



<b>Job Title: Temporary Assistant Organizer</b>
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**Our mission is simple:** Stop the climate crisis.

**Our goal is bold:** Pass game-changing climate laws, policies and programs to reach a Zero Carbon economy. We amplify the voices of those on the front lines of the climate crisis to enact community-driven solutions that transform our cities.

**Our bar is high:** We need 100% of our team to be 100% in. With our small but highly motivated and mighty team, we've got to be fast paced, organized, data driven, nimble, creative, diligent, and fun.

We're looking for passionate and dedicated advocate who wakes up every day ready to join hands with allies to fight for the right of all people to breathe clean air and drink clean water; live in safe, affordable, and healthy homes; access affordable public transportation that leads to economic opportunity; and prosper with green jobs that pay family-sustaining wages.

The ideal candidate will have demonstrated experience in getting things done independently and successfully, will fearlessly and proactively tackle new challenges and responsibilities, crave working in a fast-paced and demanding high-profile environment, think creatively and analytically, and be flexible, highly organized, and seriously dedicated to stopping climate change and saving the world. You will also enjoy and value in relationship-building with people from all backgrounds, places and experiences.

**This is a part-time (20 hrs/week), hourly, non-exempt position, and will include some evening/weekend work. The term of the position is one year from the date of hire.**

**The Position:** The Temporary Assistant Organizer will assist the policy team in coordinating San Diego Green New Deal efforts including planning virtual events and organizing working groups. The Assistant Organizer will also assist the policy team with policy advocacy as needed.

**Primary Responsibilities include, but are not limited to:**

- **Coalition Management & Event Planning:** Assist the policy team in coalition management by organizing working groups and subcommittees for the San Diego Green New Deal Alliance. Plan virtual events for the coalition including educational forums and townhalls.
- **Community Development:** Conduct outreach, and partner with community members, volunteers, and partner organizations to build community power and advance campaigns to advocate for change.
- **Communications Assistance:** In coordination with the lead organizer of the San Diego Green New Deal, grow awareness and understanding of the San Diego Green New Deal Alliance campaigns and vision via messaging, storytelling, traditional media (press releases, media alerts, pitching, press events), email campaigns, social media, website content, newsletters and action alerts, and infographics.
- **Policy Advocacy Assistance:** As needed, and with direction from the policy team, help develop action alerts, prepare for government hearings, write position letters, meet with government officials and stakeholders, and attend and testify at city council and other public agency meetings.

You will work in direct coordination with the Co-Director of Policy to acquire training as-needed to take on the responsibilities of these duties.

**You might be a good fit if you:**

- You are passionate about climate justice and leadership development.
- You listen actively and put shared bottom lines ahead of personal recognition.
- You have experience and interest in working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- You have an understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- You understand how the climate crisis disproportionately burdens working-class communities of color.
- Your writing, editing and verbal communication skills are top-notch.
- You're a self-motivated, independent leader and a team player.
- You're an analyst who thinks creatively.
- You're an independent worker who knows how to find solutions, but also knows when to ask for help.
- You are organized and motivated, capable of managing deadlines and fluctuating priorities for an array of projects in a fast-paced environment, while maintaining attention to detail.
- You can work flexible hours to respond to position needs.
- You're committed to the end result, and you love what you do and what we do.

**Location:** Our office is in Hillcrest in San Diego, but we're often out and about throughout the region, meeting with government officials, businesses, and community advocates, as well as working remotely at home to save time and commuting costs. For the foreseeable future, due to Covid-19, our team is working remotely. This position will be remote until it is safe to return to our office, at which point some in-person office time will be required.

**Benefits:** Health, dental, and vision insurance.

**Compensation:** \$20/hr

**How to apply:** Show us why you're different, why you believe you're the one. Send cover letter, resume, references and salary requirements to [info@climateactioncampaign.org](mailto:info@climateactioncampaign.org) with the Subject: **App for Temporary Assistant Organizer.**

**Deadline:** We are looking to hire as soon as possible, but the position is open until we find the perfect fit.