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## **Legislative Coordinator Job Description - Spring 2025**

<b>Position Title</b>	<b>Duration</b>	<b>Reports To</b>
Short-Term Legislative Coordinator	Mid-January - end of June 2025 (23 weeks)	Organizing Director
<b>Employment Status</b>	<b>FLSA Status</b>	<b>Salary Range</b>
<input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non Exempt <input type="checkbox"/> Exempt	15-25 hours per week \$28.85 - \$32.05 per hour

### **ABOUT ROGUE CLIMATE**

Since 2013, Rogue Climate has been building a climate movement in Southern Oregon to achieve solutions to climate change that will result in cleaner energy, sustainable jobs, and a healthy climate, while preserving our rural quality of life. We have also played a lead organizing role in Oregon to stop new fossil fuel infrastructure like the proposed Jordan Cove LNG export terminal and the Pacific Connector Pipeline in southern Oregon. We are committed to working for climate solutions that result in a just transition to clean energy that benefits rural, low income and communities of color.

### **OVERVIEW OF THE ROLE:**

Rogue Climate is seeking a temporary (23 weeks) Legislative Coordinator that will collaborate with the Organizing Director, community members, partner organizations, and legislative allies to meet our policy goals during the 2025 legislative session. This role will organize a community action team of Southern Oregon and the South Coast community members to engage in legislative campaigns on the issues that matter most to them. This person will track updates to legislative priorities and threats throughout the session. To build collective power and reduce the barriers to legislative organizing, they will use surveys and workshops to grow community members' advocacy skills including comment writing, testimony, and lobbying. Additionally, this role will organize in coalition spaces with our partner organizations to center climate justice communities in policy development and implement campaign tactics.

As Rogue Climate approaches the next legislative session, we know there are big wins at stake. In 2025, the Oregon Legislature will be focused on many core issues that impact frontline

communities: transportation, housing, and energy justice. Rogue Climate's focus will be to ensure that climate justice priorities are achieved through these primary policy packages, centering the communities most impacted by climate change. We will also engage in coalitions and legislative processes to push back against false solutions, and ensure there are no unintended consequences for BIPOC, low-income, coastal and rural communities.

Additionally, with budget challenges at the state level, Rogue Climate will play a critical role fighting to protect past wins by funding climate justice programs that most benefit frontline communities. With the incoming federal administration and a tight state budget, we must ensure these programs we have worked hard to establish continue to be funded, including the Community Renewable Energy Program, Community Heat Pump Program, Rental Heat Pump Program, Community Resilience Hubs, Healthy Homes Program, and Oregon Worker Relief Fund. We will serve on the steering committee for the campaign organizing to protect these essential programs.

#### **CORE RESPONSIBILITIES:**

##### **Track Policy & Campaigns**

- Use Oregon Legislative Information System (OLIS) and coalition communication channels to stay on top of updates in policy throughout the legislative session. This includes tracking progress on our priority policy areas, keeping an eye on potential threats, and being aware of emergent changes in the session. Elevate key updates and action opportunities to the Organizing Director.
- Attend coalition meetings to stay on top of campaign progress and opportunities to engage. Engage to ensure coalition legislative campaigns are centering climate justice principles. (Specific division of labor with the Organizing Director in these spaces will be determined based on the skillsets of the person hired)

##### **Grow & Coordinate Volunteer Team**

- Collaborate with the Organizing Director to gather community input to further hone legislative endorsements going into the session.
- Recruit 5-10 consistent volunteers to join a policy action team to engage in legislative organizing through the session.
- Support the leadership development of volunteers through skill-building such as lobby and testimony training.

##### **Implement Campaigns & Organize action**

- In collaboration with the Organizing Director, lobby legislators in alignment with our policy priorities.
- Write and deliver testimony during legislative hearings for priority policies.
- Recruit community members to participate in hearings and lobby meetings.

- Alongside coalition partners, organize 1-2 lobby days in alignment with policy priorities.
- Collaborate with the Communications Coordinator to implement campaign actions and share key updates with our base.
- Flexible/negotiable: Travel to Salem 1-4 times during the session for lobby days and in-person meetings with legislators.
  - Depending on location, there may be travel 1-2 times to the Rogue Valley or Coos Bay. Travel expectations will be determined in collaboration depending on the access needs of the person hired.

*Note: depending on the specific person, the details of this role may shift to best suit their strengths and interests.*

**DESIRED QUALIFICATIONS:**

- Commitment to climate justice and connection to Rogue Climate’s work
- Experience organizing in a campaign during at least one Oregon legislative session.
- Proficiency navigating OLIS.
- Strong writing skills, and experience writing legislative testimony.
- Attention to detail, and ability to track an ever-changing legislative calendar and landscape.
- Facilitation experience with volunteer groups.
- Experience leading participatory trainings to grow volunteer skills in lobbying, testimony, and legislative engagement.
- Event planning experience.
- Ease crafting email-blasts to communicate easy-to-understand campaign updates and actions to our base.
- Strong commitment to racial, economic and climate justice and ability to apply those values to campaign organizing.
- *Ideal, but not essential:* Spanish proficiency.
- *Ideal, but not essential:* Ability to read and decipher policy language, and communicate it in a digestible way to community members.

**TO APPLY:** [Please complete this application form by December 16th for priority consideration.](#)

You will be asked to upload your resume and answer a few questions. This position will remain open until filled. The start date is flexible, ideally beginning mid-January.

*\*\*Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.\*\**