**Program Coordinator, Advocacy**

**Organizational Overview**

**Southface Institute**, a nonprofit 501(c)3 organization, is a leader in sustainable advocacy, building, planning and operations, across the U.S. With a mission to create a healthy and equitably built environment for all, Southface’s program implementation, technical services, workforce development, research and policy practices are supporting better homes, workplaces and communities. Experts in the fields of resource efficiency, building tech and organizational sustainability since 1978, Southface is committed to building a regenerative economy to meet tomorrow’s needs today.

**Position Overview**

Our Advocacy Program prioritizes and champions federal, state and local policies that propel the clean energy and resource efficiency movement forward. We know that sound policy can transform the market for a clean energy economy, and we are working with our partners to influence data-driven, rigorous approaches to a low-carbon future. We strive to advance our advocacy goals through authentic and strategic engagement of communities, advocates, industry, and policymakers.

Specific responsibilities include, but are not limited to:

* Perform research, gather and format data, perform analyses and write reports / position statements to support our advocacy work.
* Stay abreast of clean energy policy and sustainability planning initiatives at the state and local level; form initial recommendations for our engagement in key issue areas.
* Assist in tracking and monitoring important dates and deadlines for regulatory and policy development processes across the Southeast.
* Provide consultation and assistance to developers, elected officials, local governments, counties, and other stakeholders on resource efficiency in the built environment and potential pathways to implement clean energy solutions.
* Coordinate and assist in the organization and implementation of varied policy forums, projects, and programs.
* Support the coordination and delivery of advocacy projects and programs related to equity, health, and shared prosperity in the transition to a low-carbon future.
* Author or co-author policy articles and blogs to demonstrate thought leadership.
* Assist with developing and / or delivering white papers, reports, and other project materials.
* Represent Southface in a variety of public forums.

**Qualifications**

The successful applicant for the position will meet the following requirements:

* Minimum of Bachelor’s or related degree
* In lieu of a Bachelor’s degree, a minimum of 3 years of experience in a relevant field may be acceptable
* Excellent interpersonal skills
* Exceptional task management and organizational skills
* Proven to be a self-starter and results oriented
* Strong written and verbal communication skills
* Excellent knowledge of MS Office; Salesforce experience a plus
* Collaborative and positive team-building demeanor
* Valid driver’s license with no major violations

**Physical Requirements**

Ability to carry up to 25 pounds, which may involve carrying signage and marketing materials including program signs, presentation materials and equipment.

**Benefits**

Southface offers competitive health insurance and benefits:

* Salary commensurate with experience
* 17 days of Paid Time Off annually (prorated in your first year)
* 14 paid holidays annually (Office is closed between Dec. 24 and Jan. 1)
* Excellent medical insurance benefits
* 403(b) retirement plan with company match
* Continuing education and professional development
* Flexible work schedule
* Organizational culture that highly values the contributions and character of its employees

**Hours of Work**

Monday through Friday between 8:30 a.m. to 5:30 p.m. with flexible options. Occasional weekend or evening hours.

**Application Process**

Submit your resume and cover letter via our online application portal. Please, no telephone inquiries.

Where permitted by applicable law, must have received or be willing to receive the COVID-19 vaccine by date of hire to be considered.

**Pre-employment background checks are conducted on final candidates.**

**Southface is an Equal Opportunity Employer.**