



Northern Alaska Environmental Center
Conservation's Northern Voice

JOB TITLE	Community Organizer
STATUS	75% Full Time Employee
EXEMPTION	NON
SUPERVISOR	Executive Director
HOURLY RATE	\$10.50 – 14, depending on experience
BENEFITS	Health Insurance, paid vacation, and sick leave (after probationary period)

The Community Organizer (CO) is the Northern Alaska Environmental Center's volunteer coordinator and supports three programs with a range of volunteer activities. During the legislative session, the CO is the lead staff detailed to state legislative issues and collaborates with the Alaska Conservation Alliance to advance the Alaskan environmental movement's legislative priorities. The CO keeps the organizational events calendar and drives and executes events planning. Finally, the CO is the 'face' of the organization for those entering our premises.

DUTIES

Legislative Session (35%)

1. Research and track legislation and administrative actions
2. Coordinate with statewide network to develop strategies regarding legislative priorities
3. Through various written media, inform NAEC members, partner organizations, and community leaders about actions as they relate to the environmental movement's legislative priorities
4. Consult with the Executive Director to lead action in favor of good legislation and against bad legislation
5. Conduct letter-writing sessions for citizens"
6. Maintain and update dossiers on Interior legislators
7. Expand the NAEC's "grasstops" and grassroots contacts as relevant to the legislative priorities
8. Recruit for and help to organize a "fly-in" to Juneau to address legislative priorities

Volunteer Coordinating (25%)

1. Maintain volunteer recruitment, tracking systems and volunteer database
2. Recruit, supervise, and thank volunteers
3. Develop Volunteer Handbook

Events and Calendar (20%)

1. 'Sweep' for opportune calendar events that will help us build public awareness
2. Create and maintain organizational events calendar
3. Find/recruit volunteers to staff events
4. Act as chief planner for organizational events, especially the Annual Meeting/Members Picnic and the Annual NAEC Auction
5. Maintain event kit

Receptionist (10%)

1. Meet and greet all 'walk-ins' and help them with what they need
2. Keep front office neat, tidy and inviting to the public
3. Answer phones and direct calls
4. Become proficient in office administrative tasks (e.g., answer questions, sales, run credit cards, stock merchandise, etc.)

Administration (10%)

1. Write articles for quarterly news journal *The Northern Line*
2. Pursue professional development, as applicable
3. Participate in annual planning, quarterly program planning and evaluation, and annual performance evaluation

Additional duties as assigned to meet emergent opportunities and organizational needs.