



# NCEL

National Caucus of  
Environmental Legislators

## **NCEL Outdoor Policy Coordinator**

**Position:** Outdoor Policy Coordinator

**Hours:** Full-time, 40 Hours/Week

**Location:** Remote, with the option to work in the D.C. Office

**Application Deadline:** December 2, 2022

### **About the National Caucus of Environmental Legislators (NCEL)**

NCEL is a 501(c)(3) nonprofit that empowers a nonpartisan network of state environmental leaders to protect, conserve, and improve the natural and human environment. We believe that the key to advancing sound policy in the states is well-informed legislatures with strong champions who can advocate on behalf of the environment, develop shared strategies, and collaborate with their peers across the country on shared learning and action.

Based in Washington, D.C., with remote staff across the country, program staff build relationships with lawmakers and staff, act as a connector for multi-state strategies, and leverage knowledge among NCEL members to enable states to build on successes from across the country. NCEL is viewed as the go-to resource for environmental state policy trends and innovative programs moving in the states. NCEL does not lobby for the enactment or defeat of any state or federal legislation.

### **Position Overview**

The Outdoor Policy Coordinator will help advance NCEL's state policy work around outdoor engagement and equity. The Coordinator will educate lawmakers about how the outdoors can support efforts to increase recreation access, health and wellbeing, equity, and community development. The position will also collaborate with national, state, and community level partners and build new relationships with community organizations and local thought-leaders to support state-level efforts. The policy focus will include opportunities to expand outdoor equity funding, outdoor learning, workforce development, and land conservation. This position will report to NCEL's Conservation Manager.

This position will require up to 25% travel for meetings and events. The ideal candidate will be passionate and knowledgeable about the benefits of time in nature and increasing outdoor access opportunities for underserved communities. They will be an outgoing team player and network-builder who enjoys outreach and collaboration. They will be a growth-oriented individual who is personally committed to their own anti-racist work and is familiar the [principles of environmental justice](#). They will be highly skilled at verbal and written communications. They will enjoy planning webinars, network building, organizing strategy sessions, hosting in-person issue briefings, assisting legislators with research and other

requests, tracking policy, and collaborating with advocacy and community partners on shared environmental goals.

## **Responsibilities**

### **Education, Network Building, & Outreach**

- Plan, facilitate, and occasionally present at multi-state meetings with groups of state lawmakers, on topics such as outdoor access and equity, outdoor learning, land conservation, and outdoor wellness, while being responsive to legislator feedback and requests. This involves leading NCEL's Outdoor Working Group for state lawmakers.
- Represent NCEL at advocacy coalition meetings.
- Organize a variety of events to educate legislators about conservation topics, including online and in-person events such as webinars, as well as hosting some events in coordination with key partners.
- Connect legislators with advocacy and stakeholder groups.
- Elevate Indigenous-led outdoor access efforts and integrate perspectives from Tribal communities and leaders into NCEL materials and events when appropriate, with a focus on educating legislators about State-Tribal relations.
- Center principles of environmental justice in communication and outreach with legislators.
- Facilitate information-sharing and coaching among workgroup members and other NCEL members.
- Recruit state lawmakers to join the network and work on conservation issues.
- Provide communications support to the NCEL comms team that highlights and uplifts the voices of a diverse group of legislators and stakeholders through social media and press opportunities.

### **Policy Research & Material Development**

- Track and analyze state conservation legislative trends and share updates with NCEL's network and key allies.
- Assist the conservation team with research requests from legislators about various outdoor engagement topics, mostly at the state level.
- Develop and update web resources, fact sheets, and other materials about current and emerging conservation topics.
- Develop talking points and toolkits that support the advancement of issues in the states.
- Anticipate opposition talking points and develop counter arguments and points.
- Collect science-based and justice-oriented resources to share with state legislators on a regular basis.

- Develop website content including legislative spotlights and blog posts related to conservation issues and policy developments.
- Phone, email, and in-person outreach to state legislators to support policy work.
- Curate and disseminate issue-specific information sheets and email alerts.

### **Qualifications**

- A Bachelors or graduate degree from an accredited college or university and/or at least two years of work experience related to outdoor recreation, land conservation, or outdoor learning and education is strongly preferred.
- Interest in and passion in policy and legislation related to outdoor engagement, with an understanding of its importance on the state level.
- Experience working with or leading community efforts to increase outdoor access, learning, or equity.
- Experience working with elected officials and/or on campaigns is preferred.
- Strong written and verbal communication skills.
- Experience translating complex information into an engaging and abbreviated format.
- Must be skilled in Microsoft Office Suite products, Google applications, and basic database management.
- Ability to work independently and within a team setting is essential.
- Ability to work remotely and collaborate with colleagues in other states.
- Ability and willingness to travel to events across the country.
- Creative problem solving, enthusiasm, and initiative is preferred.

### **You Should Still Apply If:**

- You don't have a lot of formal education. The right skills and the desire to learn are more important.
- You think you are "sort of" qualified but not 100% qualified. Don't sell yourself short! It never hurts to find out.

### **Salary**

The salary range for this coordinator position will be \$55,000-\$60,000, depending on experience. Benefits include health, dental, and vision insurance, and retirement funds.

### **To Apply**

Please send a single PDF document with your resume and a brief cover letter to [info@ncelenviro.org](mailto:info@ncelenviro.org) with the subject line "OUTDOOR COORDINATOR" and if you are able, please label any attachments with "LASTNAME\_FIRSTNAME." All submissions will be treated confidentially. **The deadline to apply is December 2, 2022.**

NCEL requires proof of COVID-19 vaccination as a condition of employment. Medical and religious exemptions can be considered with documentation

NCEL is committed to hiring and retaining a diverse workforce and strongly encourages applications from groups that have been historically underrepresented, including but not limited to women and people of color. NCEL makes hiring decisions without regard to gender, race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other protected class. NCEL does not lobby for or against any state or federal legislation.