



CEJA Energy Equity 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 four 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; 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 core program areas, the Energy Equity program.

JOB TITLE

Energy Equity Program Manager

POSITION DESCRIPTION

CEJA's Energy Equity Program works to ensure that California's energy policies protect and benefit low-income communities and communities of color, while aggressively pushing our state to transition to 100% renewable energy. The program consists of work in the legislature, administrative advocacy, and movement-building efforts across the state.

The Energy Equity Program Manager will be responsible for working with our Energy Equity Committee; developing, implementing, and managing the Energy Equity program plan; and providing leadership and strategic vision for the Energy Equity 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 Energy Equity Program Manager will be an employee of EHC. The Program Manager will report to the Statewide Organizing Director of CEJA. The position will be based in CEJA's offices in Oakland, Los Angeles, or Sacramento.

PRIMARY RESPONSIBILITIES

Energy Equity Committee Management and Community Engagement:

- Act as the lead of the energy program and responsible for overall management of energy committee.

- Work with Committee to create and implement overall strategy for achieving energy goals.
- Monitor annual work plan and ensure work is moving forward smoothly.
- Plan and facilitate bi-weekly energy committee calls.
- Plan and facilitate program strategy sessions and other meetings as needed.
- Keep Energy Equity Committee members up to date on program development and activities.
- Coordinate with staff at member organizations to recruit and organize participants in CEJA activities as needed.
- Develop and implement strategies and curriculum to engage community members, such as community trainings.

Policy Analysis and Advocacy:

- Lead the development and implementation of energy-related policy proposals and priorities, in coordination with Energy Committee members and other CEJA staff.
- Advocate in the legislature for our Energy Equity policy positions, in coordination with Policy Advocate and CEJA leadership.
- Represent CEJA at the California Energy Commission and California Public Utilities Commission, and other regulatory agencies including participating in proceedings, attending hearings and testifying on behalf of CEJA, analyzing proceeding and policy documents, and drafting comment letters on behalf of CEJA.
- Lead advocacy to improve and deepen analysis around energy policies in California and how to ensure an equitable, renewable energy policies.
- Together with Policy Advocate and CEJA leadership, develop political strategies to move our issues in statewide policy.
- Together with CEJA leadership, help manage and convene energy strategy spaces involving ally organizations to generate more shared, coordinated energy equity policy positions and strategies.
- 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 Energy Equity program.
- Develop factsheets, briefings and other written products to support program implementation.

Additional program responsibilities:

- Work with CEJA Communications Manager to develop and implement effective communication strategies to support Energy 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 Statewide Organizing Director.

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.
- Minimum of 3 years in Program Management.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Excellent writing/editing and verbal communication skills.
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- Experience working with coalitions.
- 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.

QUALIFICATIONS AND SKILLS PREFERRED

- 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.

Starting Salary: \$62,000-67,000, depending on experience.

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

Deadline and Start Date: Applications due January 1, 2018, start date as soon as possible.

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

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