



Program Coordinator, Advocacy (Full-Time)

General Description:

Save the Dunes Conservation Fund, Inc. (Save the Dunes) is a non-profit conservation organization located in Michigan City, Indiana and serving the three counties of Northwest Indiana. Our mission is to protect and advocate for the Indiana dunes, Lake Michigan, and the surrounding natural areas for the betterment of the environment and the people who live, work, and recreate in Northwest Indiana. At 70-years old, we have the reputation of being the defenders and protectors of the Indiana dunes and Lake Michigan. Much of the organization's work is focused on our two dunes parks –the Indiana Dunes National Park and the Indiana Dunes State Park. While these parks are technically protected in perpetuity due to their federal and state designations, there are countless stressors, threats, and planning issues that require further vigilance. Save the Dunes works tirelessly to address these ever-changing challenges through our project work in the areas of Conservation, Advocacy, and Community Engagement.

Our team is seeking a full-time Program Coordinator, Advocacy, position to serve as the point person on our current portfolio of advocacy projects, and to help shape and develop our projects moving forward. Key duties include collaborating with partner organizations, implementing a pollution prevention plan, and empowering local communities to join with us to advance our advocacy goals. This position reports directly to the Program Director.

Responsibilities:

- Serve as the point person on Save the Dunes' current portfolio of advocacy projects.
- Develop messaging, response plans, and follow-up strategies during fast developing policy and pollution events.
- Coordinate and lead partners in a pollution prevention roundtable, keeping the coalition moving forward towards identified goals.
- Work with diverse partners from the non-profit, state, federal, corporate, and industrial sectors.
- Represent Save the Dunes in interviews with the media, at local and regional forums, and at public hearings to testifying on our behalf on various environmental advocacy matters.
- Provide clear, persuasive and informed responses to project inquiries or challenges.
- Work with team members and residents of Northwest Indiana to enhance understanding of and opportunities for community advocacy.
- Follow through on emerging projects as assigned by the Program Director on a wide variety of environmental advocacy efforts. *(It is not expected that the candidate would be an expert in these issues, but be able to delve into complex research efforts to assist with our activism.)*
- Work in collaboration with the Program Director in identifying advocacy opportunities and challenges to help develop an organizational strategy around future advocacy work.
- Assist with grant applications, complete grant reports and manage grant budgets as needed.
- Help with other duties as assigned by the Program Director or Executive Director, which may include, but not be limited to, general office tasks, attending and reporting on meetings, fundraising efforts, and networking events.

Compensation and Benefits:

- Salary Range: \$37,000-40,000 to commensurate with experience and qualifications.
- Medical benefits, paid vacation, and paid holidays provided; retirement benefits available after one year of employment.

Education and Experience:

- Bachelor's Degree or equivalent experience required in political science, environmental or public policy, or related field; advanced degree or equivalent experience desirable but not required.
- 1-3 years lived or worked experience in positions that involve advocacy, research and writing on public policy, and/or government decision making.
- Preference for residents of Northwest Indiana or willingness to relocate to the area.

Knowledge, Skills, and Abilities:

- Policy background and/or advocacy experience.
- Basic understanding of Indiana dunes ecology and the environmental challenges of our region.
- Ability to interpret and explain scientific articles, permits and public notices preferred.
- Experience with environmental issues affecting land, water, and air preferred.
- Ability to respond thoughtfully and rationally during emergent and urgent situations.
- Ability to set aside personal political viewpoints and work towards bipartisan goals.
- High proficiency with Microsoft Office Suite and other basic computer applications.
- Excellent written and verbal communication skills.
- Ability to speak in public with confidence and interact with the public, as well as professional partners.
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Ability to identify and resolve issues and conflicts in a timely, calm, and professional manner.
- Effective time management skills with an ability to balance team and individual responsibilities.
- Strong organizational, administrative, and record-keeping skills.
- Ability to carry out responsibilities independently to complete projects on-time and with accuracy.
- Experience in grant writing and reporting preferred.

Working Conditions and Physical Demands:

- This position is full-time requiring 40 hours per week.
- Ability to work primarily at a computer, with some time spent attending regional meetings.
- Typical schedule is Monday-Friday, 9:00am-5:00pm CST, with flextime available once training is complete and with the approval of the Program Director.
- Occasional evening and weekend work will be required.
- Hybrid work model available with the option to partially work from home once training is complete.
- Work may involve exposure to outdoor elements, carrying equipment (30 lbs), walking long distances, standing for long periods, and moving in varied outdoor terrain. Accommodations can be made.
- Ascends and descends stairs daily.

Additional Requirements:

- Access to a vehicle or reliable transportation. Valid Driver's license with good driving record is desirable.
- Proof of vaccination for COVID-19 is required.
- Save the Dunes participates in the E-Verify Program, an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States.
- In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Save the Dunes will be based on merit, qualifications, and abilities. Save the Dunes does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or any other characteristic protected by law.

Save the Dunes is committed to an environment that is inclusive and welcoming. We celebrate the diverse qualities, perspectives, values and experiences of all people.

Email resume and cover letter no later than Sunday, May 1, 2022 at 11:59pm Central Time to Office@savedunes.org. Please use the subject line "Program Coordinator, Advocacy, Application".