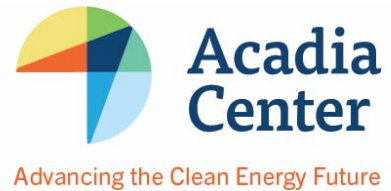


# Public Engagement Associate

## Job Posting

Fall 2016



Acadia Center is adding a position to support work in the organization's Public Engagement Team. This is an exciting opportunity for a motivated and outgoing professional with a keen ability to develop and present engaging, public-facing material for print, the web and social media, and at public events.

## About Acadia Center

Acadia Center is a non-profit, research and advocacy organization committed to advancing the clean energy future. Acadia Center has been a thought leader at the forefront of efforts to build clean, low carbon and consumer friendly economies. Acadia Center provides accurate and reliable information, and offers a real-world and comprehensive approach to problem solving through innovation and collaboration. Acadia Center's staff is based in offices in Boston, MA; Providence, RI; Hartford, CT; New York, NY; Rockport, ME; Ottawa, ON, Canada; and Vermont/New Hampshire. Acadia Center researches, develops, and advocates innovative policies that tackle the region's environmental challenges while promoting sustainable economies. Acadia Center has a unique capacity to combine a wide range of data sources, complex technical research, and economic analysis into useful information for policy makers, the media, and the public. Acadia Center's Climate and Energy Analysis (CLEAN) Center provides targeted, reliable data, and policy analysis that is necessary for effective policymaking. Our work is highly regarded among non-profits, businesses, consumers, public officials, and the media and is used widely to help advance clean energy and climate solutions at the state, regional, and federal levels. Acadia Center has received Charity Navigator's highest 4-star rating for fiscal management and devotion of revenues to program work.

## Position

Acadia Center's Public Engagement Team focuses on providing information and raising awareness about how to build a clean energy future. The Team focuses on communications, media, public engagement materials, adaptation of detailed information into engaging and well-designed public facing handouts, hosting community and other forums, and related activities. The Public Engagement Associate will work with the team to advance an array of tasks including supporting web and social media outreach and other communications activities as needed; participation in developing a strategy for outreach and awareness; identifying communities and/or groups to engage with; assistance in planning and supporting public forums; drafting public engagement materials; and, supporting network-building efforts that seek to expand public support for key reforms. The tasks will include an evolving list of short- and long-term projects.

This is an opportunity for an adept and organized self-starter who is excited about Acadia Center's mission and approach.

## Activities

- Support communications activities
- Organize public events
- Develop materials and content for print, web, and presentations

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Boston, MA • Hartford, CT • New York, NY • Providence, RI • Rockport, ME • Ottawa, ON, Canada

- Participate in and/or build coalitions to support implementation of key Acadia Center initiatives such as Community|EnergyVision and the Next Generation Solar Framework
- Engage with policymakers to advance policy reforms at the state and local levels
- Represent Acadia Center externally at meetings and events
- Coordinate with contacts in the clean tech and energy policy areas
- Prepare materials with Acadia Center’s visualization, analysis, and policy teams

## Qualifications

- Excellent verbal and written communications skills, with the ability to present information concisely and effectively to various types of audiences
- Ability to organize and prioritize multiple projects, to work in an interactive team environment, and to ask for direction when needed
- Self-motivated with ability to work independently
- Excellent interpersonal skills
- 1-3 years of experience in relevant non-profit, sustainable energy, or outreach work
- Commitment and enthusiasm for sustainable energy and climate progress
- Bachelor’s Degree; Master’s degree preferred but relevant experience will be equally considered

## Technical Proficiencies

- Microsoft Office Suite (Word, Excel, and PowerPoint) and Prezi preferred
- Wordpress, Constant Contact, and other social media/content management systems
- Familiarity with Adobe In-Design, Photoshop; Eventbrite

## Hours and Compensation

This is a full time, exempt, salaried position based in Boston, MA, or Providence, RI. Occasional travel, mostly within New England, is expected. Salary is commensurate with the selected candidate’s experience and skill level. Benefits include health care, dental, retirement, and disability.

## To Apply

To apply, please send a cover letter of interest, resume, and at least two professional references to [admin@acadiacenter.org](mailto:admin@acadiacenter.org). Please insert **Public Engagement Associate** in the subject line and where you saw the posting in the body of the email. Phone calls will not be accepted.

*Acadia Center is an Equal Opportunity Employer. Acadia Center seeks to recruit, hire, and provide opportunities for advancement without regard to race, color, religion, sex (including pregnancy), national origin (including unlawful language proficiency requirements), age (40 or older), disability, gender identity, sexual orientation, genetic information, ancestry, military service, and citizenship.*