



CEJA 2019 Congreso Event Manager Request for Proposals

The California Environmental Justice Alliance (CEJA) is a statewide, community-led alliance that works to achieve environmental justice by advancing policy solutions. We unite the powerful local organizing of our ten members and partner organization in the communities most impacted by environmental hazards – low-income communities and communities of color (immigrant communities) – to create comprehensive opportunities for change at a statewide level.

Services Needed: CEJA is seeking the services of an event manager in an **independent contractor** capacity to plan and coordinate CEJA's 6th annual day-long member *Statewide Environmental Justice Congreso ("Congreso")*. The consulting contract will be entered with CEJA's fiscal sponsor, the Environmental Health Coalition.

Summary of event to be planned: CEJA's 6th annual Congreso, to be held on August 14, 2019, will build upon previous successful Congressos, bringing together 150-200 residents from low-income communities and communities of color across California that are highly impacted by pollution, poor land-use, and other environmental issues. This year's Congreso will be grounded on community environmental health, including air quality and Green Zones issues. It will build the capacity, technical expertise, and proactive leadership of community leaders on environmental justice issues and decision-making, particularly increasing capacity and coordination to engage in state air quality and environmental health work.

Deliverables

- Develop Congreso program agenda, schedule, and content in coordination with CEJA staff.
- Convene CEJA staff and members to advance program and logistical planning, developing meeting agendas and facilitating meetings.
- Develop event program and promotional materials in coordination with CEJA staff.
- Manage event logistics, including researching, communicating, and coordinating with vendors.
- Produce and order programs.
- Coordinate and assist presenters, including providing timely and clear information.
- Coordinate travel and manage event budget.
- Coordinate schedule and trouble-shoot day of event.

Experience desired:

- Experience working in nonprofit sector (social justice or EJ organizations strongly preferred)
- Excellent follow-through capacity and attention to detail
- Experience working with diverse stakeholders, relationship builder and a people person
- Ability to smoothly coordinate meeting logistics
- Ability to work independently and in teams
- Working knowledge of state EJ policy issues is useful

Term: May through August, 2019, approximately 75-80 hours.

Location: The consultant will work remotely in her or his own workspace and work independently, providing and use own equipment, and creating her or his own schedule.

Submit resume and statement of interest to glimon@caleja.org, subject line: Congreso Event Manager