Status: full-time, exempt
Reports to: Executive Director
Location: Hartford, CT
Salary range: $40,000-45,000
To apply: submit a résumé and cover letter to ctlcv@ctlcv.org

About CTLCV
The Connecticut League of Conservation Voters (CTLCV) believes our earth is worth fighting for because everyone has a right to clean air, water, and a safe, healthy community. To ensure those rights are protected, we help people use their power to shape policy, hold politicians accountable, and influence elections.

For more than 20 years, CTLCV has grown into a potent political force for protecting our state’s environment. We are a statewide nonprofit connected to a powerful national movement with 30 state affiliates and grassroots organizing programs across the country. CTLCV is committed to an equitable transition to a clean energy economy and to developing diverse partnerships to fight climate change and reach our environmental justice goals.

As a legislative watchdog, CTLCV works with environmental groups across CT to identify and highlight important environmental bills. We keep lawmakers informed about the latest issues, track key legislation, hold lawmakers accountable in our annual Scorecard, and elect candidates willing to fight for clean air, clean water, and climate action.

CTLCV is an equal opportunity employer committed to working toward a just and inclusive environmental movement and seeks to hire staff and contractors that reflect the diverse communities and perspectives that represent Connecticut. We are a growing organization that offers an array of job experience with opportunity for advancement.

Description
The Connecticut League of Conservation Voters has an immediate opening for a Policy & Outreach Coordinator. This position will play a vital role in developing and designing policy guidance for climate, energy and environmental justice at the state and local level. This position will coordinate with a diverse array of coalition partners to conduct outreach work on targeted policies, and engage CTLCV members to advance legislative priorities grounded in racial and climate justice. The Policy & Outreach Coordinator will track legislation related to clean energy and climate change at the state level; prepare testimony and written materials, attend hearings,
committee meetings, and other events; draft briefing papers and policy positions; and perform other tasks as needed.

Candidates are expected to uphold our value and commitment to diversity in our movement and organization, integrating justice and equity into the work we do and ensuring an inclusive organizational culture.

**Responsibilities**

- Researching and summarizing clean energy, climate change and environmental justice policies to express them clearly and simply to a range of audiences, including written and oral testimony, social media and mass emails
- Maintaining and organizing data in CTLCV’s database;
- Identifying and tracking legislation related to clean energy and climate change through the state legislative process;
- Attending legislative hearings and committee meetings as needed;
- Participating in community and coalition meetings on energy, climate policy and environmental justice;
- Reporting on grants dealing with energy policy and environmental justice;
- Scheduling and conducting trainings and community activities specifically targeting underrepresented populations in environmental learning, activism, and civic engagement;
- Coordinating outreach to community stakeholders and organizations to strengthen our network and mission, collaborate on common goals, or support a community’s desire to engage in climate actions, environmental leadership, or civic engagement.

**Desired Skills & Qualifications**

- Experience in CT politics or advocacy. Preference given to applicants with a background working with the Connecticut General Assembly or state agencies;
- A genuine passion for protecting our environment;
- Superior organizational, communication, and time-management skills;
- Familiarity with clean energy policies;
- General understanding of complex issues and obstacles facing marginalized groups, including disproportionate impacts of pollution, policies, and activities.
- Ability to work independently and collaboratively while meeting deadlines and managing multiple priorities in a results-oriented environment;
- Ability to tap into a diverse environmental stakeholder network;
- Demonstrated ability to work within and across diverse teams;
- Knowledge of social media platforms (Facebook, Instagram, Twitter);
- Proficiency or ability to learn Google Drive and design software like Canva, Adobe Creative Suite, and Weebly;
- Ability to make decisions in accordance with CTLCV’s values and expectations when provided direction and criteria to do so.