

Job Description-Coordinator

Vermont Interfaith Power & Light

Vermont Interfaith Power & Light (VTIPL) is a non-profit organization that provides a religious response to climate change via education, advocacy and working with faith and spiritual communities and their members to reduce their carbon emissions and energy costs.

Communications

- Create and distribute VTIPL's monthly e-newsletter and other email updates
- Oversee online communications, including website, Facebook
- Publicize and promote VTIPL events, resources and programs
- Develop and design promotional materials
- Handle incoming email and snail mail
- Coordinate with National and other State IPLs, monthly phone calls and annual meeting

Membership Growth and Outreach

In coordination with the Board, establish and maintain connections with Vermont faith and spiritual communities and with Vermont environmental organizations

Fundraising

- Help to create and distribute the mid-year and year-end fundraising appeals
- Seek out grant sources; assist Development Committee as needed

Event Planning, Promotion, Coordination

Working with Board members, help to plan, coordinate and publicize events such as webinars, film showings, Conferences, etc.

Climate Action Grants

- Respond to inquiries
- Forward Grant Applications to Grant Review Committee

Supportive Activities

- Attend Board in-person and zoom meetings, and make regular reports to the Board
- Carry out additional tasks as assigned by the Board
- Work with the Board to solicit and represent VTIPL to the public via various forms of presentation, such as talks, sermons, panel discussions, showing films, etc.
- Maintain organizational records

Qualifications

- Knowledge and passion for environmental issues
- Knowledge and sensitivity to interfaith work
- Firm grasp of basic computer skills – word processing, spreadsheets, email, internet, websites and database use
- Proven communication abilities with good public speaking and writing skills
- Proven self-starter
- Experience working with small non-profits and/or faith communities
- Ability to delegate tasks

Office Space

Coordinator will maintain a VTIPL home office and work remotely or in-person as needed.