



5825 N Greeley Ave.

Portland, OR 97217

(503) 283-6343

WWW.OREGONWILD.ORG

Portland Eugene Bend Enterprise

State Program Coordinator – Job Description

About Oregon Wild:

Oregon Wild is a non-profit organization with a mission to protect and restore Oregon's wildlands, wildlife, and waters as an enduring legacy for future generations. Founded in 1974, Oregon Wild's victories include safeguarding nearly 1.8 million acres of Wilderness and 2,200 miles of Wild & Scenic Rivers through federal legislation, protecting hundreds of thousands of acres of old-growth forests, and the preservation and recovery of numerous endangered species, from Coho salmon to gray wolves. Oregon Wild enjoys a national reputation as a pioneering organization that is both highly strategic and effective, with strong policy expertise.

Commitment to Equity, Diversity, and Inclusion:

Oregon Wild is committed to building a more equitable, diverse, and inclusive organization and society, and we are actively recruiting and encouraging applicants from a broad range of backgrounds and communities to apply for this position. Important voices have been missing from the environmental movement for far too long, and building a stronger, more just, and more inclusive community starts by creating a more welcoming environment within Oregon and Oregon Wild. Our organization believes that by embracing, respecting, and valuing individuals regardless of their race, sex, sexual orientation, religion, national origin, or ancestry, we can become a stronger, more effective defender of Oregon's wildlands, wildlife, and waters. [Read more about our organizational values here.](#)

General Position Summary:

The State Program Coordinator will be a critical member of the state conservation program, working to advance state campaigns that protect Oregon's public lands and forests, imperiled wildlife, and waterways. The Coordinator's core responsibilities include working closely with the Associate Director of State Programs to develop and implement legislative, communications, outreach, and policy strategies to advance Oregon Wild's wildlife conservation goals; lobbying elected officials, state agencies and other leadership; supporting and expanding Oregon Wild's network of activists,

community partners, and relationships with tribes; tracking and responding to state policy developments; and representing Oregon Wild in coalitions.

This job is full-time (1.0 FTE) and is hybrid in-office/remote work and will be based in either Portland or Eugene, with regular travel to Salem anticipated. Minimum time on-site at either the Portland or Eugene office is required. Occasional evening or weekend work may be required.

Position Responsibilities

Policy/Advocacy (50%)

- In coordination with the Associate Director of State Programs and Conservation Director, identify and pursue legislative and administrative strategies that advance Oregon Wild's state program goals
- In coordination with the Associate Director of State Programs, develop and implement specific campaign plans to bolster our legislative priorities
- Track and respond to relevant state legislation and administrative actions where they intersect with Oregon Wild's mission
- Establish, maintain, and expand relationships with key elected officials and agency decision-makers (state legislature, Governor's office, ODFW, ODF, DSL, etc.)
- Represent Oregon Wild at the state legislature and relevant state boards and commissions through lobby visits and giving testimony
- Represent Oregon Wild in coalitions and stakeholder groups for key state conservation issues, including but not limited to the Oregon Conservation Network, Oregon Wildlife Coalition, and the State Forests Coalition
 - As Program Coordinator settles into the role and core campaign priorities emerge, it is anticipated that this position will be responsible for developing, facilitating, and leading campaign coalitions
- Draft legislative testimony, comments on proposed agency actions, sign-on letters, fact sheets, and other documents for relevant state campaigns

Outreach, Community Engagement (25%)

- Organize and carry out webcasts, film screenings, public forums, and other events designed to engage the public, raise awareness and build grassroots support for state conservation campaigns
- Grow Oregon Wild's network of activists in strategic areas of the state where grassroots activism can support and bolster our state policy efforts
- Organize and carry out public outreach events to raise the profile of Oregon Wild and priority state policy campaigns in key legislative districts and communities
- Organize grassroots lobby days and similar events

Communications (20%)

- Utilize traditional and social media in support of wildlands, wildlife, and water conservation
- Draft opinion pieces and letters to the editor for newspapers and online publications, and work with Oregon Wild activists and coalition partners to secure publication
- Generate content to support online activism and social media engagement through email action alerts, blog posts, and the Oregon Wild social media channels (in coordination with the Oregon Wild communications team)
- Organize rallies, press events, field tours, and other activities to generate public interest and media coverage of campaigns
- Speak with reporters as needed
- Carry out occasional public presentations, slideshows, and other events to increase support for conservation

General Organizational Support (5%)

- Support development staff as needed on fundraising efforts, grants, appeals, etc.
- Support organizational outreach efforts and major events
- Other duties as assigned

Qualifications

- A passion for protecting and restoring Oregon's wildlands, wildlife, and waters
- Two or more years of legislative or policy advocacy experience, preferably at the state level
- A proven ability to collaborate with diverse stakeholders and community organizations and experience working within broad-based coalitions
- A record of strong communication skills is required, including an ability to write policy materials, give public testimony, and advocate for our priorities with decision-makers
- Experience implementing campaign plans
- Strong organizational and project management skills, with experience successfully managing multiple responsibilities and competing deadlines
- Strong grasp of environmental justice and awareness of how environmental and legislative policy decisions can harm marginalized communities
- The ability to work positively within a team, including a collaborative mindset and the ability to work through issues productively, is required

Salary and Benefits:

This is an exempt full-time (1.0 FTE) position, based in Portland or Eugene with an annual salary range of \$60,000-\$65,000. Benefits include monthly phone and technology reimbursement; fully paid medical, dental, vision, alternative care, and life insurance; optional Health FSA and Dependent Care FSA; optional disability insurance; 403(b) retirement plan option with organizational match; and generous vacation and other paid time off including 11 paid holidays, two weeks of administrative leave time and an initial two weeks of vacation that increases with tenure, and sabbatical eligibility after five years. This

position will report to the Associate Director of State Programs. Attendance at Tuesday morning all staff meetings is required. Occasional evening and weekend hours may be required. Oregon Wild has a hybrid work schedule, with the opportunity to work remotely; however, for the first two months of the position, this person will need to work in the Portland office at least once per week.

To Apply: Please submit a cover letter, resume, and one sample of your advocacy writing consolidated into a single PDF or Word document to statecoordinator@oregonwild.org. Review of completed applications will begin on October 12th and continue until the position is filled.