



Policy & Communications Associate

About Illinois Green Alliance

Illinois Green Alliance was founded over 20 years ago to combat climate change in Illinois by advancing healthy high-performance net zero green buildings for all. Illinois Green provides education and training for building professionals, the public sector and community organizations on the latest trends and technology, advocacy to scale the impact of sustainability, and community service projects that ensure everyone benefits.

Effectively leveraging our communications network is a key strategy to effectively engage and activate the region's green building community of architects, engineers, contractors, policymakers, nonprofit leaders, energy consultants, and building owners and operators in our work. Our weekly e-newsletter reaches over 14,000 professionals and through marketing case studies, blog, and social media channels, we are able to educate building professionals on the latest trends in building decarbonization.

In addition, we strive to identify roadblocks to broader green building adoption and build public support for policy solutions that will scale the building best practices we know will reduce carbon pollution in the building sector. Critical to this effort is connecting policymakers to building professionals who can share their expertise.

Job Description

Illinois Green seeks an early career professional to join our team as the **Policy & Communications Associate** eager to coordinate on-going building decarbonization policy campaigns, educate and engage members on current and future advocacy efforts, and work in coalition with other allied organizations to advance meaningful policies that reduce energy use, and carbon emissions from the building sector.

As the Policy & Communications Associate, you will report to the Communications and Development Manager to collaboratively manage marketing and strategic communications, while also working closely with the Executive Director on implementation of the organization's policy efforts.

Key responsibilities

- Execute events, sign-on letters, and other campaign tactics that demonstrate building industry support for Illinois Green's policy initiatives
- Represent the organization with community groups, partner organizations, and in coalitions working to advance high performance building policy, including the Illinois Clean Jobs Coalition
- Implement building tours, events, and meetings that allow building professionals to connect and educate policymakers



- Working with the program staff, manage external communications that help promote and educate our members and the broader building industry about Illinois Green's programs
- Collaborate with the Communications & Development Manager to develop website resources, program case studies, and other marketing material that raise the profile of our programs and events.
- Maintain our social media channels, developing and posting timely and engaging content that attracts new audiences and inspires them to get involved.

Skills and Experience

- Excellent written and verbal communication skills with the ability to adapt to multiple audiences
- Preferred: Basic knowledge of the green building industry in Illinois
- Experience using various communication platforms such as blogging, newsletters, social media, and traditional media
- Skill or interest in graphic design

Personal Skills

- Has a strong commitment to making a difference and enthusiasm for Illinois Green's mission
- Is detail-oriented and can manage multiple projects at once, balancing competing goals and demands from staff, volunteers, and community partners
- Enjoys collaboration with partner organizations and takes joy in working on a team
- Loves the opportunity to take risks and take on experiences that may be outside their experience.
- Has strong interpersonal communication skills to effectively coordinate and build meaningful relationships with our diverse base of members, volunteers, business leaders, and community partners to achieve our goals

Benefits and Compensation

The salary range for this position is \$39,000 to \$58,000. Offers will be made commensurate to experience. Benefits include:

- Up to 100% employee coverage for medical and dental
- 403b retirement benefits plan
- 10 vacation days in the first year, 10 paid holidays
- Office closure between Christmas and New Year
- Work from home flexibility and personal time accommodations



Illinois Green Alliance is an equal opportunity employer.

Illinois Green is committed to improving the diversity and inclusion across the organization, including at the staff level, and strives to center equity and racial justice in our work. Illinois Green can only realize its mission and goals effectively by achieving greater diversity – whether of race, gender, sexual orientation, or ability – among the stakeholders who inform and engage with our work.

To Apply

Email your resume and cover letter to Maggie Olson - molson@illinoisgreenalliance.org with the subject line “Policy and Communications Associate.” Applications will be considered until the position is filled.