



Oak Ridge Environmental Peace Alliance
P O Box 5743, Oak Ridge, TN 37831

J O B A N N O U N C E M E N T

Title: Coordinator, Oak Ridge Environmental Peace Alliance (OREPA)
Status: Full time, exempt
Reports to: Board of Directors
Location: Knoxville, Tennessee

Position Overview

The Coordinator of the Oak Ridge Environmental Peace Alliance is responsible for implementing the executive tasks of the organization. The ideal candidate will have leadership experience in the nonprofit world, including fundraising, staff supervision, volunteer coordination and support, administration, communication, and collaboration with allies. The applicant will be self-starting and highly motivated.

Formed in 1988, OREPA is a member-driven, grassroots organization that works to end nuclear weapons production in Oak Ridge, Tennessee and to abolish nuclear weapons at the national and international levels. We are committed to creating and nurturing nonviolent community and to using multiple strategies toward promoting peace and justice in our world and environment. Much of our current work focuses on using the Treaty on the Prohibition of Nuclear Weapons (TPNW) as a tool for creating a new movement to abolish nuclear weapons.

Anticipating the retirement of our long-time Coordinator (30 years), we began an intensive succession planning process five years ago to prepare for a successful transition, and we are excited to have reached the stage of hiring a new Coordinator. We expect several months of overlap/orientation with the current Coordinator as we transition. We also anticipate having a long-term relationship with the new Coordinator.

Responsibilities

The Coordinator oversees the work of other staff (Community Organizer, interns, contract employees). The Coordinator also shares responsibility with the organizer for staffing OREPA committees (currently Action and Events, Fundraising, Legislative/Policy, Outreach/Organizing, Editorial, and Executive). We expect the Coordinator's workplan to evolve as the organization grows, taking into account the skills of the Coordinator. General duties include but are not limited to the following:

ORGANIZATIONAL ADMINISTRATION AND DEVELOPMENT

- Coordinate Board of Director's activities: meetings, support, recruitment, leadership development
- Facilitate strategic planning both long and short term
- Administer organization
- Facilitate consensus decision making

PROGRAM SUPPORT

- Make presentations, participate in Martin Luther King, Jr. events, facilitate actions, provide litigation support
- Attend OREPA events



COMMUNICATIONS

- Coordinate public communications such as the newsletter, media relations, listserv sharing responsibilities with the organizer
- Produce publications (newsletter, Reflection Booklet, brochures, flyers, handouts, etc.)

REPRESENTATION

- Represent OREPA at the Alliance for Nuclear Accountability and the Nuclear Ban Treaty Collaborative
- Engage other collaborations (local, national, international)

FUNDRAISING

- Generate appeal letters, participate in Community Shares programming
- Facilitate Peacemaker Award celebration, house parties, grant research and writing
- Implement other activities as determined by the Fundraising Committee.

STAFF SUPPORT

- Supervise other staff for accountability and support
- Coordinate work of interns and contract workers to assure accountability in a timely and professional manner.

SELF-EDUCATION

- Keep current on US nuclear weapons policy and activities in Oak Ridge
- Develop/maintain skills in nonviolent organizing

OTHER

- Fulfill other staff functions as negotiated with the Board
- Empower and inspire Board, committees, staff, and members

Qualifications

Bachelor's degree from accredited educational institution

At least three to five years' experience in leadership role, preferably with a nonprofit organization

Demonstrated record of fundraising success

Excellent written and verbal communication skills

Experience with public speaking and presentations

Fluency with social media and electronic communications

Experience with event planning

Experience with basic office software, database management

Proven ability to work independently and collaboratively

Problem solving skills

Creativity

Sense of humor

Salary and Benefits

\$ 55,000 – \$ 60,000 depending on experience

Health insurance

Pension contributions

Vacation and sabbatical

Parental leave

Comp time policy

OREPA believes we are best served by staff who are able to work hard and to rest fully; we are committed to developing a manageable workplan and to maintaining reasonable expectations.

Other information

The Coordinator is accountable to OREPA's Board of Directors. The Board will exercise accountability and will provide support for staff. The work location will be flexible with work-from-home possibilities.

Timeline

We anticipate a starting date this fall. Applications are being accepted now until the position is filled, with preferential consideration to those received by August 31.

Required: A cover letter, resumé, 3 references and a writing sample no longer than 500 words should be submitted to: Kevin Collins, Coordinator Search Committee, orepa.hire@gmail.com. The writing sample may be on a subject of your choice and need not be written especially for this application. Only digital correspondence will be accepted. Incomplete applications will not be reviewed.

EEO Statement: All employees will be recruited, hired, assigned, advanced, compensated, and retained based on their qualifications and abilities. Employees will be treated equally in all respects without regard to race, color, creed, gender, age, marital status, national origin, handicap, religion, sexual orientation, or union affiliation. OREPA will act affirmatively to advance and enact this policy of equal opportunity.