



Job Description

- Title:** Legislative Engagement Organizer
- Reports to:** Legislative Organizing Coordinator (when present), and the Political Director
- Supervises:** Volunteers & Conservation Community Activists

Position Summary:

Nevada Conservation League (NCL), the independent voice for Nevada's conservation community, is seeking full-time Legislative Engagement Organizers to build grassroots support for several key conservation legislative priorities important to Nevadans. Each organizer will identify, educate, recruit, train, and mobilize NCL and NCLEF members, other clean energy and conservation activists, as well as the general public to take actions that move forward policies that protect clean air, clean water, our public lands, and build the healthy and safe communities all Nevadans deserve.

Job Responsibilities:

Each Legislative Engagement (LE) Organizer is responsible for, but not limited to, the following:

- **Community Organizing & Issue Education** | The LE Organizers will build strong relationships with our partners to coordinate outreach to the conservation community and educate the public on conservation issues being discussed during the 2019 Legislative Session. All organizers will work to ensure there is strong grassroots support and clear local buy-in for our pieces priority legislation.
- **Membership Engagement** | On behalf of NCL and NCLEF, all LE Organizers will help grow the Nevada Conservation League membership and profile within the community; build relationships with members and allies in the community that allow them to mobilize conservation supporters to actively participate in the legislative process; and will build the capacity, experience, and leadership of NCL members, conservation activists, and community advocates.
 - This position involves conducting trainings and presentations that develop spokespeople and advocates; distributing written materials and digital content on behalf of the organization; and coordinating NCL's grassroots lobbying efforts while the Nevada Legislature is in session and recruiting attendees for Conservation Lobby Day and other key hearings or milestones during the 2019 Legislative Session.
- **Data Collection & Entry** | The LE Organizers will be responsible for collecting data from action takers and timely and accurate data entry of their engagement activities whether in the *VAN*, *Every Action* or elsewhere. They are responsible for following all procedures and protocols laid out by the NCL and NCLEF

Experience, Ideal Skills & Qualifications

What We are Looking For: We are looking for candidates with all levels of experience, but who are committed to the vision and mission of both the NCL and NCLEF. We will provide an orientation and ongoing training, so all LE Organizers know everything they are being asked to do for the job whether it is delivering talking points on pieces of priority legislation, facilitating grassroots lobbying efforts, or training activists and volunteers. We are looking for someone who can build relationships with the volunteers, activists and community members that they will be interacting with as well as an individual who is goal-driven and detail-oriented.

Successful candidates will also bring all or most of the following skills and attributes to the position:

- Goal oriented; meaning an outstanding work ethic, self-motivated, exceptional organizational skills, attention to detail, and ability to meet strict deadlines and a history of getting things done even in the face of obstacles.
- Growth mindset; meaning proven problem-solving skills, a willingness to take the initiative, but also flexibility and an eagerness to learn.
- Ability to communicate effectively. Previous public speaking, training, or facilitation experience, preferred. Bilingual candidates highly encouraged.

- Ability to comply with the required reporting process and quality control procedures, and has basic computer skills.
- Demonstrated cultural competency and a track record of developing and maintaining strong working relationships with and among a diverse group of stakeholders.
- Familiarity with Nevada's political landscape and the conservation issues facing the state, preferred.
- Experience working on legislative or electoral and/or environmental issue field campaigns, preferred.
- Ability to time-manage and shift between various assignments throughout the day and work effectively both independently and within a team in a fast-paced, dynamic environment.

This is a conservation and campaign-oriented position. Work will, at times, be scheduled in the evening and/or weekends. This position requires ingenuity and flexibility due to the fast-paced nature and mission of our organizations.

Nevada Conservation League is an equal opportunity employer committed to a diverse, inclusive, and equitable workplace.

- **Status:** Full-time, exempt, seasonal (Legislative Session Only: Feb 1 - June 15), and salaried
- **Benefits:** Health Insurance and Paid Time Off (PTO)
- **Wage:** \$35,000 - \$39,000 annually, depending on experience
- **Start date:** Feb. 1, 2019, or as soon as possible thereafter
- **Location:** LE Organizers may be assigned to a specific region or area: Northern NV Organizer(s) will be based in Reno or Carson City; Southern NV Organizer(s) will be based in Las Vegas

How to Apply

Please send a cover letter and resume to info@nevadaconservationleague.org, using the subject line: Legislative Organizer

About the Nevada Conservation League & Education Fund:

The Nevada Conservation League (NCL) is the independent political voice of Nevada's conservation community. We work to protect Nevada's air, water, land, and wildlife for the health and benefit of all Nevadans, especially those most impacted by pollution, by turning conservation values into political priorities and laws. To do that, we advocate for sound environmental laws and policies, educate and organize our communities, inform and hold decision makers accountable for their votes and actions, and elects pro-conservation candidates who will champion our priority issues.

About Nevada Conservation League Education Fund (NCLEF) is Nevada's leading environmental advocacy organization. We fight to protect our community's air, water, wildlife and promote a clean energy economy. We believe the most effective way to protect Nevada is through strategic planning, effective communication with policymakers and collaboration with a diverse group of community partners. Our organization works with a broad coalition of conservation and environmental organization's to determine priorities for each legislative session.

NCL, *NCLEF*, and *Chispa NV* are both a part of the national **Conservation Voter Movement** – a unique network of 29 state organizations that closely collaborate and share expertise and resources in order to effect positive change at all levels of government. The network has a strong track record of victories at every level of the political process, in red, blue and purple states alike. The *Conservation Voter Movement* has pioneered new organizing as well as electoral strategies and is leading the charge to defend the environmental progress we've made over the last 40 years.