



## NEVADA CONSERVATION LEAGUE

### **Job Announcement: Part-Time Northern Nevada Community Organizer**

Nevada Conservation League (NCL) is hiring a Part-Time Community Organizer in Northern Nevada. The ideal candidate will work alongside a diverse staff, partners, board of directors, political ideologies, volunteers, activists, and other environmental leaders to support and grow the organization and advance our policy and electoral agenda. This job will be headquartered in Reno, Nevada, with occasional travel as needed. The position is to be filled by no later than the end of November.

**Title:** Community Organizer

**Reports to:** Political & Organizing Director

**Salary Range:** \$20-\$25 depending on qualifications and experience

**Hours:** Minimum of 20 hours per week

#### **Who we are**

NCL is the political voice of Nevada's conservation community. We advocate for sound conservation policies, organize and train conservation leaders and advocates, work to increase civic engagement, educate and endorse candidates for public office, and hold elected officials and decision-makers accountable on the conservation and environmental issues we work on; climate, clean air, clean water, protecting our public lands and open spaces, and public health and livability. We strive to work in a way that recognizes and builds a deeper understanding racial justice that achieves more just outcomes and builds a more inclusive organization. The NCL family of organizations includes Nevada Conservation League, a 501(c)(4) organization, Nevada Conservation League Education Fund, a 501(c)(3) organization, and Nevada Conservation League Political Action Committee, our political arm that directly helps elect pro-conservation candidates win office.

#### **Position Summary**

The job of the Community Organizer is to support our community engagement efforts and ability to bring authentic, powerful, grassroots support to pro-conservation actions and policies. The goal for this position is to work alongside the Political & Organizing Director to build an ongoing community organizing program that builds leadership, power, and civic engagement while strengthening partnerships, with groups representing communities most impacted by climate disruption, environmental degradation, and political underrepresentation. This position will also provide support to our electoral programs and political activities during election time with guidance from the Political & Organizing Director and the Deputy Director.

#### **Key Responsibilities & Duties:**

- Managing and collecting data to grow our membership program while improving outreach efforts
- Maintaining a community events calendar and looking out for tabling opportunities
- Creating and leading grassroots events that aim to engage & inform our community about NCL priorities
- Drafting outreach materials that include but aren't limited to social media copies, recruitment emails, phone & text scripts
- Attend in-person events for NCL/NCLEF
- Recruiting potential volunteers through 1 on 1 and events, engaging them within our work, and preparing to mobilize them for advocacy purposes
- Building relationships with counterparts in partner organizations

- Support conservation candidates during electoral season by hosting canvasses and phonebanks

**Qualifications/Preferred skills:**

- Proven problem-solving skills, a willingness to take the initiative, with flexibility
- Strong organization & interpersonal skills and ability to effectively and clearly communicate
- Detail-oriented approach with the ability to work under pressure to meet deadlines
- Capable of working well as part of a team and independently
- Should be familiar with VAN and other modern campaign tools, data, and technology
- Demonstrate cultural competency and work towards developing and maintaining strong working relationships with and among a diverse group of stakeholders
- Must have a commitment to racial justice and equity and make it part of your work and the organization's work
- Passion for clean energy, climate, conservation, and related issues along with basic knowledge of Nevada's political landscape and legislative process, or an **eagerness to learn more**
- Preferences for candidates who are bilingual

**Working Conditions:** This position is based in Reno, NV with the ability to work from home. Work is typically performed in an office environment while sitting at a computer screen for extended periods. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts when working with office machines. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms when working with documents, files, computers, or office machines. This position requires working indoors in environmentally controlled conditions, exposure to sounds and noise levels that may be distracting or uncomfortable. Job tasks are performed in close physical proximity to other people. Reliable transportation is required. During some periods employees may be asked to work on the weekend or later afternoons. There will be occasional travel within Nevada and in the United States. There will be some lifting and moving of boxes, equipment, and furniture required.

*The above statements are intended to describe the general nature of the level of work being performed by people assigned to this classification. They are not to be construed as the exhaustive list of all responsibilities, duties, and skills required for personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

**To Apply:** Send cover letter, resume, [jobs@nevadaconservationleague.org](mailto:jobs@nevadaconservationleague.org) with **Community Organizer** in the subject line. Applications will be accepted until the position is filled.

*NCL is an Equal Opportunity Employer committed to a diverse, inclusive, and equitable workplace.*