communities.
- Interest in advocacy and desire to learn about new ways to influence public opinion and policy.
- Excellent written communication skills, interpersonal and writing skills, and a basic understanding of the federal legislative process.
- Proficiency in Microsoft Office programs, social media platforms, and ability to maintain website content.
- Desire and ability to work in teams and pitch in where and when needed.
- Strong and cheerful work ethic.
- Able to work both independently and as part of a team to build and maintain internal and external relationships.

Physical Requirements

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to lift up to 10 pounds.

Salary & Benefits

Salary commensurate with experience. Health & retirement benefits included.

The Arctic Refuge Defense Campaign is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.

To apply

To apply, please send a cover letter of interest and resume to jobs@arcticrefugedefense.org, subject line: ARDC Coordinator.