

Appalachian Voices, an award winning non-profit whose mission is to protect the land, air, water and communities of the central and southern Appalachian region, is seeking a National Field Coordinator to work in Washington, DC. The National Field Coordinator is a key member of the Campaign to End Mountaintop Removal and oversees the Washington, DC office.

## **Job Description**

*Create and maintain a vibrant Appalachian Voices' presence in Washington, DC*

- Responsible for oversight of Washington, DC office
- Work with universities, community organizations, and allies to recruit interns and volunteers
- Engage volunteers and interns in meeting programmatic goals
- Assist Legislative Associate with activities that further our legislative goals such as hosting monthly mini-lobby weeks, building relationships
- Participate in organizational functions

*Manage our National Network for the End Mountaintop Removal Campaign*

- Foster relationships and provide resources for national activists via email, phone, and social networking sites
- Play lead role in coordinating bi-weekly ILM email communications
- Manage iLoveMountains.org social networking sites (Facebook and Twitter)
- Work with volunteers to set up 6-8 weeks of national outreach tours a year (Spring/Fall)
- Working with the Alliance for Appalachia to organize logistics and recruit for Annual End Mountaintop Removal Week in Washington Lobby & Training Week

*Administrative*

- Attend weekly staff calls and other meetings related to campaign work
- Attend Staff Retreats
- Provide a monthly report of activities
- Recruit members for Appalachian Voices and identify potential major donors

*Qualifications: Must Have*

Strong environmental ethic and relationship skills  
Initiative and able to work with little supervision in a team atmosphere  
Proficiency in word processing and spreadsheet programs

Knowledge of social networking sites like Facebook, Twitter, Flickr, etc

Sense of humor

Flexibility

Ability to work under pressure in a fast-paced environment that includes some weekends and travel

2 years minimum organizing experience

Please submit; letter of inquiry, resume, writing sample, and three references to:

Lenny Kohm

Campaign Director

Appalachian Voices

191 Howard St.

Boone, NC

28607

[lenny@appvoices.org](mailto:lenny@appvoices.org)

Applications will be reviewed as they are received.

Post on:

Idealist.org

Facebook (AV & ILM)

Twitter (AV & ILM)

AV.org (front page & separate page)