



Civic Engagement Director

Location: Remote, with preference for AZ, FL, GA, IL, NC, NV, OH, TX, or WI

The Alliance for Climate Education (ACE) exists to confront climate change as the most urgent crisis of our time, threatening the futures of people and ecosystems across the globe. ACE's mission is to educate young people on the science of climate change and empower them to take action. We achieve impact by working at the nexus of young people, climate justice, and democracy. We seek to educate a generation of young people about the climate crisis, and invite them to join the climate movement they must lead, including participating in our democracy as a voter. Since our founding in 2008, ACE has directly engaged tens of millions young people through its programs.

JOB SUMMARY

The Civic Engagement Director will work to advance the programmatic and strategic growth of the Alliance for Climate Education (ACE) through directing and implementing ACE's 501(c)(3) nonpartisan civic engagement program nationally with our 550,000 members, in key priority areas across ACE's key states of: AZ, FL, GA, IL, NC, NV, OH, TX, or WI. The scope of responsibilities will include, but is not limited to: leading ACE's year-round civic engagement strategy, managing staff and volunteers to conduct direct voter contact, cutting and managing turf, managing data and digital tools, relational organizing, partnership and coalition management, managing large scale voter registration activities, managing national and key-state communications (e.g. text, email, and other modes), and initially managing three civic engagement managers with potential to add 3-5 more ahead of 2022 in ACE's key states.

In this position, the Civic Engagement Director will work to strengthen ACE's role and impact in advocating for an end to the era of fossil fuels, a swift and equitable transition to renewable energy, and an increase in diverse youth participation in our democracy.

This is a full time, remote position based locally anywhere in the US with a preference toward AZ, FL, GA, IL, NC, NV, OH, TX, or WI. The Civic Engagement Director will work from home, meet regularly by video chat with ACE team members, partners and funders, and conduct the majority of activities both online and in-person, when safe. The Civic Engagement Director must be available for regular travel within the US to participate in field-based strategy development and program implementation work, conferences, actions, organizing, events, and to attend staff retreats.

ESSENTIAL FUNCTIONS

- Lead and manage field-based civic engagement work to increase diverse youth participation in our democracy nationally in ACE's key states. This may include, but is not limited to:
 - Voter registration



- Voter education
- GOTV
- Relational organizing
- Coordinating and cutting turf partners
- Liaising with funders
- Managing data and the associated digital tools
- Doing in-person and digital direct voter contact
- Manage civic engagement team members to use in-list (e.g. text, email) to identify and recruit young people to start or join ACE chapters to participate in climate advocacy and civic engagement campaigns.
- Manage three or more state-based ACE Civic Engagement Managers participating in climate advocacy and civic engagement work.
- Collaborate closely with the state-based Chapter Managers, Distributed Organizing Director, Campaign Director, Campaign Managers, and Digital Strategy Directors to thoughtfully execute winning civic engagement and climate advocacy campaigns nationally and in ACE's key states.
- Work closely in collaboration with national and state-based partners, and coalitions, to coordinate civic engagement activities and collaborate on coordinated advocacy. Manage our SMS opt-in pathways, keywords and tracking processes to measure the success of influencer content.
- Potentially host live events and in-person events to bring young people, including ACE chapters, into civic engagement work.
- Support the design and testing, when applicable, of the new distributed components of ACE's youth organizing program, especially as they relate to civic engagement action at scale.
- Regularly participate in the design, implementation and evaluation of field experiments to measure the efficacy of ACE's year-round civic engagement work.

This description reflects ACE's assignment of essential functions, it does not restrict the tasks that may be assigned. ACE retains the right to change or assign other duties to this position at any time.

KEY RESPONSIBILITIES

- **Field-based Civic Engagement Work:** Regularly lead and manage ACE's direct voter contact program in the field, both in-person (when safe) and digitally, for the purposes of voter registration, voter education, relational organizing, GOTV, and other relevant civic engagement activities.
- **Digital engagement and outreach:** Lead ACE's civic engagement communications and digital advocacy strategy, including: writing and sending emails, text messages and other communications to ACE members in the ACE Youth Action Network, and supporting Civic Engagement Managers with their civic engagement digital advocacy strategy.
- **Management and mentorship:** Directly manage three or more state-based Civic Engagement Managers in ACE's key states to implement ACE's civic engagement programs with youth volunteers and state-based chapters.



- **Campaign strategy and implementation:** Help co-create and implement civic engagement campaigns to advance the organization’s mission, and engage millions of young people across the US.
- **Stay updated:** Keep on top of national and local policy as it relates to civic engagement, voting rights, democracy, election cycles, and state and national legislative details.
- **Legislative Advocacy:** Regularly participate, and support staff to participate, in the education of state and national leaders on related issue areas, policies and ways to take action. This may include meeting with elected leaders to discuss relevant policies, events, or opportunities to take leadership, supporting Youth Action Network members or ACE Chapter members to do the same, or participating in coordinated advocacy in coalition with partners.

QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree or equivalent experience
- 6-8 years of experience in participating in and leading civic engagement field organizing, including: voter registration, GOTV, relational voter engagement, voter education and other forms of direct voter contact
- Experience in advocacy work, youth engagement or youth development, preferably with a climate or other social justice focus
- Demonstrated competence in supervising a team and managing projects through successful completion
- Strong analytical skills with ability to set priorities, complete work with minimal supervision, and meet deadlines
- Self-starter with strong organizational skills and creativity
- Existing expertise or willingness to master trends in climate justice, youth development, youth organizing and the climate movement
- Awareness of the issues of concern to young people, including climate change and climate justice, and a passion for empowering youth to take action
- Strong interpersonal skills and ability to cultivate and manage partnerships, internal

Desired Qualifications

- Ability to train and coach youth
- Experience in designing and implementing campaigns

Employees must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

POSITION DETAILS

- Application Deadline: April 30, 2021
- Schedule: Full-time
- Annual salary range: \$78,000-\$96,000 commensurate with experience



- Generous benefits including: Medical, Dental, Vision, 403b retirement savings plan, Vacation, 2 Floating Holidays, 2 Community Service Floating Holidays, Sick time and 12 observed holidays
- ACE is an equal opportunity employer that highly values staff diversity
- Location: Remote (May require occasional travel once it is safe)

APPLICATION GUIDELINES

Please apply by emailing your resume to careers@climateeducation.org, with “Civic Engagement Director.” All your information will be kept confidential according to EEOC guidelines.

ACE is an equal opportunity employer that highly values diversity, equity and inclusion and views the climate crisis as a social justice crisis. People who identify as Black, Indigenous and People of Color (BIPOC), people who experience gender oppression, people with disabilities, and people who identify as members of the LGBTQIA+ community are particularly encouraged to apply.