**Marketing Campaign Coordinator**

*350Deschutes* is looking for a part time contract person to assist with campaign & marketing coordination. We are a Central Oregon-based nonprofit organization. Our mission is to increase awareness of climate change, to advocate for climate change stability policy, and to promote positive solutions for the reduction of greenhouse gas emissions.

You will be building a position within a growing organization dedicated to climate change awareness advocacy and education. We are a chapter of the international group, 350.org. You will work with a diverse and dedicated group of staff and volunteers. In this position you will also interact with government, college, business, and other nonprofit organizations. We seek a team member to assist with volunteer recruitment, coordination, retention, data entry as needed, as well as marketing and online communications. You would create your own work plan in coordination with board and staff. Although the schedule is flexible, weekly meetings with the executive director are a necessary part of the job. This may include meetings with other key volunteers as well. Fundraising is expected to be 30% of the job.

This is a home-based contract position, with about 21 hours weekly. Hours are flexible, although work may be busiest during January through May). We are an equal opportunity employer and people of all ages and ethnicities, who meet the skills desired are encouraged to apply. Marketing firms are not encouraged to apply.

Tasks might include creating web pages in Wordpress, creating graphics in Canva, sending out email blasts and working with volunteers to accomplish various tasks. Writing and people skills, familiarity with social media, and ability to work with groups of individuals in planning or organizing are desired skills. Prior experience with computer programs such as Action Network, Excel, and/or Powerpoint, or willingness to learn is important. Writing talking points for speakers, summaries of policy documents, or pledges and petitions would be among the potential writing responsibilities Attendance at some meetings during the day as well as some evenings, would be required, but infrequent. Flexible schedule otherwise.

**Pay rate is negotiable $16-$20 hourly**

**Skills desired**

Desirable, but not required attributes include:

1. Comfort with greeting individuals and businesses to talk about 350Deschutes
2. Ability to work with others as a team player in both large and small groups
3. Willingness to learn
4. Ability to work independently, and set own schedule, as part of a team effort.
5. Good writing and speaking skills
6. Familiarity with presentation software (e.g. Microsoft Office, powerpoint) , SKYPE
7. Knowledge of facebook and/or other social media platforms
8. Willingness to learn new software programs such as Action Network.

Please send resumes, as well as a writing sample to:

actnowforclimate@gmail.com

This position will remain open until a suitable candidate is found.