



Position Announcement: Executive Operations Associate and Special Projects Coordinator

Chesapeake Climate Action Network seeks a talented, flexible, early-career administrative professional to support our team.

The Operations Associate provides essential operational, program, and executive team support for CCAN's mission to fight for climate solutions in the Chesapeake Region. This position is ideal for entry-level or early-career candidates interested in learning the fundamentals of a nonprofit advocacy organization. The Operations Associate will develop administrative, operational, research, and project management skills and have opportunities to explore other areas of our work, including communications, organizing, policy advocacy, and fundraising.

About Us

Chesapeake Climate Action Network (CCAN) is the first grassroots, nonprofit organization dedicated exclusively to fighting global warming in Maryland, Virginia, and Washington, D.C. Our mission is to build and mobilize a powerful grassroots movement in this unique region that surrounds our nation's capital to call for state, national and international policies that will put us on a path to climate stability.

Job Responsibilities

- **50% Campaign and Program Support**
 - Manage CCAN's internship program, including recruitment, hiring, and programming;
 - Provide technical support at virtual and in-person events;
 - Participate in advocacy, organizing, communications, and fundraising activities.

- **25% Executive Administrative Support**
 - Manage calendars, time, and expense tracking for the Executive Director;
 - Coordinate logistics for virtual and in-person meetings for the director;
 - Conduct issue research and writing as needed for the director.

- **25% Office Management**
 - Manage our Takoma Park office, ensuring employees have the resources they need;
 - Support our IT and Human Resources functions, ensuring new employees are effectively and efficiently onboarded.

Qualifications

- Commitment to our mission: a passion for fighting climate change and promoting environmental justice.
- Flexible, well-organized, and solutions-oriented.
- Excellent research and writing skills.
- Available to work evenings and weekends as needed.
- Prior experience in an office environment, either paid or as an intern or volunteer, is a plus.
- Organizing or campaign experience, either paid or as an intern or volunteer, is a plus.

The Details

The salary range for this position is \$55,000 and \$60,000, depending on experience. We provide a generous benefits package, including 75%-employer-paid health, dental, and vision insurance, four weeks of paid vacation, and a 401k with a 4% employer match after one year of service.

This is a **hybrid position** based in our Takoma Park, Maryland, office. Our team works in person two days per week, with the option to work from home the rest of the week. The Operations Associate role involves occasional travel within the Chesapeake region (Maryland, Virginia, and Washington, DC).

This full-time, salaried position is not exempt from overtime. The Operations Associate reports to the Executive Director.

How to Apply:

[Please fill out the Google form application](#), where you will answer a series of short questions and submit a resume and writing sample. We will accept applications until the position is filled, with interview preference given to candidates who apply by Friday, March 28.

The interview process will consist of a phone interview and a panel interview over Zoom, with the possibility of an in-person meeting. Our target start date for this position is May 2025.

CCAN provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all employment terms and conditions, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.