



## **CEJA Climate Justice Program Associate 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 Associate

### **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 of fossil fuel use. The program consists of work in the legislature, administrative advocacy, and movement-building efforts across the state.

The Climate Justice Program Associate will be responsible for working with our Climate Justice committee, implementing and managing the Climate Justice program plan.

For more information, please visit [www.caleja.org](http://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:**

- Support management of climate committee.
- Work with Committee to implement overall strategy for achieving climate goals.
- Plan and facilitate bi-weekly climate committee calls.

- Together with the CEJA Co-Director, plan and co-facilitate program strategy sessions and other meetings as needed.
- 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:**

- Support 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.
- 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.
- Participate in relevant networks or meetings to advance program goals.
- Assist with researching issues relevant to Climate program.
- Develop factsheets, 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**

- 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.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Highly collaborative style.
- Excellent writing/editing and verbal communication skills.
- Relationship builder and people person.
- Sincere commitment to work collaboratively with CEJA staff, committees, organizational community members, and supporters.
- 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.
- Commitment to Environmental, Social and Economic Justice.

**Starting Salary:** \$53,000-58,000, depending on experience.

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

**Deadline and Start Date:** Applications due May 24th, start date as soon as possible.

**Applications:** Email resume with cover letter to: [climatesearch@caleja.org](mailto:climatesearch@caleja.org)

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