



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 a collaborative leader 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 effectively advancing the 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 provide leadership and strategic vision for the Energy Equity Program; develop, implement, and manage the Energy Equity program plan; and manage our highly-engaged Energy Equity Committee comprised of CEJA member and partner staff.

For more information about the Energy Equity Program and CEJA's effective campaigns, 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 Manager will be housed in one of CEJA's offices in downtown Oakland, in Huntington Park in Southeast Los Angeles County, or in downtown Sacramento.

PRIMARY RESPONSIBILITIES

Energy Equity Committee Management and Community Engagement:

- Lead the Energy Equity program and manage the Energy Equity Committee.
- Collaboratively create and implement overall strategy for achieving energy goals with the Committee.
- Monitor annual work plan and ensure work is moving forward smoothly.
- Plan and facilitate bi-weekly Committee calls.
- Plan and facilitate program strategy sessions and other meetings as needed.
- Update Committee members 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, such as community trainings, to engage community members,.

Policy Analysis and Advocacy:

- Lead the development and implementation of energy-related policy proposals and priorities, in coordination with Committee members and other CEJA staff.
- Advocate in the legislature for our energy policy positions, in coordination with CEJA's Policy Manager and CEJA leadership.
- Oversee energy regulatory advocacy and work with technical support to represent CEJA at the California Energy Commission, the California Public Utilities Commission, and other regulatory agencies. Participate in proceedings, attend hearings and testify on behalf of CEJA; analyze proceeding and policy documents; and draft comment letters on behalf of CEJA.
- Lead advocacy to improve and deepen analysis around energy policies in California and to ensure equitable, renewable energy policies.
- Together with Policy Manager 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 hiring consultants to research relevant issues.
- Develop factsheets, briefings and other written products to support program implementation.

Additional program responsibilities:

- Collaborate with CEJA's Communications Manager to develop and implement effective communication strategies to support Energy program.
- Represent CEJA in public forums.

Organizational Responsibilities:

- Present and report on program progress at CEJA Steering Committee meetings.

- Actively participate in program strategy, planning, tracking and reporting, and staff meetings.
- Support CEJA's fund development success: Provide information for grant proposals and reports. Participate occasionally in other fundraising activities.
- Actively participate in CEJA-wide events, such as our annual Congreso.
- Foster an environment that promotes trust and cooperation amongst CEJA staff, community members, and affiliate organizations.
- Other duties as assigned by the Statewide Organizing Director.

This position requires travel. The Energy Equity Program Manager will travel to Sacramento on an as-needed basis and will make occasional trips to the offices of CEJA member and partner organizations.

QUALIFICATIONS AND SKILLS REQUIRED

- Minimum of 5 years working in nonprofit sector (Social Justice or Environmental Justice organizations strongly preferred)
- 3 years in Program Management required.
- Leadership, coordination, and facilitation skills and experience.
- Excellent organizational, managerial, and communication skills.
- Excellent writing/editing and verbal communication skills.
- 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).
- Strong web research skills and general Internet fluency.
- 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: \$62,000-70,000, depending on experience.

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

Deadline and Start Date: The position will remain open until filled, with a start date as soon as possible. Once the position has been filled, we will remove the job announcement from this webpage: <https://caleja.org/about-us/work-with-us/>.

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

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