



# Interfaith Power & Light

A Religious Response to Global Warming

## Program Associate Job Announcement

Interfaith Power & Light (IPL) is a national nonprofit organization with 40 state affiliates working to inspire and mobilize people of faith and conscience to take bold and just action on climate change. IPL reaches 22,000 congregations of all major religions through educational programming and advocacy action. [Read more here.](#)

**Position:** Program Associate (full-time)

**Description:** The Interfaith Power & Light Program Associate will support staff to develop IPL's two signature educational programs, [Faith Climate Action Week](#) and [Cool Congregations](#). Additionally the Program Associate will conduct outreach to engage diverse congregations in the East Bay, California area in these programs. This work will aim to identify successful strategies that can be applied nationally. Duties will be approximately 60% administrative assistance, 40% outreach to diverse houses of worship with a focus on those in marginalized communities. 40 hours a week, a combination of remote and on-site at the main office. Hours will be coordinated with the Covid-safe use schedule of the office. Vaccination and mask use required.

**Location:** Oakland, CA with some remote work

### Qualifications:

- Completed B.A. or B.S.
- Demonstrated familiarity and interest in environmental and faith-based organizations
- Excellent written and verbal communication skills
- Cultural fluency with diverse Bay Area communities; connection to network of faith communities of color preferred
- Proficiency in English is required; additional language proficiencies are a plus, particularly Spanish or Chinese
- Proficiency using Microsoft Office (Word, Excel)
- Knowledge of graphic design websites, such as Canva a plus
- Experience with Wordpress, Salsa CRM, Shopify, Hootsuite, social media helpful

### Responsibilities:

- Manage IPL's constituent relationship management software for programs -- create forms and event pages, produce emails, keep detailed engagement records, pull reports as needed, etc.
- Manage shipping of all materials (keeping detailed records, packing, shipping, offering customer support)
- Support the creative process of materials (print and electronic)
- Offering customer support to film viewers
- Assist in maintaining and creating content for websites and social media
- Research congregations located in marginalized communities, especially those near refineries, the port, or other impacted areas
- Build relationships and find common ground with these communities
- Reach out to and engage coalition partners working in the areas
- Meet with local congregations and congregational leadership (in person or on Zoom) to engage them in IPL programs
- Assist local congregations in applying for Cool Congregations Challenge (achieve 10 completed applications by Dec 15) and Certification (achieve one Certified congregation)
- Secure video sermons by diverse faith leaders, including women, people of color, Spanish speaking, and those from communities heavily impacted by pollution and/or vulnerable to climate impacts, for the FCAW sermon resource page (achieve 3 sermons)
- Other duties as designated by Program Manager

**Application period is open until filled. Start date as soon as January.** No phone inquiries please. Email the application form, resume and cover letter to Sarah Paulos, National Program Manager of Interfaith Power & Light, [sarahp@interfaithpowerandlight.org](mailto:sarahp@interfaithpowerandlight.org)