

**NAAEE: POSITION DESCRIPTION**

Position Title: Policy Coordinator

Reports To: Senior Director of Capacity Building

Location: Washington, DC Office

Date: September 2023

FLSA: Exempt

**I. Major Functions:**

The Policy Coordinator is a key member of the North American Association for Environmental Education team who advances advocacy priorities to ensure more equitable access to environmental education. Reporting to the Senior Director of Capacity Building, the Policy Coordinator will manage outreach and communications related to grassroots advocacy, including our annual appropriations campaign for federal EE programs, federal legislation for environmental and climate change education, and coalition- and partnership-building to advance shared policy priorities. Key activities include managing communications with grassroots advocates, NAAEE Affiliates, and partners to include advocacy updates, action alerts, annual appropriations campaign materials, web pages, and more; coordinating regular advocacy-related calls; representing NAAEE in external coalitions and communities of practice; and coordinating NAAEE’s Superintendents’ Environmental Education Collaborative. This is an excellent opportunity for someone who is passionate about advocacy as a tool for systemic change, with room for professional growth and learning.

This is a part-time position (20 hours/week).

**II. Major Responsibilities:**

Key responsibilities include:

1. Coordinate NAAEE’s grassroots action network, including planning for and facilitating monthly action network calls, tracking membership and participation
2. Annually update and disseminate appropriations campaign materials, including a campaign guide, website content, Congressional records of support, fact sheets, and records of federal environmental education grant-making
3. Collaborate externally with partners to build support for legislation that would expand equitable access to high-quality environmental and climate change education
4. Draft and disseminate advocacy-related communications, including email updates, action alerts, and webpages
5. Serve as a moderator for NAAEE’s eePRO online group on Advocacy, Policy, and Civic Engagement
6. Working with NAAEE’s Communications Team, draft content for eeADVOCATE, a quarterly policy newsletter
7. Participate in external meetings as an NAAEE representative, including the Outdoors Alliance for Kids and the Youth Outdoor Policy Partnership
8. Manage NAAEE’s Superintendents’ Environmental Education Collaborative, which supports a national network of school administrators committed to advancing systemic environmental literacy
9. Collect and communicate information related to the status of statewide Environmental Literacy Plans and contribute baseline information toward a comprehensive report on the state of environmental education across the country
10. Represent NAAEE at major conferences, events, and meetings, and take part in all creative planning and staff retreats to strengthen the organization, build teamwork, and promote a culture of equity and inclusion
11. Assists with other duties, as needed.

**III. Supervisory Responsibility:**

N/A

**iV. Working Relationships:**

1. Internal: Maintains regular contact with NAAEE staff to compile and disseminate information as requested. Participates in all staff calls, retreats, and internal working groups as needed.
2. External: Maintains regular contact with external partners and colleagues related to all aspects of the position.

**V. Minimum Skills and Experience Required:**

1. Education: Bachelor’s degree or equivalent experience (A degree in environmental education, communications, or public policy is a plus.)
2. Experience: At least three years of communications, grassroots organizing, and/or environmental education experience. Familiarity with the policy-making and federal appropriations process is a plus.
3. Skills and Abilities: Excellent organization and communication skills, including managing data, writing, editing, and proofreading. Must have the ability to work efficiently with flexibility, creativity, initiative, positive energy, discretion, and good humor. Ability to work independently as required and work effectively as a team member. Ability to juggle multiple projects, meet deadlines, and exercise tact and diplomacy. Position requires an individual who is culturally competent and can work with individuals representing a diversity of backgrounds and perspectives.
4. Ability and willingness to work occasional evenings and weekends as needed to support the NAAEE Annual Conference and other special events.

**About NAAEE**

For more than five decades, the North American Association for Environmental Education has worked to strengthen and expand the field of environmental education, with a growing network of support including:

* More than 20,000 members and supporters, including members of our Affiliate Network
* 54 state and provincial Affiliate organizations
* More than 30 countries around the world

NAAEE’s mission is to advance environmental literacy and civic engagement using the power of education to create a more equitable and sustainable future. We support a collaborative, team-oriented, dynamic, and enjoyable work environment. We believe that happy and fulfilled employees who are trusted to do their best will create a stronger, highly productive, and effective team contributing to the greater success of the organization and our mission.