

Climate Leadership Council: Public Affairs Associate

About the Climate Leadership Council

The Climate Leadership Council is a 501(c)(3) organization whose mission is to promote the bipartisan Baker-Shultz Carbon Dividends Plan as the most popular, equitable, and politically viable climate solution.

Position Description

We are currently seeking a bright, focused and proactive individual to join our team as a Public Affairs Associate in our Communications Department. The Communications team works to craft strong and compelling messages, devising smart communications, and executing events that engage a variety of audiences including the organization's members, the media, the DC policy community, and the general public. This position is full-time salaried, with a robust benefits package and paid holidays.

Primary responsibilities include:

- Drafting content including press releases, one-pagers, op-eds, website copy, social media, and various advocacy products.
- Assisting in the development of social media campaigns (organic and paid).
- Conducting research to support legislative and political activity, policy analysis, and stakeholder engagement development.
- Providing administrative support including scheduling, project tracking and support, drafting correspondence, broadcast email, list maintenance, etc.
- Providing event and program support including event planning, registration tracking and management, logistics, and event staffing.
- Supporting member engagement initiatives through research and presentation development including PowerPoint.
- Tracking metric analytics using data and media tools.

Qualifications

Ideal candidates will have a bachelor's degree. Prior experience including work on political campaigns, in private sector communications, on Capitol Hill, within the executive branch, or for trade associations is preferred. Background in climate policy is a plus.

Additional required professional attributes include:

- Strong research, writing, and editing skills including attention to grammatical detail, clarity, speed, and accuracy.
- The ability to work independently, to simultaneously manage multiple projects, and to meet deadlines without sacrificing quality.

- Willingness to be a team player that works well in a collaborative environment and is willing to take initiative when necessary.
- Familiarity with technological platforms including Microsoft Office Suite and major social media services. Familiarity with Adobe Acrobat and InDesign is a plus.
- The ability to quickly synthesize information from multiple sources, identify salient points, and think creatively about how to communicate their significance.

How to Apply

Interested candidates should send a resume and cover letter to applicants@clcouncil.org.

The Climate Leadership Council is an equal opportunity employer.