



**Position:** Communications and Operations Coordinator (contractor)

**Company:** Chambers for Innovation and Clean Energy

Chambers for Innovation and Clean Energy is a national network of chambers of commerce focused on building support for clean energy. CICE works nationally on clean energy issues and in various states throughout the country.

See [www.chambersforinnovation.com](http://www.chambersforinnovation.com).

**Position Information:**

The Communications and Operations Contractor will manage and direct CICE's communications efforts and assist in CICE operational needs. Specifically, this person will be responsible for CICE newsletters and communications, social media content development and deployment, report writing, ghost writing of Op-Eds and LTEs, and prepare statements for the media. This person will be an integral part of the current growth of our mission driven organization and have great flexibility and autonomy in their work.

**Duties:**

- Executing CICE communications efforts, including providing and collating material, drafting, designing, and delivering our member communications including our monthly national newsletter, state newsletters as needed and clean energy leadership stories.
- Managing and executing social media marketing
- Draft letters, articles, testimony, etc in support of clean energy or climate action
- Develop infographics and other reports to better share the importance of clean energy development
- Manage social media accounts, website, and general email accounts
- Website maintenance and development
- Assist in database development
- Assist in outreach to develop clean energy/climate leadership stories

**Qualifications:**

Must have

- Excellent organizational skills with ability to set priorities and work effectively remotely
- Excellent written and oral communication skills
- Graphic design and infographic development experience
- Ability to manage multiple projects and tasks
- Ability to work in a team setting
- Some experience with document layout and graphic design

- Detail oriented
- Creativity
- A passion for seeing the clean energy industry grow

Nice to haves

- Experience in the clean energy industry
- Experience with business and economic focused communications

**Other Details:**

- This is an early to mid- career position that provides competitive non-profit compensation
- This opening will require approximately 40 hours per week to complete
- CICE is based in San Francisco, CA but does not utilize office space. Person filling this position will work remotely
- Travel will be limited

**How to apply:**

- Email your resume to [cicecoordinator@chambersforinnovation.com](mailto:cicecoordinator@chambersforinnovation.com) and include Communications and Operations Coordinator in the subject line.
- Include a no more than two paragraph cover letter why you are right for this position.