

Position Title: Energy Communications Associate

Reports to: Director of Communications

Status: Part-time (20 hours), Non-Exempt

Location: Iowa (Des Moines area preferable)

About IEC

The Iowa Environmental Council is a 501(c)3 nonprofit and the largest environmental coalition in the state. Through education, advocacy, and coalition-building, we raise awareness, generate action, and create large-scale change. We work on federal, state, and local public policy issues to ensure a just, healthy environment and sustainable future for all Iowans. We provide a highly collaborative, supportive, and flexible work environment.

Scope of Responsibility

The Energy Communications Associate will work closely with members of IEC's staff to assist in the development and delivery of advocacy messaging and outreach strategies for a portfolio of subject matter areas including clean energy, climate change, and environmental justice.

The Associate will create content for internal and external communication vehicles including websites, emails and newsletters, social media, presentations, fact sheets, talking points, press releases, action alerts, and others as identified in support of IEC goals. This includes support for work related to clean energy, battery storage, transmission, and eliminating fossil fuels. This communications position intersects with other components of the IEC organization, including legislative advocacy, corporate responsibility, legal/regulatory work, grassroots organizing, coalition-building, and environmental science and policy.

The ideal candidate will possess knowledge of Iowa's environmental issues and energy sector, and will be skilled at translating technical, scientific, and policy information into accurate and compelling communications and outreach materials for both broad and target audiences.

Description of Duties

Provide proactive and strategic advice and support for all communications deliverables for the Energy Team, including but not limited to: project management, writing, data analytics and analysis, and support of assigned communications and outreach materials.

- Assist with the planning, creation, and execution of internal and external communications including reports and publications, email, social media, website updates, blog posts, guest columns or letters to the editors, talking points, factsheets, infographics, and other items as identified.
- Assist in the development and implementation of program and project-specific communication strategies, including new media technologies and understanding of emerging and digital media trends, in order to promote and disseminate key messages on program priorities to policymakers, key stakeholders, and the general public.
- With the input and assistance of the Communications Director and energy program staff, manage regular email, web, and social media and content related to clean energy and other related issues.

- Assist with preparation of multimedia presentations for educational and outreach events.
- Attend and represent IEC at outreach events and meetings with stakeholders as assigned; assist with technology support and content generation at assigned events.
- Develop and deliver monthly reports on IEC communication and outreach deliverables.
- Recommend ideas to increase IEC's impact and audience reach using communication and marketing tools, lists, and resources.
- Ensure IEC's outgoing materials adhere to identified brand and grammatical standards.

Qualifications

Required:

- 2 or more years of professional experience in a relevant role.
- BA or coursework in communications, public relations, journalism and/or marketing, with experience or coursework in environmental science, environmental policy, sustainability, engineering, economics, political science, or related field.
- Willingness and ability to travel and meet independently with people and organizations and attend meetings statewide, consistent with safety guidelines; must have valid driver's license.
- Ability to attend events as assigned some weekends or evenings; flex time provided.
- Excellent communication and writing skills.
- Deadline- and detail-oriented; ability to effectively prioritize and manage multiple projects in a frequently changing environment.
- Proficient in Microsoft Office applications
- Ability to work both independently and collaboratively to meet goals.
- A passion for IEC's mission and a commitment to principles of justice, equity, diversity, and inclusion.

Desirable:

- Background with customer or supporter databases, email marketing software, and social media platforms.
- Graphic design experience
- Experience with communications in the context of a political or issue campaign.
- Photography, video creation and editing, and/or drone experience.

Benefits:

- Simple IRA
- Parking provided, travel reimbursed
- Flexible work arrangement including working from home and/or outside of regular business hours as approved by supervisor

Compensation: \$25.00-\$28.00 per hour

The Iowa Environmental Council is an Equal Opportunity Employer dedicated to building a culturally diverse and pluralistic community engaged with working in a multicultural environment, and strongly encourages applications from all qualified applicants.

