

About Better Future Project

Better Future Project (BFP) works to build a diverse, powerful, and democratic grassroots movement that will drive society to address climate change and its devastating effects, advancing a fair and fast transition beyond coal, oil, and gas toward an economy powered by renewable energy that equitably benefits all people.

BFP has three programs:

1. *350 Massachusetts*, a volunteer-run network that challenges fossil fuel infrastructure projects and advocates for state-wide and municipal policies that lead to an equitable transition to 100% renewable energy
2. *Divest Ed*, a nationwide program that mentors and trains student leaders to hold their universities accountable to divesting from the fossil fuel industry and reinvesting in their communities
3. *CREW (Communities Responding to Extreme Weather)*, a network of local leaders building grassroots climate resilience through inclusive & hands-on education, service, and planning.

Position: Legislative Organizer

Program: 350 Mass

350 Mass is looking for an organized and experienced Legislative Organizer to join a dynamic team and coordinate 350 Mass' legislative work. The Legislative Organizer is responsible for facilitating productive relationships between 350 Mass volunteers and legislative targets relevant to 350 Mass's respective campaigns. This person will serve as the primary point of contact with legislative targets and allies and will manage the 350 Mass volunteer State Legislative Team (SLT). This person will also provide general staff support to assigned 350 Mass nodes, as well as provide legislative trainings when required or requested across the network. The **Legislative Organizer** will be responsible for advising on legislative strategy within campaigns and coordinating with 350 Mass department staff, volunteers, and partner organizations. This person will also represent 350 Mass in relevant coalitions, most notably Mass Power Forward and the Campaign for a Clean Energy Future. Finally, this person will be responsible for producing relevant communications regarding legislative actions and will provide updates and reports to the 350 Mass State Steering Team and the Better Future Project board.

Reports to: 350 Mass Director of Organizing

Salary & Benefits: \$34-43K (full-time exempt). Health insurance, dental and vision included. Option to contribute to a fossil-fuel free 401k.

Start Date: ASAP

Location & Time Expectations: Mon-Fri 10am-6pm at office in Harvard Square, Cambridge, with frequent meetings and events taking place in different parts of the city/state (and virtually) and sometimes during evenings/weekends; having a driver's license is helpful for more distant

meetings. Office is upstairs and not wheelchair accessible, although accommodations on the first floor could be arranged.

Wheelchair Accessibility: The offices are .3 mile from Harvard Square train station and buses. Our offices are up a steep flight of stairs to the second floor and are not wheelchair accessible, however the first floor of the building is partially wheelchair accessible. It will be possible to arrange working in the wheelchair accessible spaces on the first floor. There is no ADA accessible bathroom on site, however a neighboring building has offered their accessible bathroom to wheelchair users in ours as needed.

Job Responsibilities

Relationships with Volunteers and Legislators

- Recruit and train volunteers to build relationships with legislators.
- Develop and support a structure of volunteer leadership on legislative engagement (SLT)
- Further develop existing legislative training opportunities and create new ones to absorb new volunteer leaders.
- Co-develop and maintain a “Legislative Tracker” database.
- Work with nodes to identify and recruit constituents in targeted legislative districts.
- Attend meetings with legislators or staff in order to inform volunteer led strategy.

350 Mass Campaigns

- Coordinate volunteer strategy concerning legislative aspect of 350 Mass campaigns, including communications and mobilization.
- Track hearings and other legislative events relevant to 350 Mass campaigns and report back to 350 Mass department.
- Develop and manage action plans for volunteer legislative engagement including lobby days, in-district meetings, phone calls, letter writing, delivering public testimony, and other creative and innovative tactics.

General Volunteer Support

- Support 3-8 350 Mass nodes by attending each node’s meeting at least once per quarter.
- Meet with volunteer coordinators in person or over the phone at least once per quarter to establish metrics-based leadership development and campaign goals.
- Be available and responsive over phone and email to answer questions from nodes and advise on agendas.
- Support any 350 Mass trainings, summits, and mobilizations.
- Recruit and develop new volunteer leaders, delegate responsibilities and manage progress.

Partnerships and Coalitions

- Represent 350 Mass for a Better Future in relevant coalitions.

- Be responsible for making everyday decisions as part of coalitions and coordinating with 350 Mass / BFP leadership team on major decisions and updates.

350 Mass Action (501(c)(4)sister organization)

- Develop strategy and support execution of 350 Mass Action tactics around elections and political candidates.

You'd be great for this role if you have:

- Bachelor's degree in a relevant field
- 2+ years of relevant organizing / legislative experience
- Strong understanding of legislative process, experience in the state legislature ideal
- Experience with legislative engagement and interest in investigating how to move decision makers.
- Ability to build and maintain working relationships with volunteers and legislators.
- Ability to manage and support volunteers with emphasis on leadership development.
- Strong written and oral communication skills.
- Experience working in and coordinating teams of staff, volunteers, and coalition partners.
- Ability to self manage: setting deadlines and delivering projects on time.
- Familiarity with Microsoft Office and document-sharing services like Dropbox and Google Docs
- Ability to manage a heavy workload, prioritize competing demands (including queries from volunteers and other constituents), and manage a variety of projects with energy and facility
- Demonstrated interest in climate and/or social justice and strong commitment to organizing and movement-building as strategies for creating change
- Interest in interacting with volunteers and engaging with diverse constituencies
- Demonstrated professionalism and ability to handle sensitive information with discretion

You'd really impress us if you have:

- Experience working with the Massachusetts legislature

About our culture and how we prioritize employees:

Better Future Project values having a casual, light-hearted, and dedicated culture. We aim to be friendly with each other, make jokes, and give personal updates in our staff meetings. We are good at celebrating each other's accomplishments, affirming everyone's contributions, and we share rather than take credit. We work hard to respect people's times and have short staff meetings or meetings that only involve the relevant people. We often ask for support from each other to prioritize self care and not overworking.

Better Future Project is an equal opportunity employer. We are an organization working to actively challenge systems of oppression. Women, people of color, indigenous people, people

of all sexual orientations and gender identities, military veterans, and members of other historically disenfranchised groups are encouraged to apply.

How To Apply:

Please send a cover letter and resume to jobs@betterfutureproject.org with Legislative Organizer in the subject line.