



CONNECT • CONSERVE • EXPLORE

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## Campaign Coordinator – Cascade Forest Conservancy

**Term:** Full-time

**Hours:** 40 hours a week, with occasional overnight travel, weekend/evening meetings, and events

**Compensation:** \$45,000 full-time salary with generous benefits including medical & dental insurance, matching 401k plan, paid time off and flexible hours and work environment.

**Location:** Due to COVID – remote work from home conditions apply. Physical office location post-COVID will be in Vancouver, WA or Portland, OR. Continued remote work in WA or Northern OR will be considered. Frequent travel throughout the southern Washington Cascades. Potential candidates must have transportation and the ability to travel - travel costs will be reimbursed.

**Job Summary:** The Cascade Forest Conservancy (CFC) strives to protect and sustain forests, streams, wildlife, and communities in the heart of the Cascades through conservation, education, and advocacy. We are seeking an enthusiastic person, committed to CFC's mission, to develop and implement strategic campaigns that amplify community voices, educate local communities on CFC's programs and projects, and leverage partnerships to influence environmental policy. The Coordinator will report directly to the Executive Director and will work collaboratively with all CFC staff as necessary.

### Duties / Responsibilities:

- Develop, write, implement and organize strategic campaign plans in support of CFC's advocacy, policy, science, stewardship and restoration project objectives. Initial focuses will include but aren't limited to: Mount St. Helen's mine opposition, wildlands protection/designation, aquatic protections/designations and Spirit Lake/Pumice Plain road construction
- Support congressional appropriations for government agencies to enhance/expand environmental protections and capacity as they pertain to CFC campaigns and are seen as a limiting factor
- Manage the implementation of all campaigns from inception to completion with internal staff and external stakeholders. Communicating updates, modifications, action items and timelines to all those involved
- Collaborate with policy and science team staff and other organizational partners to support ongoing federal and state advocacy efforts that align with the CFC mission
- Work closely with the Communications Manager to develop issue-based campaign materials and tools
- Build and maintain strong working relationships with diverse stakeholders, including tribes, partnering nonprofits, rural communities, local businesses, federal agencies, local and regional political representatives and their staff, and recreation groups
- Develop active coalition partners, community spokespersons and leaders, resulting in policy victories and the formation of strong, creative partnerships
- Empower community voices throughout the Gifford Pinchot National Forest (GPNF) by building and maintaining grassroots volunteer infrastructure and identifying and developing spokespersons in support of campaigns
- Integrate and acknowledge diversity, equity, inclusion and justice objectives, and strategies into legislation objectives and campaign goals

- Communicate CFC's values, programs, and successes to supporters and partners by organizing events, speaking in public, and using web-based event organizing tools. The Coordinator will partner with the Communications Manager on social media content, newsletters, emails, fact sheets, website posts, action alerts, press releases, and other communications
- Identify the most pressing research and communication needs that will inform campaign goals and strategies and develop a plan to meet those needs
- Collaborate on addressing campaign specific training needs of CFC staff, volunteers and spokespeople to create successful and cohesive campaign strategies
- Coordinate with staff to ensure consistency when engaging with agency and congressional leaders
- Participate in fundraising efforts, including donor communications and meetings, and assisting with grant applications and reports
- Other duties as required

**Job Qualifications:**

- Minimum of two years experience creating and implementing successful advocacy campaigns
- Familiarity with and passion for CFC's mission
- Understanding of administrative and legislative processes
- Experience working to accomplish environmental advocacy and/or environmental science/policy goals through creating, developing, and implementing campaigns that advance policy, implement state and federal regulatory change, and leverages legislative support
- Ability to work individually as well as with a team from a remote location and in-person (as appropriate)
- Excellent analytical, verbal, and written communication skills, with an ability to write and speak concisely, sensitively, and persuasively to diverse audiences, including in public settings
- Ability to multitask and prioritize many projects and agendas
- Superb organizational skills and attention to detail
- Self-motivated and confident
- Sense of humor, outgoing personality, enthusiasm for campaigning

**The Cascade Forest Conservancy is an Equal Opportunity Employer**

CFC is committed to supporting a diverse workplace. We recognize that each employee brings unique characteristics, capabilities, and experiences to their work. We value such diversity at all levels in the organization, and we encourage applicants from all cultures, races, colors, gender identities, sexual orientations, ages, and religions, as well as veterans and those experiencing disabilities.

**Application deadline:** We will begin to review applications on Monday, January 25th - posting will remain open until filled. Please provide one PDF file including a resume, cover letter, and a work sample of a successfully implemented campaign plan to [admin@cascadeforest.org](mailto:admin@cascadeforest.org). Include your name and the job title in the email subject line and on the PDF file.