ABOUT THE CLEO INSTITUTE

The CLEO Institute is a 501(c)(3) non-profit, non-partisan organization exclusively dedicated to climate change education, engagement, and advocacy. Founded in 2010 in Miami, Florida, we work with frontline communities and their leaders to build climate literacy. We highlight the urgency of climate action and impact policy while championing solutions for a resilient future. genCLEO stands for generation CLEO and is our youth program working with students to build future climate leaders.

The CLEO Institute is an Equal Opportunity Employer. We do not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business needs. Women, minorities, individuals with disabilities, veterans, and intersectional individuals are encouraged to apply.

genCLEO East Carolina University Lead Organizer

genCLEO at East Carolina University (ECU) is one of genCLEO's fourteen chapters that engage students to be part of the solution to the climate crisis through grassroots advocacy efforts. The genCLEO ECU Lead Organizer is responsible for leading a team of interns and volunteers to **build student political power and advance climate education and advocacy on campus**. You will help create a local campaign plan and work with your team and coalition members to meet deliverables to achieve real change on campus and beyond.

Responsibilities include but are not limited to:

- Conduct weekly one-on-one (1:1) with your interns and attend weekly regional meetings to ensure that the team is on track to meet deliverables and expectations are clear.
- Attend weekly check-ins with your supervisor to provide updates on the campus's progress with deliverables, strategize next steps, and address any concerns regarding the campus's performance.
- Train interns and volunteers on organizing skills such as public speaking, tabling, power-mapping, working in coalition, and relationship-building with decision-makers.
- Meet weekly deliverables such as recruitment for events, list-building, planning and hosting events, and conducting class presentations to uplift campus presence. Being able to delegate and keep interns accountable is crucial to meeting these goals.
- Lead local outreach initiatives, staying informed on local policy campaigns and coalition efforts.
- Attend, oversee, and bottom-line in-person campus activities like tabling and educational events.
- Create and execute a campaign plan with the Advocacy and Campaigns Associate to advance local policy decisions, grow membership on campus, and educate students about climate change.

- Coordinate with CLEO managers on advocacy and environmental education opportunities
- Lead GOTV efforts, such as volunteer and member recruitment, door-to-door canvassing, phone banking, and text banking.

Preferred Qualifications:

- 1-2 years of political or community organizing experience, particularly in a leadership role.
- Familiarity with East Carolina University's campus and culture, with connections to professors and clubs, is a major plus.
- A current ECU student familiar with navigating the campus and attending in-person classes
- Knowledge and ability to manage the Registered Student Organization (RSO) status for the genCLEO club, including but not limited to completing and submitting necessary paperwork, establishing a leadership board, and ensuring the RSO remains active on campus.
- Self-starter who can recognize opportunities to push forward a local campaign and lead a team toward achieving deliverables on tight deadlines.
- Passion for climate solutions, with an understanding of the urgency of climate change and a hopeful optimism towards a just transition.
- Comfortable with public speaking.
- Strong leadership skills, including the ability to motivate and manage staff and volunteers
- Experience with developing and implementing environmental campaigns and initiatives, including strategic planning, budget management, and evaluation
- Ability to work independently and as part of a team, with strong organizational and project management skills
- Excellent interpersonal, written, and verbal communication skills
- Proficient in Microsoft Suite and Google Suite.
- Bilingual in Spanish/Creole

Hours

The ECU Lead Organizer is expected to work between 15 and 20 hours a week on their own schedule. We have weekly regional meetings; the rest of the time, you are expected to work whenever you are available and it is strategic for the organization. Nights and weekends will be required on an as needed basis.

Compensation

The ECU Lead Organizer will be compensated at $18/Hour at a maximum of 20 hours a week.

To apply: If you are interested, please complete this application [bit.ly/genCLEOLeads]—email aesperson@cleoinstitute.org and skaddis@cleoinstitute.org with any questions.

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