Community and Technical Support Coordinator

The Southeast Climate & Energy Network stands as the largest regional collaborative of clean energy and environmental justice organizations from eleven Southeastern states, with 62 member organizations. Our mission is *to confront the climate crisis by creating strategic alignment, growing capacity, and building power among member organizations and their communities in the Southeastern United States*. Operating through a lens of justice, our work seeks to positively impact entire communities, states and regions, emphasizing support to those who currently bear the brunt of the fossil fuel industry and are the first to be adversely affected by climate change. As a membership-led organization, SCEN leverages its members' expertise to provide shared-learning opportunities about the vast issues in the climate space while facilitating and encouraging increased collaboration among different organizations.

Community and Technical Support Coordinator.
Position Description

Position Title: Community and Technical Support Coordinator

Position Type: Time-Limited, Full Time, Non-Exempt (currently funded through 2026)

Reports to: SCEN Deputy and Program Director

Location: Must reside in the Southeast **(AL, AR, LA, FL, GA, MS, NC, SC, TN, VA)** anywhere with connectivity. SCEN has no central office but staff collaborate extensively via video call meetings and through periodic in-person convenings.

Compensation Range: $55,000-$65,000 + robust benefits package, including 100% employer covered health, dental, and vision, a flexible leave policy, generous paid leave, and 403(b) Program.

Approximate work hours: 9am-5pm Eastern or Central Times; 40 hours/week. Travel is expected to be a routine function of this position, as are occasional hours after 5pm.

ROLE AND RESPONSIBILITIES

SCEN seeks a full-time Community and Technical Support Coordinator to serve as the main point of contact for members and partners as the federal and other funding resources

expert. This position will coordinate collaborative efforts with SCEN's members, their community members, elected officials, nonprofits, business organizations, businesses, and other appropriate entities as defined by the members' interests, to produce ideas and proposals that create innovative and equitable sustainability and resilience solutions at the regional level. This position will coordinate regularly with local government staff, community based organizations, technical assistance providers and funding partners for the purposes of enabling more funding to flow into Region 4 for sustainability and resilience priorities.

Key Responsibilities:

The Community and Technical Support Coordinator will report directly to the Program Director and will manage the field outreach of two other members of the federal funding assistance team as well as provide support across a variety of SCEN's programs, including engagement, research, resources management, communications and administrative functions:

- **Engagement**
  - Provide expertise on local and state government; and federal, state, local, philanthropic and other funding opportunities to our member organizations.
  - Act as a liaison between members and federal grant opportunities.
  - Provide technical assistance and guidance to members on grant applications, resources, and contacts needed to successfully apply for funding. This may include reviewing grant applications and providing feedback.
  - Responsible for planning, scheduling, and coordinating frequent virtual meetings, webinars, and activities and adhering to structured schedules.
  - Support meeting planning and logistics coordination needs for webinar-based training and in-person workshops
  - Support the planning, development and implementation of in-person funding-focused convenings.
  - Build relationships among grantees and community partners; serve as a resource and connector and be responsive to community needs;
  - Continue to develop and manage a comprehensive capacity training program for the nonprofit community.
  - Conduct assessments with the nonprofit community to determine both sector and organizational aspirations and capacity strengthening needs.
  - Pursue opportunities to further SCEN's mission through non-grantmaking opportunities, such as serving as a community resource, participating in issue-focused collaboratives, and serving on advisory committees and task forces.
- **Data and metrics management**

- ○ Support the management of engagement data in SCEN's Bloomerang, maintaining up-to-date records and tracking metrics of success.
  - ○ Track engagement to communities and support in the development of progress reports and other performance metrics as needed for funder report;
  - ○ Track funding awards within our network and monitor trends relevant to funding within the Southeast.
- **Communications**
  - ○ Collaborate with the Communications Director to highlight member success stories on social media.
  - ○ Create materials for and conduct outreach to members with interest in obtaining funding for their projects.
  - ○ Communicate and collaborate with state and federal technical assistance experts to identify shared resources, opportunities, and emerging practices.

QUALIFICATIONS:

While no single candidate may embody all the qualifications below, an ideal candidate would possess many of the below experiences and skill sets.

Desired Experience
- Bachelor's degree and/or 1-3 years' work experience equivalent in similar position
- Experience working with local governments and/or nonprofit organizations
- Experience working with local government sustainability and/or resilience projects is a plus, but not required.

Desired Knowledge and Skills:
- A developed understanding of communities in the Southeast, and the specific needs they have in the development process;
- Ability to manage multiple complex programs and projects and multiple deadlines simultaneously.
- Ability to work independently and with team members in a virtual setting that is a collaborative and dynamic environment.
- Ability to develop relationships and work across a diverse array of teammates, partners, and communities.
- Ability to work productively in an unstructured environment.
- Proficient in digital and collaborative office tools including: Google Suite, Zoom, Microsoft Office Suite, Basecamp (or other Work Operating Systems)
- Ability to generate and implement support structures that take into account members' diverse perspectives and changing conditions.
- Active listening, outstanding verbal and written communications skills

- Demonstrated ability to conduct oneself in a calm and professional demeanor when dealing with multiple stakeholders;
- An ability to translate complicated information and/or processes into simple, easy-to-understand information;
- An ability to identify cultural differences and adjust communication and relationship development appropriately;
- Strong attention to detail, self-motivated, driven; and the ability to be highly organized and systems-driven in their pursuit of goals.

HOW TO APPLY

If interested, please send your resume, cover letter, and 1-2 page writing sample to jobs@scen-us.org. (Writing samples can include excerpts of your own original research, campaign material, blogs, or anything else that demonstrates your professional written communication.) Please include Community and Technical Support Coordinator on the subject line.

EEO STATEMENT

As an equal opportunity employer, we are committed to employment practices that ensure employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.