



## Marketing Administrative Coordinator

### **Do you want to advance racial and economic justice while tackling climate change?**

Join our innovative non-profit and be part of a talented diverse team driven to expand access to climate solutions and green jobs across Massachusetts. Our mission is to accelerate an *inclusive* clean energy economy. We work hand-in-hand with cities and local community organizations to connect communities of color, non-English speakers and renters to energy-saving programs and affordable renewable energy. These programs help families and businesses save money, make their homes healthier, and combat climate change. We are also increasing green career opportunities for people of color, multilingual individuals and women.

**We are seeking an organized, detail-oriented and motivated Marketing Administrative Coordinator** who thrives in a fast-paced environment to join our hardworking team of changemakers. As the Marketing Administrative Coordinator, you will provide project and logistical support for our Communications Team, helping to ensure resources we develop for our municipal and community partners are rolled out in an organized and timely fashion. You will be an integral part of this team and your role will directly support the ability of our partners to expand their reach and ensure residents and small businesses across the Commonwealth can benefit from nation-leading energy efficiency programs.

### **Key Responsibilities**

- **Oversee the coordination of mailers and other marketing materials for outreach to residents and small businesses in our partner communities.** This includes gathering necessary information from partners (including community-based organizations, municipalities and local gas and electric utilities), requesting and integrating feedback, managing approvals, and overseeing the logistics of printing and mailing materials to communities.
- **Coordinate with external vendors to ensure material translations and printing processes are smooth and completed on time.** Maintain timely and clear communications with our vendors to ensure materials are translated and printed on time. This includes requesting cost estimates to share with partners, preparing and sending files to the translation and printing vendors, coordinating approvals of proofs, coordinating delivery of postage checks, and keeping tracking systems updated.
- **Maintain organized, accurate tracking systems for projects and materials created.** You will be responsible to keep tracking systems updated, submitting invoices for projects you are coordinating, and keeping all involved parties fully informed about progress of projects.



- **Support the communications team** with miscellaneous projects, as needed, to support our mission and the communities we serve.

#### **Qualifications:**

- Passionately embraces the mission of All In Energy with a strong commitment to addressing global climate change, equitable clean energy access, or economic and environmental justice.
- Strong attention to detail
- Ability to create and maintain clear organizational systems.
- Excellent written and verbal communication skills
- Proven ability to take initiative, learn quickly and creatively problem solve.
- Ability to prioritize and manage multiple tasks
- Organizational and time-management skills for meeting deadlines in a fast-paced environment
- Comfortable working independently and as a part of a small, nimble team.
- Successful completion of a background check and 5-panel drug test.

#### **Preferred qualifications:**

- Bilingual in English and Spanish or Portuguese, both written and spoken
- Project management experience.
- Experience copy-editing materials for a public audience.

#### **Hours and Compensation:**

- Full time or part-time candidates will be considered.
- The position's term is until December 31, 2024 (negotiable), with a potential to extend to a permanent position
- Compensation: \$21-\$22.50 per hour commensurate with experience.
- Flexible work (hours or location) with periodic in-person meetings.
- Relaxed dress code.
- Generous vacation, sick and holiday benefits.
- Health, dental and vision insurance (full time employees).
- Technology access with option to purchase upon departure.
- Stipends for workspace ergonomics furniture and professional/personal development.

*All In Energy is an equal opportunity employer who values diversity. In particular, we're dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the clean energy economy. We're committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.*

**To apply, please email a brief cover letter and resume to [careers@allinenergy.org](mailto:careers@allinenergy.org) with the subject line "Marketing Administrative Coordinator Application."**

