



## Job Description

**Title:** Legislative Organizing Coordinator  
**Reports to:** Political Director  
**Supervises:** Volunteers & Conservation Community Activists

## Position Summary:

Nevada Conservation League (NCL), the independent voice for Nevada's conservation community, is seeking a full-time Legislative Organizing Coordinator to lead the 2019 Legislative Engagement Organizing team on behalf of the NCL and NCLEF. This person will oversee a community engagement program aimed at building grassroots support for several key conservation legislative priorities important to Nevadans. We are looking for a creative, motivated leader with an organizing background who is goal-driven and detail-oriented.

## Job Responsibilities:

The Legislative Organizing Coordinator (LOC) is responsible for, but not limited to, the following:

- **Team Leadership & Training** | The Legislative Engagement Organizing Team, led by the LOC, will drive all engagement efforts on behalf of NCL and NCLEF during the 2019 Legislative Session, statewide. The LOC will be responsible for training team members and volunteers in a way that builds real capacity and community buy-in, by implementing best practices for community organizing and later, for direct voter contact, as well as mentoring staff to ensure that all organizers are proficient in each of the tactics being utilized to reach programmatic goals.
- **Executing the Legislative Engagement Program, Quality Control and Data Entry** | The LOC will be responsible for preparing voter contact lists and materials that will allow the team to carry out the engagement program. The LOC will also enforce all protocols and procedures outlined by NCL and NCLEF regarding data, including ensuring that all data entry for their team is timely and accurate. This position involves completing regular reports to demonstrate programmatic goals are being met and, in consultation with the Political Director, that all field activities are tracked, measured, and adhere to organizational norms and industry best practices.
- **Administration & Operations** | The LOC, will supervise the LE Organizers' schedule and duties on a daily basis, in consultation with the Political Director and in cooperation with NCL staff, the LOC will coordinate execute other operational duties associated with running a statewide program. Finally, the LOC will also be responsible for fostering a healthy and functional office culture as well as promoting NCL's values with all staff on their team.

## Experience, Ideal Skills & Qualifications

**What We are Looking For:** We are looking for candidates with all levels of experience, who are committed to the vision and mission of both the NCL and NCLEF. We will provide an orientation and ongoing training, so the LOC will know everything to do the job, from how to hold a staff accountable in a campaign-environment, to how to manage and develop leaders under your supervision, and to how to execute successful Legislative campaigns.

**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, 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, and an eagerness to learn.



- Demonstrated leadership and interpersonal abilities, including the ability to communicate effectively with a team as well as facilitate trainings. Previous management experience, preferred. Bilingual candidates highly encouraged.
- Strong computer skills, including but not limited to working knowledge of spreadsheets and proficiency/desire to learn VAN Administration.
- 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.
- Access to reliable transportation and a cell phone; occasional travel should be expected.

**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:** \$40,000 - \$44,000 annually, depending on experience
- **Start date:** Feb. 1, 2019, or as soon as possible thereafter
- **Location:** Nevada Based

## How to Apply

Please send a cover letter and resume to [info@nevadaconservationleague.org](mailto:info@nevadaconservationleague.org), using the subject line: Legislative Organizing Coordinator.

## About the Nevada Conservation League & Education Fund:

**Nevada Conservation League (NCL)** is the independent political voice of Nevada’s conservation community and leading conservation advocacy organization. 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.

**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 partners 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.