



CEJA Climate Justice Program Manager Job Description

The California Environmental Justice Alliance (CEJA) is a statewide coalition of grassroots, community-based organizations. We organize in communities most impacted by environmental issues – low-income communities and communities of color – to advance statewide policy that protects the environment and our health. We have six core members and five partners across California: the Asian Pacific Environmental Network; Center for Community Action & Environmental Justice; Center on Race, Poverty, and the Environment; Central Coast Alliance United for a Sustainable Economy; Communities for a Better Environment; Environmental Health Coalition; Leadership Counsel for Justice and Accountability; Pacoima Beautiful; People Organizing to Demand Environmental & Economic Rights; Physicians for Social Responsibility-Los Angeles; and Strategic Concepts in Organizing and Policy Education. CEJA is looking for someone to manage one of our three core program areas, the Climate Justice program.

JOB TITLE

Climate Justice Program Manager

Position Description

CEJA's Climate Justice Program works to ensure that California's climate policies protect and benefit low-income communities and communities of color, while aggressively pushing our state to transition off fossil fuel use. The program consists of work in the legislature, administrative advocacy, and movement-building efforts across the state.

The Climate Justice Program Manager will be responsible for working with our Climate Justice committee, implementing and managing the Climate Justice program plan, and providing leadership and strategic vision for the Climate program.

For more information, please visit www.caleja.org

REPORTING RELATION/LOCATION

The fiscal sponsor for the California Environmental Justice Alliance is the Environmental Health Coalition (EHC), a member of CEJA. The Program Manager will be an employee of EHC. The Program Manager will report to CEJA staff located in their office. The Manager will be housed in CEJA's offices in downtown Oakland.

Primary Responsibilities

Climate Committee Management and Community Engagement:

- Act as the lead of the climate program and responsible for overall management of climate committee.
- Work with Committee to create and implement overall strategy for achieving climate goals.
- Monitor annual work plan and ensure work is moving forward smoothly.
- Plan and facilitate bi-weekly climate committee calls.
- Keep climate committee members up to date on program development and activities.
- Coordinate with staff at member organizations to recruit participants in CEJA activities as needed
- Develop and implement strategies to engage community members, such as community trainings.

Policy Analysis and Advocacy:

- Lead the development of climate-related policy proposals, in coordination with Climate Committee members and other CEJA staff.
- Advocate in the legislature for our Climate policy positions, in coordination with Policy Advocate and Co-Director.
- Represent CEJA at the California Air Resources Board, including attending hearings and testifying on behalf of CEJA, analyzing ARB documents, and drafting comment letters on behalf of CEJA.
- Lead advocacy to improve and deepen analysis around carbon pricing in California and how to ensure an equitable, effective price on carbon.
- Together with Policy Advocate, develop political strategies to move our issues in statewide policy.
- Together with Co-Director, help manage and convene climate strategy spaces involving ally organizations to generate more shared climate justice policy positions.
- Develop and maintain strategic partnerships with key allies and decision-makers.
- Participate in relevant networks or meetings to advance program goals.
- Assist with and/or hire additional consultants to research issues relevant to Climate program.
- Develop fact sheets, briefings and other written products to support program implementation.

Additional program responsibilities:

- Work with CEJA Communications Associate to develop and implement effective communication strategies to support Climate program.
- Represent CEJA in public forums.

Organizational Responsibilities:

- Participate in Steering Committee meetings to present and report on program progress.

- Actively participate in program strategy, planning, tracking and reporting, and staff meetings.
- Work with CEJA staff to provide timely reporting on program activities for funding purposes.
- Actively participate in CEJA-wide events, such as annual Congreso.
- Foster an environment that promotes trust and cooperation amongst CEJA staff, community members, and affiliate organizations.
- Other duties as assigned by the Co-Directors.

This position requires travel. Employee is expected to travel to Sacramento on an as needed basis, and make occasional trips to areas where members are located.

Qualifications and skills REQUIRED

- Experience working on California climate policy
- Minimum of 3 years experience working in nonprofit sector (Social Justice or Environmental Justice organizations strongly preferred)
- Demonstration of leadership and coordination skills, self-motivated; experience facilitating meetings.
- Minimum of 3 years in Program Management.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Highly collaborative style and sincere commitment to work collaboratively with CEJA staff, committees, organizational community members, and supporters.
- Excellent writing/editing and verbal communication skills.
- Relationship builder and people person.
- Self-starter, able to work independently.
- Ability to handle a fast-paced work environment and take on additional tasks as needed to support CEJA's overall mission.
- Ability to work flexible hours to respond to position needs.
- Strong working knowledge of Microsoft Office Suite (Word, Excel, Power Point).
- Internet fluency; web research a must.

Starting Salary: Competitive, depending on experience.

Benefits: Includes health, dental, and vision insurance, retirement plan, generous vacation and sick leave

Deadline and Start Date: Applications due March 10th 2017, start date as soon as possible.

Applications: Email resume with cover letter to: ceja@caleja.org

Environmental Health Coalition is an equal opportunity employer and encourages people of color, women, and LGBT persons to apply.