

Job Posting: Organization Support Associate



[Local Clean Energy Alliance](#) (LCEA) is a Bay Area-based energy and social justice advocacy organization working at the local, state, and national level to promote a clean energy future through the development and democratization of local renewable energy resources. We seek a motivated and talented part-time Organization Support Associate, who is passionate about social justice, to help provide administrative and communication functions needed to support our organizing and policy work.

The position requires an average of 20 hours per week and pays a base salary of \$26.50/hour, augmented commensurate with experience. It is based in Oakland and supervised by the LCEA Coordinator.

Primary responsibilities include:

- Compose and send regular email communications to LCEA subscribers, supporters, and others via LCEA's donor management and communications platform, approximately 1-3 times per month
- Coordinate and lead LCEA's spring and year-end fundraising campaigns, including composing fundraising pitches; coordinating staff, steering committee, and volunteer participants in soliciting contributions, following up with donors, and providing reports
- Maintain the donor management and communications platform, including troubleshooting from time to time
- Perform ongoing financial tasks, including tracking income and expenditures
- Perform other internal communication and administrative tasks, as needed
- Provide timely updates to the LCEA web site, as needed

Qualifications:

- A passion for social justice and the climate justice mission of the LCEA.
- Good technical skills, including knowledge of Microsoft Windows, Word, Excel spreadsheets, databases, donor management and communication software, financial software, and web content management systems (preferably Drupal)
- Responsible, very organized, detail-oriented, energetic, and creative!
- Available 20 hours/week for a minimum of 12 months; preferred ability to start in April
- Experience in a collective work environment
- Good written and verbal communication and people skills, in-person and on the phone.
- Nonprofit fundraising and advocacy experience a plus

How to Apply:

Please send a cover letter explaining your interest in the position and your availability, along with a resume to al.weinrub@comcast.net by March 10, with subject line "Applying for Organizational Support Associate." Women, LGBTQI, and people of color are strongly encouraged to apply. No phone calls please. Thanks for your interest!