



Communications Associate Job Description

Organization: Climate Mayors

Location: US; Remote, Limited Travel

FLSA Classification: Part-time

Reports to: Communications Director

CLIMATE MAYORS: We are mayors working together to accelerate equitable climate action in cities across the U.S.

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The Climate Mayors network was founded in 2014 as a bipartisan, peer-to-peer U.S. network of mayors demonstrating climate leadership through meaningful equitable climate action in their cities and communities. Representing 48 states and 74 million Americans, the network of over 350 Climate Mayors reflects U.S. cities' commitment to climate progress. The Chair is Boise Mayor, Lauren McLean and Vice-Chairs are Atlanta Mayor, Andre Dickens and Columbia Mayor, Barbara Buffaloe.

Climate Mayors support mayors through policy leadership, peer-to-peer learning, and our convening power to directly impact Mayors' ability to enact change in our key priority areas such as extreme heat, energy justice and water security. Climate Mayors' hosts mayoral in person events, monthly webinars for staff and mayors, regular regional public dialogues with mayors, and frequent closed-door mayoral meetings with government officials and business leaders

Climate Mayors is a fiscally sponsored project of Resources Legacy Fund (RLF).

RLF delivers transformative outcomes for our planet and its people through trusted partnerships and creative campaigns. Rooted in California and expanding across Western North America and beyond, we have a 25-year track record of supporting initiatives at every scale. We host fiscally sponsored projects that reach across the globe, reinforcing the efforts of change makers worldwide. To learn more about Resources Legacy Fund, visit <https://resourceslegacyfund.org>.

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ABOUT THE OPPORTUNITY

The Communications Associate will help bring Climate Mayors' work to life through compelling, high-quality content across multiple platforms. This includes applying strong visual and design principles to produce engaging, world-class materials that elevate mayoral leadership and local climate solutions. Responsibilities include supporting the production of content for social media, newsletters, toolkits, blogs, reports, and presentations, as well as creating and editing short-form video content aligned with organizational narratives.

This is a part-time (approximately 20 hours per week), non-exempt position and reports to Climate Mayors' Communications Director. This role is fully remote within the U.S., with occasional travel as needed.

Key Responsibilities

Campaigns & Storytelling

- Apply principles of design and visual communication to produce bespoke, world-class content
- Support in the production of images and content for social media, newsletters, toolkits, blogs, reports, decks and other deliverables
- Create and edit video content to support Climate Mayors narratives
- Support in the creation of direct-to-camera templates (CapCut, Canva) for mayors and their teams
- Create and schedule engaging, platform-specific content across social media channels (Instagram, Twitter/X, LinkedIn, TikTok) to grow audience and increase engagement
- Draft compelling captions, graphics briefs, and short-form video concepts aligned with Climate Mayors brand voice and campaign goals
- Track and mine the media landscape for local success stories and collective action on clean energy in support of Climate Mayors *Impact, Multiplied* campaign

Web Development Support

- Assist in building out Climate Mayors website content by creating compelling graphics and updating stories that resonate with multiple audiences

Partnerships & Coordination

- Provide support at select Climate Mayors' events, forums, and media opportunities.

QUALIFICATIONS

Note: These qualifications are guidelines, not hard and fast rules, so if you have 75% of the qualifications listed, we encourage you to apply. Experience can include paid and unpaid experience, including volunteer work that helped you to build the competencies, knowledge, and skills needed for this position. Applying gives you the opportunity to be considered.

- Demonstrated experience in communications, marketing, journalism, design, or related field. Bachelor's degree is a plus.
- Strong graphic design skills and a portfolio demonstrating visual storytelling and digital content creation
- Excellent writing and editing skills, with the ability to adapt tone for different audiences and platforms
- Familiarity with social media platforms, content scheduling tools, and basic video editing software
- Interest in or knowledge of clean energy policy, climate action, and/or city government preferred
- Highly organized, creative, and adaptable, with the ability to manage multiple projects under tight deadlines
- Demonstrated commitment to Climate Mayors' mission of advancing climate leadership through cities

COMPENSATION AND BENEFITS

The Communications Associate starting pay range is \$28.85 - \$33.65 an hour (approximately \$30,000 to \$35,000 annually). This position is not Benefits Eligible. Part-time employees are eligible for our 401k plan with a 5% match, and generous paid time off. RLF also offers a technology allowance, the Calm app, and approximately 17 paid holidays per year.

TO APPLY

Candidates can apply at www.climatemayors.org/careers. The application deadline is **Friday, October 2nd at 5pm PT.**

Candidates are requested to use the following naming convention when submitting their resume and cover letter.

- Cover Letter attachment: First Initial.LastName_Cover
- Resume attachment: First Initial.Last Name_Resume

Commitment to Nondiscrimination

We are committed to providing a work environment free from discrimination, where all team members feel valued, respected, and included. We know that our work is enriched by the varied voices and perspectives of every staff and board member, so we are committed to making an earnest effort to recruit, welcome, train, develop, and retain talented individuals from all backgrounds. We believe that a welcoming culture expands our creative capacity to do our work and achieve greater outcomes for people and the natural world.

RLF participates in E-Verify, potential candidates can review the information [here](#) and [here](#).