



Cool Davis Campaign Coordinator – Community Engagement and Organizing

Job Description

The **Campaign Coordinator** is responsible for the direction and implementation of Cool Homes and Cool Solutions campaign activities with households at neighborhood and community organization levels. The Campaign Coordinator reports to the Campaign Manager (s) or Executive Director. The Campaign coordinator works closely with the Communications Manager and Database coordinators to ensure accurate, secure and consistent communications and data management.

The Coordinator implements Household Engagement and Cool Solutions Campaigns with households. They train and direct volunteers to work with households to reduce household-based greenhouse gas emissions in the areas of Transportation, Home Energy, and Consumption (consumer choices, water, waste, food). Specific activities include signing up households and helping them develop action plans with a portfolio of solutions. Campaign Coordinators direct volunteers in delivering activities for specific Cool Solutions campaigns that are designed using community based social marketing principles and community engagement strategies. These may include special communications messages, workshops, tabling, door-to-door outreach, challenges, forums and special events.

Cool Davis is especially seeking coordinators with some knowledge and interest in home energy retrofit to support both our Household Engagement, Make A Plan Home Energy and Ride Cool Campaigns.

Cool Davis is currently seeking highly motivated people with an interest and some experience in community organizing or outreach dedicated to working in person at household and neighborhood level. This position is available at minimum 50% FTE up to full-time 100% FTE status.

The Campaign Coordinator will participate in some program start-up, and candidates should expect to start in their position intensively focused on recruiting and training volunteer champions and interns to conduct outreach activities. Depending on experience and success in the first year, this candidate could grow into Campaign Manager responsibilities as Cool Davis programs grow. This will be continue until they along with other Cool Davis staff have recruited and trained volunteer champions to work at neighborhood level and Cool Davis has successfully generated funding to support the expansion of an additional Coordinator and Campaign Manager positions.

Primary responsibilities

- Plan and implement all campaign community engagement activities including communications, tabling, forums, workshops, and door-to-door outreach related to a designated Campaign area.

- Train, place, direct and evaluate volunteers in community engagement and community-based social marketing activities with households, in neighborhoods and at the community organization level for designated Campaigns.
- In consultation with the Communications Coordinator design, write and deliver Cool Solutions and Household engagement materials and messages to households.
- Work with the database Coordinator and the Data/GIS Working Group to support, track and evaluate household and program outcomes, to ensure data entry, and to conduct regular analysis for program improvement.
- Work with City of Davis staff and other community groups to organize and direct shared campaign activities.
- Provide administrative support to Campaign Working Groups as assigned.

Qualifications

Knowledge & Experience – Basic knowledge of climate change, both globally and locally is recommended. Training or education in the principles of communications, community organizing, community engagement, and/or community health and emergency planning are valuable additional knowledge for this position . **Cool Davis is especially seeking coordinators with some knowledge and/or interest in home energy retrofit to support both our Household Engagement and Home Energy Campaigns.**

This is an entry-level community organizing position, so appropriate training will be provided. Candidates with previous experience in community organizing, marketing, community engagement, political campaign organizing, or community-based social marketing are preferred. Experience working or volunteering in a community-based social action organization is preferred.

Skills & Abilities -- The candidate must have demonstrated the ability to work with groups and volunteers with a diverse range of cultural backgrounds, ages, motivations and interests. The ability to write and communicate effectively using a full portfolio of communications tools is required. Working knowledge of Microsoft Word, Excel, PowerPoint, (or their google equivalent) and familiarity with project planning, cloud computing and social media are recommended. Experience with database and GIS tools is a plus.

Special Skills: Those with multi-lingual abilities and experience in serving the community in multi-cultural settings are encouraged to apply.

General Requirements -- To perform the assigned duties, the employee will likely work a mixture of weekday, weekend and evening hours, within the community and in office including working from home. Holding a valid California driver's license or CA ID is expected. A regular work schedule will be set during the typical M-F 9-5 work week with *some night and weekend obligations*.

Location:

This position is located in Yolo County, California, and available immediately. Direct outreach work will be in person. Other administrative and planning work may be conducted remotely.

Compensation:

The position is open as a full time position with the option for part time (at least 50% FTE); benefits are provided as an additional stipend prorated by FTE -- details regarding medical, dental, vision and retirement benefits will be provided on request. Employment by Cool Davis is employment at-will.

FTE Base salary of \$37,000-54,000/year, depending on experience.

How to Apply

Open until filled. Sign up on line at <https://www.cooldavis.org/job-opportunities/> to receive application instructions.

Equal Employment Opportunity

Cool Davis is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, gender identity, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Cool Davis makes hiring decisions based solely on qualifications, merit, and organization needs at the time.

Cool Davis

Cool Davis is an active network of residents, community organizations, businesses, and community institutions committed to building community resilience in the face of imminent climate impacts and helping households reduce greenhouse gas emissions. Since 2010 Cool Davis has been the primary organization working with households to bring about the City of Davis and the County of Yolo's goals of reaching carbon neutrality. Find more information at www.cooldavis.org.

The Cool Davis's Household Engagement and Cool Solutions Campaigns are our primary outreach effort. Cool Solutions Campaigns target specific GHG reduction actions that households can achieve in home energy, transportation and consumption (waste, water, goods and services). The campaigns are based on extensive data collection, mapping and analysis to clarify the specific neighborhoods and households where GHG reduction efforts are to be focused. The work with households goes beyond the retrofit of buildings and adoption of technology; it also emphasizes the importance of strengthening resilience, developing awareness and long-term behavior change. To support the campaigns, Cool Davis uses a mix of community development and change strategies, along with Community Based Social Marketing strategies and tactics, to achieve a lasting reduction in GHG emissions within households and community organizations. Cool Davis programs also focus on building household and neighborhood level resilience to be prepared for and respond to the impacts of climate change on the people and their environment.