



Location: Remote based in PA

Schedule: Full-time

Annual salary range: \$55,000-\$65,000 commensurate with experience

The Western Pennsylvania Organizing Manager will work to advance the programmatic and strategic growth of ACE through implementing ACE's 501(c)(3) distributed organizing and campaign work in Pennsylvania, across the organization's primary issue areas of climate education and storytelling, stopping fossil fuel expansion, and ushering in a new era of renewable energy.

This is a full-time, remote position based in Western Pennsylvania. Candidates will work from a home office and will participate in in-person events as safety allows. The PA Organizing Manager will work from home, meet regularly by video chat with ACE team members, partners, and youth, and conduct the majority of activities both online and in-person, when safe. The PA Organizing Manager must be available for regular travel within Pennsylvania, to participate in fieldwork, in-person presentations, and assemblies at local high schools, conferences, actions, organizing, events, and to attend staff retreats as COVID-19 safety guidance allows.

KEYS TO SUCCESS

- **You are an organizer through and through.** Organizing comes naturally to you and you see both the value of field-based and digital organizing, and how powerful they can be in combination. You've worked on campaigns that range from climate justice to voting rights, and you understand the value of intersectionality.
- **You prioritize building a community of people to share the wins and the struggles of organizing.** You develop and maintain a strong vision for base-building and the importance of building relationships with a diverse group, such as people of color, people with disabilities, low-income families, unhoused people, and immigrants. You know how to build alliances and find points of collaboration even when there are competing interests.
- **You understand the in and outs of campaign implementation that prioritizes building local and national people power.** You have a track record of accomplishing ambitious goals and

taking initiative and getting results even when there are obstacles. You set a high bar and meet it because you think three (or 30) steps ahead to anticipate hurdles and come up with pragmatic solutions. You plan backward and involve stakeholders appropriately.

- **You practice and prioritize building teams that are heard, respected, valued, and retained.** You approach leadership with a mindset of “power with” rather than “power over” and regularly include others in decision-making. You have experience managing multiple projects and keeping tasks from slipping through the cracks. You use resources wisely and can manage a team of staff, consultants, and volunteers to leverage time and talent for impact.
- **Commitment to racial equity and social justice:** You recognize the role of race, income, age, immigration status, and other identities in shaping climate disparities, and you consistently amplify community voices to advocate for more equitable policy solutions. You recognize how your own identities show up in the work, and welcome, reflect on and act on feedback with an eye toward continuous learning about race, ability, and other lines of difference.

Key Responsibilities

- **Action Team recruitment, management, and coaching:** Directly recruit and manage 20 youth Action Teams statewide participating in state-based climate advocacy and civic engagement work, including all aspects of recruitment, on-boarding, training, engagement, advocacy, civic engagement, and legislative action.
- **Field-based Campaign Work:** Conduct field-based (in-person, when safe) and digital organizing and campaign work to increase diverse youth participation. Mentor Action Teams and Action Team Network members to take action via various campaigns.
- **Campaign strategy and implementation:** Stay tuned in to local and state-based work of Action Teams to inform strategy, and help co-create and implement state-based climate education, civic engagement, and climate advocacy campaigns to grow our base and engage new young people in our campaign work.
- **Digital engagement and outreach:** Manage the state-based communications to the Action Team Network and Action Teams, including working with any other in-state staff.
- **Content Development:** Support the development of video content, social media campaigns, live events, and other relevant content creation as needed. Use short-form video ecosystems like TikTok, Reels, or Triller to keep on top of local policies, events, coalitions, campaigns, trends, and related hashtags.
- **In-School Assembly Presentations:** Present ACE’s in-person climate education program, Our Climate Our Future Live, to high schools in PA..

Qualifications

Minimum Qualifications

- A minimum of 2-3 years experience in field organizing, distributed organizing, advocacy work, youth engagement or youth development, project management, preferably with a climate or other social justice focus
- Experience leading campaign work for related social justice causes
- Strong analytical skills with the ability to set priorities, complete work with minimal supervision, and meet deadlines. Strong track record of time and project management.
- Self-starter with strong organizational skills and creativity
- Existing expertise or willingness to master trends in climate education, youth development, youth organizing, and the climate movement.
- Awareness of the issues of concern to young people, including climate change and climate justice, and a passion for empowering youth to take action
- Strong interpersonal skills and ability to cultivate and manage partnerships, internal and external. Excellent communicator, reliable and clear.

Employees must be able to perform the essential functions of the position satisfactorily. Reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

POSITION DETAILS

- Schedule: Full-time
- Annual salary range: \$55,000-\$65,000 commensurate with experience
- Generous benefits include: Medical, Dental, Vision, 403b retirement savings plan, Vacation, Sabbatical, Paid Parental Leave, 2 Floating Holidays, 2 Community Service Floating Holidays, Sick time, and 13 observed holidays
- ACE is an equal opportunity employer that highly values staff diversity
- Location: Remote in Pennsylvania

ACE is an equal opportunity employer that highly values diversity, equity, and inclusion and views the climate crisis as a social justice crisis. People who identify as Black, Indigenous, and People of Color (BIPOC), people who experience gender oppression, people with disabilities, and people who identify as members of the LGBTQIA+ community are particularly encouraged to apply.