



11 Baldwin Street, Montpelier, VT 05602  
(802) 223-2328  
June 2023

**Position:** Climate Action Coordinator  
**Status:** Full-time  
**Supervisor:** Energy and Climate Program Director

Works primarily with VNRC's Energy and Climate Program Director and communications team to identify and implement grassroots organizing needs, including coordinating outreach and engagement with the [Vermont Energy & Climate Action Network \(VECAN\)](#). The primary goal is to shape public and member understanding of the value of reducing fossil fuel consumption – through efficiency, conservation, renewable investments, and smart land use practices – help prepare Vermont communities for a warmer, more volatile world and empower more Vermonters to be partners in climate-action progress.

Vermont's Climate Action Plan and [the broad directive of the Global Warming Solutions Act](#) requires significantly reducing climate pollution and includes a core focus on a just transition and helping communities become more resilient in a warming world. This broad framework will serve as an overarching guide for the organizing, communications, coalition building and policy action this position will support.

More specifically, this work will entail:

- Serving as the coordinator of the Vermont Energy & Climate Action Network; a statewide network of community energy committees across Vermont and the nonprofit partners who work to support and strengthen their grassroots efforts.
- Communications, outreach and organizing support, including working closely with the VNRC communications and outreach team to advance strategic campaigns and support implementation of Vermont's Climate Action Plan. Position includes taking primary responsibility for VECAN-specific communications.
- Policy advocacy on VNRC's priorities, including assisting other program directors on overlapping policy issues, as well as helping to coordinate the ActOnClimateVT Coalition and Transportation for Vermonters.
- Building the capacity of VNRC's members, as well as strengthening the leadership role of partners and town energy committee leaders under the VECAN umbrella.
- Assisting with membership outreach and representing VNRC at a range of meetings

and events.

- Helping to ensure that VNRC's efforts strive to center equity and environmental justice in its work. This includes reaching out to, and forging relationships with, historically marginalized and low-income Vermonters.

#### **Duties:**

- Maintain an up-to-date working expertise on a wide range of energy issues and coordinate with VNRC colleagues on energy and climate change issues in key forums, including in state agency, legislative, business and public arenas.
- Help shape, influence and mobilize members and Vermonters to support forward-looking clean energy and climate policy and programs at the state, regional and local level. In particular this includes supporting VNRC's leadership to implement the Vermont Climate Action Plan. It also includes a specific focus on strengthening and elevating the voice of community energy committee leaders in public and political arenas to build broad support for needed action.
- Play a lead role in identifying strategic collaborative opportunities and lending targeted support on program, project or priority opportunities to town energy committees.
- Provide research, writing, organizing and outreach support to support and strengthen VNRC's support for the implementation of the Vermont Climate Action Plan related to climate mitigation and resilience.
- Across all VNRC's programs, work to identify and create opportunities to integrate energy-saving transportation and resilient land use solutions in local, regional and state efforts, planning and policymaking.

#### **Key Qualifications**

- Demonstrated commitment to protecting Vermont's environment and promoting fossil-fuel free solutions as required by the Global Warming Solutions Act.
- Belief in VNRC's mission and be committed to engaging citizens, our members, opinion leaders and policy makers to support our work
- Strong attention to detail and proven coordination, collaboration and coalition-building skills.
- Strong written and verbal communication skills.
- Self-motivation and an ability to work with limited supervision and manage multiple projects successfully and simultaneously.

- Ability to serve as an articulate, compelling voice for VNRC and our issues and ensure VNRC is a part of the most important efforts underway on climate change and clean energy solutions.
- A strong commitment to equity and environmental and social justice.
- Possess at least several of the following skills:
  - Experience using social media and web site management
  - Experience with event planning and coordination
  - Experience with graphic design
  - Experience with media relations
  - Experience with public speaking and presentations
  - Basic knowledge of VNRC's four program areas: clean water, healthy forests, clean energy and climate action, and sustainable communities