

Job Description:

Metrics Historian Consultant Position

This is a Volunteer Position

The SLO Climate Coalition is looking for a person to keep statistics for the organization and organize information from its various campaigns and projects. The **Metrics Historian Consultant** position will keep figures on engagement contacts with individuals, businesses, and partnership organizations and organize the reports written by the campaign/project leads in order to assist in writing the end of the year report first draft.



RESPONSIBILITIES

- Work with the coalition coordinator and campaign/project leads closely in order to glean the numbers of contacts the coalition makes each month.
- Track the interactions with businesses and partnership organizations each month.
- Organize the reports written by the campaign/project leads monthly.
- Assist in providing the figures for and writing the final yearly report to the SLO City Council.

SKILLS AND QUALIFICATIONS

- Excellent organizational skills, including multitasking, time management, and attention to detail
- Ability to obtain information via various formats
- Strong communication skills, both verbal and written
- Excellent grammar and clarity in your writing
- Self motivation, enthusiasm, and a willingness to learn
- Ability to meet deadlines
- Work well as part of a team

Our Ideal candidate would have basic knowledge of climate change and climate action practices, be a dynamic communicator, have a flexible schedule, be a self-starter and a self-manager.

Applications can be submitted by going to: <https://forms.gle/sTVxy7QZuwygVWAC8>

Our Mission/Vision Statement:

The SLO Climate Coalition is a community organization committed to creating a vibrant, just, and climate-resilient Central Coast. Its mission is to bring together community expertise, creativity, and resources to champion high impact regional climate solutions that inspire other communities to do the same.

For more information about the SLO Climate Coalition please visit our website at <https://carbonfreeslo.org/>

