



CEJA PROGRAM DIRECTOR JOB ANNOUNCEMENT

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.

JOB TITLE: Program Director

POSITION DESCRIPTION

CEJA seeks a dynamic Program Director to oversee the development and operation of CEJA's Climate Justice, Energy Equity, and Green Zones programs. The Program Director will develop and guide the implementation of a broader framework and coordinate across program areas to cohesively maximize effectiveness. This position will identify and support policy analyses, research and content development, and training needs. The Program Director will work closely with program staff and the Political & Policy Director to ensure effective development and implementation of our program priorities and campaigns. This position will also identify and develop tools and practices to further equip and empower our membership to deeply engage in our program work.

For more information about CEJA's, 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 Director will be an employee of EHC. The Program Director will report to CEJA's Executive Director and will directly supervise three program staff. The Director will be housed in one of CEJA's offices in downtown Sacramento, Oakland, or Huntington Park in Southeast Los Angeles County.

PRIMARY RESPONSIBILITIES

Program Leadership:

- Serve as lead thought partner, mentor, and supervisor for Energy Equity, Climate Justice, and Green Zones program leads to provide visionary guidance for programs.
- Oversee the program leads and, in consultation with the Political and Policy Director, develop analyses, strategies, and tools to advance program workplans, campaigns, and policy advocacy for Green Zones, Energy Equity, and Climate Justice programs.

- Oversee, guide direction, and strengthen the planning and execution of these three programs, leveraging connections across, including intersecting projects and policies, and aligning priorities with overall organizational goals and mission.
- Guide development of strategic activities to advance program goals and workplans, including identifying additional needs for successful campaigns, such as key reports, research, communications needs, and helping to identify key targets.
- Manage long-term strategic thinking about how CEJA and its members can effectively advance its program campaigns and goals toward a Just Transition.
- Serve as a lead CEJA representative, cultivating and furthering relationships with a variety of decisionmakers and stakeholders, including elected officials, labor unions, environmental and social justice organizations, funders, and the media to advance program agendas.
- Participate in relevant coalitions, networks and events to advance program goals.
- Advocate before state legislature, executive branch, and regulatory agencies, as necessary.
- Direct and support policy analysis of regulatory and legislative proposals, as well of development and execution of program activities.
- Serve as liaison with consultants and oversee consultant agreements for the Green Zones, Energy Equity, and Climate Justice programs.

Supervision & Mentorship

- In partnership with the Political and Policy Director, strengthen annual program evaluation and planning with guiding frameworks and processes to ensure consistency and overall coherence across program areas.
- Ensure Energy Equity, Climate Justice, and Green Zones programs have ambitious and attainable goals and plans in place; provide clear and useful feedback; and serve as a resource to program managers, including on issues related to the management of their program committees.
- Oversee budget development and administration for Energy Equity, Climate Justice, and Green Zones program.
- Work with Communications Manager to integrate strategic communications to advance program goals and help strengthen CEJA's capacity to execute timely, consistent, sharp, relevant, and aligned narrative interventions.
- In partnership with Political and Policy Director, develop and manage systems for communication, coordination and strategizing within and between subject matter programs and policy and civic engagement programs.
- Implement and oversee staff performance evaluations and development.

Organizational Leadership

- Support Executive Director in strategic organizational development, including serving on and participating in regular meetings with Leadership Team.
- Serve as representative and spokesperson for CEJA at major events, preparing, assisting with, and/or providing presentations as related to program areas.
- Support Executive Director in hiring, coaching, and retaining high performers, and addressing performance issues.

- Play key role in supporting CEJA’s fundraising success by informing development of proposals and reports for Energy Equity, Climate Justice, and Green Zones programs, ensuring successful execution of grant agreements and other fundraising opportunities as needed.
- Build and maintain relationships with funder partners, including providing relevant and timely developments and achievements.
- Build and foster relationships with existing and new members, partners and allies.
- Support Executive Director in establishing and refining internal cultural norms, management practices and systems.
- Provide high-level strategic advice to Executive Director and Steering Committee on program development, including long-term strategy and growth.
- Assist Executive Director with planning Steering Committee meetings, and participate and provide presentations to Steering Committee as necessary.

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

QUALIFICATIONS AND SKILLS REQUIRED

- Holds a deep commitment to Environmental, Social & Economic Justice and CEJA’s mission.
- Familiar with California EJ policy landscape, community, and advocacy groups.
- Ability to successfully navigate and advocate before various policy decision-making venues.
- Embodies self-confidence and the capacity to be a lead thinker and strategist in program development.
- Background and policy or program expertise in environmental justice issues.
- Leadership and communication skills (both written and verbal) with the ability to facilitate understanding across multiple audiences.
- Ability to develop a team-oriented environment; commitment to democratic participation.
- Experience leading fast-paced, collaborative program and policy campaigns, and ability to handle multiple tasks and maintain attention to detail.
- Effective strategic planning, program evaluation and project management skills.
- Ability to work flexible hours to respond to position needs.

QUALIFICATIONS AND SKILLS PREFERRED

- Public Policy, Urban Planning, Law, or other similar degree.
- Successful track record of at least 5-7 years in: supervisory experience, and comparable policy/legislative program/campaign experience.

Starting Salary: \$77,000-85,000, depending on experience.

Benefits: Health, dental, & vision insurance, retirement plan, generous vacation & sick leave.

Deadline and Start Date: Position will remain open until filled, with a start date as soon as possible.

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

The Environmental Health Coalition is an equal opportunity employer.