

Position: Youth and Policy Manager

Status: Full-Time, benefits eligible

Reports to: Director of Programs

Salary Range: \$40,000-\$45,000 depending on experience and qualifications

Position Narrative

The responsibilities of this position are two-fold: manage both youth and policy engagement across the organization by providing oversight and staff supervision of youth programs and direction for youth and policy initiatives, integrating them across the organization.

Programs Support (70%)

- Develop and manage relationships with green jobs, climate justice, and workforce development partners
- Foster strategic connections between Programs team and policy organizations around shared goals and campaigns

Youth (40%)

- Supervise the youth program team, including the YEA! MN program coordinator
- Integrate youth engagement across programs, and develop strategies for program growth, replication and evaluation

Policy (30%)

- Develop and manage relationships with state leadership and policymakers
- Represent Climate Generation in climate and clean energy campaigns and alliances and report on opportunities to senior leadership

Development (15%)

- Responsible for fundraising for youth and policy engagement with Director of Programs, and in collaboration with other staff
- Work in collaboration with development and programs on engaging youth alumni

Communications (5%)

- Provide content for all Climate Generation communications, including the website, monthly e-newsletter, mailed newsletter, annual report and blogs
- Works with Communications Coordinator to plan and coordinate strategy

Organizational Health (10%)

- Engage in Climate Generation team functions, including events, team meetings, strategic planning, and marketing

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

- Bachelor's degree, plus 3-5 years of experience working in climate change, public policy, youth development, organizing campaigns
- Experience in youth leadership development
- Experience in political organizing (i.e. campaign planning, lobbying, training, etc)
- Exceptional relationship-building and interpersonal communication (written and verbal) skills

- Ability to meet deadlines, track multiple projects and follow projects through to completion
- Interest in climate, climate justice, youth and policy campaigns
- Excellent computer skills, including Google platform, Microsoft office
- Willingness and availability to travel, including occasional overnight and multi-day travel
- Must have a valid driver's license, ability to lift a minimum of 25 pounds and be available for occasional evenings and weekends
- Other duties as assigned

DESIRED QUALIFICATIONS:

- Experience in project management, financial management, and staff supervision.
- Strong record of leading key organizational functions and teams with a targeted focus on continuous improvement
- Experience with group facilitation
- Experience with diversity, equity, and inclusion
- Experience in environmental and/or social activism

HOW TO APPLY:

Please submit resume and cover letter to jobs@climategen.org. Put "Youth and Policy Manager last name, first name" in the subject heading. Applications will be reviewed on a rolling basis and will be considered through December 1, 2017. No phone calls please.

Climate Generation: A Will Steger Legacy is an equal opportunity employer and does not discriminate based on race, skin color, gender, gender expression, class, religion (creed), age, national origin, disability, sexual orientation, marital status, or military status.

Benefits offered by Climate Generation include PTO, FSA, Simple IRA and medical and dental coverage for full-time employees (40 hours/week). This position is a full-time position.

Climate Generation: A Will Steger Legacy
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