



## Network Coordinator

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About SSDN: The Southeast Sustainability Directors Network (SSDN) is a collaborative community that develops solutions to the South's unique sustainability challenges. SSDN's membership includes sustainability and resilience staff from across the South, who build knowledge and learn from colleagues in other areas about best practices to meet their community's needs. Communities located in Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia working in all stages of sustainability implementation join the network to scale, accelerate, and implement sustainable best practices so that our region's communities are equipped to adapt to and mitigate climate change. For more information please visit [www.southeastssdn.org](http://www.southeastssdn.org).

Position Title: Network Coordinator, SSDN

Position Type: Contractor

Reports to: Executive Director, Network Manager

Location: Can be based anywhere in the 10 southeastern United States within SSDN's geographic territory (AL, AR, GA, FL, LA, MS, NC, SC, TN, VA) with connectivity (phone/internet)

Compensation: \$45,000

Timeframe: Time-limited one year (12 month) contract, with opportunity for extension.

Approximate work hours: 9am-5pm Eastern or Central Standard Times (flexible); 40 hours/week

Scope Description: The SSDN Network Coordinator Scope of Work supports SSDN's network coordination and general operations by assisting with the network's day-to-day operations, membership needs, internal communications, and programs.

***How to apply: To apply for this position, please email the following information to Meg Jamison: [meg@southeastssdn.org](mailto:meg@southeastssdn.org): A cover letter, resume, a short writing sample, and three references.***

***This position is accepting applications until March 19, 2021.***

*The SSDN Network Coordinator will be employed by the Urban Sustainability Directors Network (USDN), SSDN's Fiscal Sponsor. USDN is an Equal Opportunity Employer and is committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.*

## **Requirements**

- Minimum of one year, full-time, professional experience demonstrating excellent interpersonal skills and project management abilities.
- Knowledge of, or experience with, sustainability issues, particularly understanding of the role of local government a plus, but not required.
- Demonstrated ability to handle and prioritize multiple tasks and meet deadlines.
- Sound judgment and high level of integrity and professionalism, with an ability to manage confidential information and maintain discretion, diplomacy, and courtesy in all contacts.
- Strong organizational and time management skills, with keen attention to detail.
- Highly developed communication skills, both written and verbal.
- Excellent research and problem-solving capabilities.
- Ability to work proactively, both independently and collaboratively with a team, using virtual connectivity platforms.
- Proficiency with Gmail and Google Drive, Word, Power Point, and Excel required.
- Access to work space/home office, with available WiFi/internet and phone connectivity
- Familiarity with Salesforce, a plus.
- Familiarity with web-based communications tools, such as website management tools (such as Wordpress, Survey Monkey, Mail Chimp), and social media management, Zoom, Google Meet, etc.
- Ability to travel (as Covid-19 restrictions lift) for SSDN events as needed, throughout the Southeast.

## **Description**

The SSDN Network Coordinator will provide:

- **General Network Support and Membership Management**
  - Schedule meetings, conference calls, and webinars for members and staff;
  - Assist with running webinars and conference calls to ensure smooth operation;
  - Respond to member and external requests as needed, and support internal and external communications;
  - Conduct internet research on member prospects, demographics, and other data related to membership as needed;
  - Manage membership database and keep it updated using Salesforce;
  - Data and resource compilation for members; including management of member resources folders in Google Drive
  
- **Communications Support**
  - Implement SSDN's Monthly E Newsletter
  - Develop member profiles, write blog posts, and other communications pertaining to members and their activities
  - Manage SSDN's Social Media accounts on LinkedIn and Instagram and Twitter
  - Monitor, respond to, and share content on SSDN's Member Listserv
  - Post content on USDN.org
  - Manage SSDN's website and implement updates
  
- **Capacity Building Program Support & Coordination**
  - Assist with meeting management, set up and note taking as needed.
  - Support network staff in the planning and implementation of all Annual Meeting (face to face or virtual) activities, with feedback from the Director and SSDN member committees
  - Support network staff in program development and implementation support needs specifically related to member capacity building
  
- **Evaluation and special project assistance and implementation:**
  - Support the implementation of member surveys, direct data collection and analysis
  - Support tracking and providing data/metrics for grant activities and reports
  - Support external communications needs as necessary
  - Assist with fundraising efforts, such as report review, proofreading, grant research, and other tasks as needed
  - Conduct research as needed for special projects and program activities