



Fossil Free Eugene Seeks Contract Coalition Coordinator

Position Title: Coalition Coordinator, Fossil Free Eugene Coalition (contract)

Location: Eugene, OR

(While this position is remote, and coalition meetings are typically held on Zoom, in-person meetings and community engagement work means that living in the Eugene area is required)

Communicates progress on contract to: Fossil Free Eugene Coalition Steering Committee

Pay: \$30-32/hour (DoE) for an average of 20 hours/per week. This is a contract position which does not include office space or benefits and the contractor is responsible for making all tax payments. The Coalition Coordinator position is currently funded through April 2027 with the possibility of securing further funding.

Application deadline: Priority review begins Thursday April 10, 2025, applicants are encouraged to apply as soon as possible. Open until filled.

Desired start date: Beginning of May, 2025

About Fossil Free Eugene

Fossil Free Eugene is a coalition of grassroots organizations and community members calling on the City of Eugene to follow through on its climate goals. We aim to forge a just transition away from fossil fuels for all of our community's residents. In 2014, the city of Eugene passed the Climate Recovery Ordinance (CRO) with bold targets to reduce our consumption of fossil fuels and prevent catastrophic climate change. Over a decade later, the city has done little to actually achieve these goals. As the climate crisis continues to worsen, and our local community is impacted by climate-driven wildfires and drought, it is time for the city to act.

The coalition seeks to prevent the construction of new fracked gas (methane) infrastructure in buildings in the City of Eugene, and develop an equitable and just framework and funding mechanism for transitioning existing buildings off of fracked gas.

Coalition Coordinator Position Summary

The Fossil Free Eugene coalition is seeking a coordinator to work with our ever-growing coalition of organizations and advocates working to ensure a community powered by clean renewable electricity and thus more resilient to climate change. The Coordinator schedules and facilitates regular meetings of the Steering Committee (currently alternating Wednesdays at 3pm) and full Coalition (currently alternating Mondays at 11am), grows and maintains coalition participation, keeps and distributes agendas and notes, and works with the Steering Committee on implementing and revising the Coalition's campaign plans. The Coordinator will also focus on outreach and collaboration with Black, Indigenous, People of Color (BIPOC), rural, and low income communities in the Eugene area, as well as key unions that stand to be impacted by the transition off of fossil fuels. This includes but is not limited to coordinating the Just Transition workshop series. The Coordinator will be responsible for updating the coalition website and engaging across social media channels. The coordinator will also help to manage youth interns when applicable.

This is a part time position requiring reliable internet, phone, and computer access.

What We Are Looking For

The Coalition Coordinator must have excellent organizational and interpersonal skills, as well as an ability to prioritize tasks in a dynamic, campaign-heavy setting.

Skills & Interests:

- A passion for grassroots movement building and local-scale campaigning;
- A commitment to building a more diverse, equitable, and inclusive climate justice movement;
- An ability and desire to form meaningful relationships with diverse constituencies;
- Commitment to building a movement through cultivating volunteers, creating personal connections with community members and leaders, and supporting fellow coalition members in their work;
- A commitment to minimizing the campaign's environmental footprint;
- Excellent written and oral communication skills;
- Attention to detail and ability to organize tasks and volunteers

Experience:

- Experience engaging and organizing the public in conservation and/or social justice campaigns and building successful relationships with diverse stakeholders;
- Experience using modern office and communication systems (eg: Google Suite, Canva, Zoom, etc.) and fluency in social media engagement on Facebook and Instagram;
- Experience planning, coordinating, and executing outreach events

Education:

- Undergraduate degree preferred, although a passion for grassroots organizing to effect change is more relevant; advanced degree in a relevant field is beneficial but not required; and
- An understanding of climate, environmental, and basic public health science, including being able to read and summarize journal articles, is preferred; and
- Education in or an understanding of climate and energy policy, including utility regulation and energy system decarbonization, is also preferred.

Abilities:

- Strong interpersonal and communication skills, written and verbal;
- Comfort facilitating meetings of diverse stakeholders, both virtual and in-person;
- Strong grasp of intersectional organizing principles and comfort working with diverse volunteers and allies as well as strong group facilitation skills;
- Excellent judgment and confidence in making decisions;
- Strong time and task-management skills;
- Proficiency in computer and other standard office equipment skills sufficient to prepare flyers and other communications using Canva or other programs, manage Google Groups, email via Google Workspace, and website posting; and
- Ability to work some weekends and evenings (e.g. as necessary to table at events, or testify at public forums and hearings)

Additional valuable, but not required skills:

- Spanish language fluency;
- Experience in local or county government advocacy; and
- Experience in media outreach and serving as a spokesperson

Workload

Coalition Coordination: 40%

- Coordinating, convening, and facilitating all coalition meetings and activities, including by developing meeting agendas, and distributing meeting notes and information to coalition listserv; and
- Managing interns.

Organizing and Outreach: 40%

- Growing the coalition via digital and traditional organizing and outreach strategies and tactics, with a specific focus on BIPOC, low-income, and systemically excluded communities in Eugene and Lane County, as well as re-engaging lapsed members or infrequent participants;
- Managing and coordinating volunteers for tabling and other outreach opportunities; and
- Organizing coalition members, and supportive businesses and other stakeholders, to testify at City Council meetings and attend other key meetings and events.
- Organizing educational events and workshops such as the Just Transition series that supports the energy transition of historically marginalized community members.

Communications and Media Engagement: 15%

- Maintaining and updating the coalition website;
- Regularly engaging on social media channels;
- Coordinating the use of shared digital outreach materials; and
- Distributing coalition press releases and responding to media inquiries.

Development: 5%

- Work with the steering committee to apply for funding
- Report campaign progress to existing funders.

HOW TO APPLY

We are currently accepting applications. Priority review will begin Thursday, April 10, 2025. Applicants are encouraged to apply as soon as possible. The position is open until filled. We anticipate an early May start date.

Email a cover letter, resume with three professional references, and relevant writing sample (no longer than 10 pages) **as a single PDF to apply@cascwild.org with “FFE Coalition Coordinator” in the subject line.** No phone calls or additional emails please. Thank you for your time and interest!

The Fossil Free Eugene Coalition is committed to cultivating a diverse, empowered, and respectful community in the workplace and beyond. We do not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, parental status, marital status, veteran status, ancestry, or national or ethnic origin. People of all ethnicities and gender identities and sexual orientations are welcome and encouraged to apply. We are an equal-opportunity employer.

A note to applicants: Studies have shown that women, trans, non-binary, BIPOC, and other candidates from most-impacted communities are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's welcome. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.