



1111 19th Street NW Suite 400  
Washington, DC, 20036  
[www.ElectrificationCoalition.org](http://www.ElectrificationCoalition.org)

**Position:** Programs and Communications Associate

**Reports to:** Vice President of Programs and Operations

**Location:** Remote, Preferred Central or East Coast Hours

**The Opportunity:**

The Electrification Coalition (EC) is currently seeking to hire a highly skilled and entrepreneurial *Programs and Communications Associate* that would support the Programs and Communications teams at the Electrification Coalition to accelerate the electrification of our transportation sector.

The *Programs and Communications Associate* will support the Programs team with cutting-edge programs such as the Dashboard for Rapid Vehicle Electrification and others. This team member will also support overall content development for the EC's website and social media, an important part of our efforts to educate partners and stakeholders on transportation electrification.

**Key Responsibilities**

- **Utilize** EC tools and resources, including: the Dashboard for Rapid Vehicle Electrification (DRVE Tool), EV Purchasing Collaborative, City Federal Funding Guide, and other go-to resources in our deep technical support of municipalities.
- **Collaborating with** all-star public and private partners to support the transition to electric in fleets and across communities.
- **Managing** the EC's online communications efforts, including our website, social media, and email blasts.
- **Developing** communications materials to foster broad city and other sub-national partner engagement.
- **Using your excellent communications skills** to liaise with partners and team members.
- **Using your keen attention to detail** and organizational skills to facilitate project reporting and tracking. This will include working with project management and customer relationship management databases.
- **Being Social!** Help develop outreach and conference activities to communicate program impacts.

**About You:**

- Excellent written, verbal and presentation communication skills.

- A proven ability to work both as a member of a team on collaborative projects and as an independent technical thinker.
- A clear interest in the mission of the EC.
- The ability to produce consistent, quality work in a fast-paced environment.
- An adaptable and enthusiastic nature to changing priorities with ability to meet challenging deadlines.
- You love working as part of a team and to foster a cooperative, team-oriented work environment
- Strong organizational and time management skills, with exceptional attention to detail.
- Ideally, experience or familiarity with Wordpress or other website software, and experience and interest in working with social media.

**Salary:** \$50,000-60,000 - **Exact compensation may vary based on skills, experience, and location.**

#### **Benefits:**

- Health insurance (medical, dental, and vision coverage)
- Short-term & Long-term disability
- Retirement Plan (401k/Roth offered)
- Life insurance
- Flexible Spending Account
- Paid time off (PTO)
- Cell Phone Allowance

#### **How to Apply:**

To submit your application for this position please send a cover letter and resume to Annie Freyschlag, Consultant: [afreyschlag@electrificationcoalition.org](mailto:afreyschlag@electrificationcoalition.org)

#### **About The Electrification Coalition**

The [Electrification Coalition \(EC\)](#) is a national, nonpartisan, not-for-profit organization committed to promoting policies and actions that facilitate the accelerated deployment of electric vehicles (EVs) on a mass scale. For more than ten years, the EC and its sister organization, Securing America's Future Energy (SAFE), have sought to reduce our nation's dependence on oil – which is currently responsible for powering 92 percent of our transportation system.

The last three years have been exciting for the EC as we have created and contributed to some of the most innovative public-private partnerships in transportation electrification, including our work on behalf of the [American Cities Climate Challenge](#), the award-winning [Climate Mayors EV Purchasing Collaborative](#), the [Smart City Challenge](#), and numerous other initiatives. The EC also supports a broad suite of policies and initiatives at the federal, state, and local levels contributing to the accelerated electrification of the transportation and mobility sector.

The EC is an equal opportunity employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage job seekers of all backgrounds to apply.