

The Alabama Rivers Alliance is a statewide network of organizations working to protect and restore all of Alabama's water resources through building partnerships, empowering citizens, and advocating for sound water policy and its enforcement.

The Alabama Rivers Alliance is a 501(c)(3) nonprofit funded solely by individuals, like-minded businesses, organizations and private foundations.

## **ADVOCACY ASSISTANT**

### **Position Description**

**The Alabama Rivers Alliance seeks an Advocacy Assistant to support our awesome team.** This entry-level position is designed to give the right candidate a “foot in the door” at a thriving environmental nonprofit organization and will work closely with all departments: Administrative & Development, Policy & Advocacy, Communications & Events, and Organizing. ARA works with local, regional and statewide water leaders to advance a forward-thinking water policy agenda. A commitment to clean water for all, climate justice, healthy, flowing rivers and systemic public policy change through grassroots advocacy are musts. This is a big year for our organization as we enter our 25th year. This position will gain the experience of participating in long-range strategic planning for our organization as well as potential updates to our branding and website.

**SPECIAL NOTE** We strongly encourage applications from people of color, Indigenous people, people from all socioeconomic backgrounds, women (or non-binary identity), LGBTQ+, and other people of historically excluded identities.

### **Responsibilities:**

#### **COMMUNICATIONS**

- Assist in creating content for ARA website and social media
- Research media opportunities across all platforms
- Collect and maintain a list of media resources and contacts relating to a variety of legislative and advocacy issues
- Contribute to development of branding guidelines for organization
- Ensure consistency of messaging and branding across platforms

#### **ORGANIZING**

- Keep directory of Alliance partners updated and organized
- Assist with communication to active partners around the state, such as the development of quarterly newsletter for partner organizations
- Periodically attend partner events and meetings to represent the organization

#### **POLICY / ADVOCACY**

- Assist in monitoring state legislative and regulatory activities and opportunities
- Help develop talking points and messaging guidelines with communications director for action alerts
- Review news and alerts from state agencies regarding environmental policy and regulatory developments
- Perform occasional research on issues of water policy affecting ARA's work

## **ADMINISTRATIVE**

- Provide administrative support to the organization that includes, but is not limited to:
  - Managing databases and filing systems
  - Assisting with events and managing logistics for coalition meetings and gathering, both virtual and in person
  - Organizing, filing, scanning/photocopying materials
  - Drafting, formatting, and mailing letters
  - Financial deposits and other administrative duties

## **Qualifications:**

- A degree, demonstrated skills, OR experience in environmental related field, small nonprofit, or community advocacy work
- Excellent oral and written communications skills
- Excellent organizational skills
- Strong attention to detail and ability to manage multiple priorities effectively and with flexibility
- Ability to follow directions, exercise sound independent judgment, work independently and on a team, meet deadlines, and maintain confidentiality
- Familiarity with these or similar computer programs: GSuite programs (Docs, Sheets, Forms, etc.), Canva, Microsoft Word and Excel, Adobe Acrobat, PowerPoint, and other Office programs, including familiarity with mail and email merge, spreadsheets, tables, and the ability to quickly learn other programs as needed
- Experience working with video based meeting systems (e.g. Zoom), or the ability to learn
- Excellent track record of working with individuals and communities with diverse identities
- A commitment to environmental justice and desire to protect Alabama's rivers and streams
- Candidates must be willing to work some evenings and weekends, as needed
- Some travel may be required (in state)

**SALARY AND BENEFITS:**

This a salaried position of \$30,000 annually for **30 hour weeks** and includes health insurance and retirement benefits. Generous paid vacation. Flexible work schedule. Alabama Rivers Alliance is an equal opportunity employer. The organization maintains an office in downtown Birmingham. Most staff are currently working remotely due to the public health crisis. This position can be remote but may be needed to be in the office fairly regularly. The Advocacy Assistant will report to the Executive Director.

Qualified candidates are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.

**TO APPLY:**

Send resume and cover letter to [jobs@alabamarivers.org](mailto:jobs@alabamarivers.org) with subject line: Advocacy Assistant Search or mail to Alabama Rivers Alliance, Advocacy Assistant Search c/o Cindy Lowry, 2014 6th Ave North, Suite 200, Birmingham, Alabama 35203. Questions can be e-mailed to the same email address. Phone calls are highly discouraged.

**Application deadline is March 25, 2022**