



## **POSITION: Communications Coordinator**

**Location:** Remote, with the expectation of spending time in RAP's Montpelier, Vermont, office on a quarterly basis

### **ABOUT RAP**

The Regulatory Assistance Project (RAP)<sup>®</sup> is an independent, global, nongovernmental organization advancing policy innovation and thought leadership within the energy community. RAP works toward a clean, reliable, equitable and cost-efficient energy future. RAP provides clarity, vision and new ideas to decision-makers and the broader energy community by developing and sharing global best practices tailored to local priorities, acting as a trusted advisor to support implementation. RAP's team focuses on the world's four largest power markets, responsible for half of all power generation: China, Europe, India and the United States.

Technological advances and dramatic declines in cost are creating new opportunities to improve the economic efficiency of the power sector, reducing its environmental footprint while improving customer welfare. The rapidly evolving power sector holds the promise of cleaner and more customer-centric energy use — if policymakers update and adapt the regulatory paradigm.

RAP's global team has firsthand knowledge of the constraints and challenges policymakers face and applies its collective insight to anticipate what they will face in the future. Building on peer-to-peer relationships, RAP helps energy and air quality decision-makers and stakeholders navigate the complexities of climate and power sector policy, regulation and markets. They see RAP as a trusted source of reliable and relevant information and assistance.

For more than three decades, RAP has been a leader in developing solutions to the world's most pressing power sector challenges. In the next five years, RAP will focus on key policy areas to drive a more efficient and equitable decarbonized energy future and to ensure a sustainable and just transition. RAP will do what it does best: develop answers to the questions regulators and other decision-makers are asking (or should be asking); change the narrative; and leverage partnerships to accelerate change. RAP's key policy areas build on past work and complement each other:

- Accelerate electrification of buildings and transportation.
- Accelerate the phaseout of gas infrastructure.
- Remove barriers to distributed energy resources.
- Decarbonize the electric grid.

For more information on RAP, including our thought leadership and publications, please visit our website: <https://www.raonline.org/about>.

## **JOB SUMMARY**

This is an exciting opportunity to work as part of a cutting-edge international team on clean energy topics and climate change topics. The communications coordinator plays a central role on our dynamic communications team, delivering the tools, training and support to meet our strategic engagement goals. The position requires the ability to be organized and adaptable. The communications coordinator will be a detail-oriented and self-motivated team player. Experience supporting others to communicate their ideas clearly and effectively is desired. This position has the opportunity to contribute to RAP's work across the globe.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages systems, tools and resources to support effective and impactful external communications across the organization. Responsibilities include:
  - Sustaining RAP's brand across our footprint, including website, social media, print and presentation material.
  - Maintaining Microsoft Word and PowerPoint templates and supporting successful use by global team members.
  - Preserving and supporting the use of CRM and email marketing system; collaborating with communications team members to deliver email newsletters and other digital communications.
  - Collaborating with digital communications associate to maintain RAP's web presence, including posting materials to the site, liaising with web developer, identifying and addressing problems, and proactively seeking opportunities to improve the website.
  - Managing relationships with contractors including freelance copy editors, graphic designers, etc.
- Oversees organization-wide information sharing. Responsibilities include:
  - Training and supporting staff in the use of information-sharing tools including SharePoint and Zoom.
  - Collaborating with operations manager to maintain RAP's SharePoint intranet, including troubleshooting.
  - Producing and distributing RAP's internal newsletter together with editorial team.
- Simultaneously oversees all aspects of production for multiple assigned publications across regional programs. Responsibilities include:
  - Project coordination, which involves working with primary authors to establish timelines, schedule coordination calls as needed and facilitate review.
  - Editing for style, substance and organization to ensure readability and consistent

application of RAP standards for grammar and style.

- Coaching authors toward an engaging, storytelling approach to their writing.
  - Collaborating with authors on the visual presentation of material including images, graphics and other data visualizations that communicate main messages.
  - Production including copy editing, fact-checking and ensuring permissions for content and images are consistent and documented.
  - Coordinating with freelancers to lay out and finalize the publication or to complete layout in Microsoft Word.
  - Crafting supporting material such as executive summary, website and social media content, press materials and presentations together with communications staff and authors.
- Collaborates on implementation of RAP's strategic goals for storytelling, digital engagement and more.
  - Provides administrative support to the communications team, including coordinating meetings and maintaining subscriptions.

### **QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Organized, practical and proactive, with attention to detail and ability to prioritize a busy and varied workload.
- Excellent writing and editing skills.
- Experience communicating complex topics in creative ways to various audiences.
- Highly developed interpersonal skills and ability to work effectively as part of a team as well as independently.
- Proficiency in MS Office applications and willingness to advance knowledge.
- Creative, collaborative and enthusiastic about RAP's mission to deliver a clean, reliable, equitable and cost-efficient energy future.
- Willing to embrace, learn and adapt to RAP's internal systems and work effectively and respectfully with team members.
- A bachelor's degree in environmental studies, public policy, English, communications or a related field or equivalent experience.
- Three to five years of relevant work experience and demonstrated communications, publications or administrative experience.

## **HELPFUL SKILLS AND QUALIFICATIONS**

- Nimble, flexible and able to gracefully manage conflicting deadlines and shifting priorities while maintaining a perspective on long-term goals.
- Familiarity with Associated Press writing style and the American Psychological Association's citation style.
- Experience in publications, journals, new outlets, etc.
- Experience with Canva, Adobe InDesign, SharePoint and WordPress.
- Graphic design or digital communications experience.
- Foreign language skills, particularly German, French, Polish or Mandarin.

## **EXCELLENCE IN THIS POSITION**

- Communications tools and infrastructure are fit for purpose and well maintained and documented. Staff have the training and knowledge to use tools effectively.
- Internal communications resources are well organized and up to date and provide for a positive user experience.
- RAP issues high-quality thought leadership pieces in a timely manner as a result of individual's collaboration with regional team members.
- Individual supports each of RAP's authors effectively and appropriately, fostering development of effective publications.
- Problem-solving is proactive; individual seeks out opportunities to improve the flow of information internally and externally and develops system efficiency and effectiveness.

## **WORKING CONDITIONS**

Remotely from a home office. Quarterly travel, at a minimum, to the Vermont office.

## **PHYSICAL DEMANDS**

The physical demands and work environment characteristics described here are representative of those necessary to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Able to work at a computer for long periods.
- Capable of regular travel by various modes of transport.
- Full-time and flexible including early mornings, evenings and weekends as needed.

**SUPERVISORY RESPONSIBILITIES**

None

**REPORTS TO**

Communications director and development manager

**FLSA STATUS**

Exempt