



IOWA INTERFAITH POWER & LIGHT

Position Title: Program Associate

Type of Employment: Ongoing, Full Time, Salaried, Exempt

Reports to: Associate Director

Location: 505 5th Ave. Suite 333, Des Moines, Iowa with some flexibility working remotely once established

Immediate Opening: May 2021

Organization Background:

The mission of Iowa Interfaith Power & Light (Iowa IPL) is to empower people of faith and conscience to take bold and just action on climate change. Founded in 2006, Iowa IPL is a non-profit 501(c)(3) and part of the national Interfaith Power & Light movement. We are a statewide organization mobilizing people of faith and conscience to become leaders in the movement for climate action. Iowa IPL envisions a world where we live in right relationship with our neighbors and planet. You can learn more about us at iowaip.org.

Scope of Responsibility:

Join our dynamic and growing organization as we work together to empower Iowans to take bold and just climate action. The Program Associate works with the Associate Director to conduct a range of activities that support the mission of Iowa IPL's four focus areas: Called to Climate Action, Faith Farms & Climate, faith-rooted advocacy, and teaching & preaching.

Key activities will include maintaining our database to ensure that everything is current and updated. Assisting the executive director with donation follow-up. Implementing our communications strategy by working with the associate director through social media and writing blog posts for the website. We will work with the program associate to ensure they have the training they need to succeed. There will be opportunities for growth and professional development.

Description of Duties:

- Maintain and further develop our database and support follow up communication with all donors.
- Help develop content for social media and the monthly newsletter.
- Plan and assist at events such as conferences, workshops, advocacy events, and press conferences.
- Technology assistance for virtual meetings and conferences.
- Partner in scheduling meetings and events for both executive director, associate director, and the board.
- Support growing the network through contact management for supporters, denominations, congregations/houses of worship, faith-based organizations, secular organizations, press, and other stakeholders and partners.

- Research projects as needed.
- Other duties as assigned.

Qualifications:

Required:

- A passion for environmental justice and systems change.
- Commitment to and respect for religious diversity.
- Strong organizational skills; ability to manage multiple projects.
- Familiarity with Microsoft Office and Google Suite.
- Ability to learn how to use and maintain a Customer Relation Management system.
- Excellent communication skills.
- Strong interpersonal skills and ability to communicate with diverse groups of people to seek common ground.
- Self-motivation and initiative. Able to work independently.
- An eagerness to work collaboratively in an engaging team environment.
- Flexible daytime and weekend schedule to attend meetings and other events as needed.
- Being comfortable with Zoom for meetings and conferences.

Desirable:

- Prior office experience.
- Willingness and ability to travel and meet independently with individuals and organizations, and attend meetings statewide.
- Familiarity with website management and WordPress.
- Experience articulating personal faith/morals/values in regards to climate action, or willingness to grow in this area.
- Degree and/or prior experience in related field(s) such as religion, political science, environmental education, communications, social marketing, etc.

Compensation:

\$42,000 per year, 80 hours PTO, paid sick leave, paid holidays, retirement matching, and health insurance. To apply, please attach a cover letter and resume in an email to Iowa IPL at info@iowaipl.org with "Program Associate" as the subject line. Applications will be accepted until the position is filled but we strongly encourage you to apply by June 15th, 2021.

Iowa IPL does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal legal system, or any other basis prohibited by law.