



Position Description

EVERGREEN

Position Title: Press Secretary

Location: Remote

Reports to: Campaign Director

Hours per week (average): Full time

Overtime Status: Exempt

Position Summary

Evergreen is seeking a highly motivated individual to serve as a Press Secretary.

The Press Secretary will be responsible for press outreach, as well as writing talking points, press releases, speeches, memos, op-eds, and other communications materials. The ideal candidate will have significant experience working with press, including on-the-record experience, story pitching, rapid response and social media.

As a new organization, Evergreen is looking to hire someone willing to jump in wherever necessary and think creatively on a small, nimble team. The ideal candidate will be an exceptional writer and communicator who cares deeply about the climate crisis and its solutions.

Responsibilities and Tasks

- Drafting and editing press releases, memos, talking points, op-eds, and other materials as needed under tight deadlines;
- Developing relationship with national and climate press outlets and reporters;
- Proactively seeking out news opportunities and creative placement strategies as part of short- and long-term planning;
- Assisting in the development and implementation of earned media plans, building media events and garnering significant press coverage;
- Identifying and executing rapid-response opportunities for media engagement;
- Partner with teams across the organization to bring dense climate policy to life for the press
- All New Venture Fund employees are required to keep timesheets

Education, Experience, Knowledge, Skills and Ability

- High attention to detail.
- Ability to multi-task and manage multiple projects at once.
- Highly motivated, a strong and fast writer, who is willing to pick up pieces of projects when needed as well as take ownership of projects and see them through to completion.
- Ability to work well with multiple teammates.
- Experienced coming up with story ideas and finding creative ways to drive press.
- Strong passion for defeating climate change.



- Ability to work in a fast-paced environment, prioritize tasks, learn quickly.
- On-the-record and/or media relations experience required. Experience with environmental issues a significant plus.
- *This is not an entry level position*

How to Apply

Please send a resume and cover letter to hello@evergreenaction.com with “Press Secretary” in the subject line. We will accept applications through November 30.

About Evergreen

Evergreen’s mission is to lead all-out mobilization of the federal government to defeat the climate crisis. The next president and Congress must put bold climate action at the top of America’s agenda and create millions of jobs in a just and inclusive clean energy economy. We empower climate and community leaders, and advocate for policymakers to adopt the urgent climate and economic policies that science demands.

Hiring Statement

Evergreen is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF’s work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.