



JOB ANNOUNCEMENT  
**CLIMATE JUSTICE PROGRAM MANAGER**  
*Open until filled*

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 members in the communities most impacted by environmental hazards – low-income communities and communities of color (immigrant communities) – to improve environmental health by creating comprehensive opportunities for change at a statewide level. 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.

**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 off fossil fuels. The program consists of policy work in the state legislature, administrative advocacy, and movement-building efforts across the state. The Climate Justice Manager will be responsible for working with our member Climate Justice committee, developing, implementing and managing the Climate Justice workplan, and providing leadership and strategic vision for the Climate program. For more information about CEJA's programs, please visit [www.caleja.org](http://www.caleja.org).

**REPORTING RELATION/LOCATION**

The fiscal sponsor for CEJA is the Environmental Health Coalition (EHC), a member of CEJA. The Climate Justice Program Manager will be an employee of EHC and will report to the Program Director of CEJA. CEJA has offices in Huntington Park, Sacramento, and Oakland. The Climate Justice Program Manager will ideally be housed in CEJA's downtown Oakland.

**PRIMARY RESPONSIBILITIES**

**Climate Justice Committee Management and Community Engagement:**

- Facilitate, support and manage the Climate Committee, comprised of CEJA member and partner organization staff.
- Lead and facilitate development of annual Climate Justice Committee annual workplan, monitor, execute with Committee, ensure progress and adapt as necessary.
- Work with Climate Committee to create and implement long and short-term strategies for achieving climate goals.
- Plan and facilitate monthly Climate Committee calls. Regularly communicate with Climate Committee members on program developments and activities.
- Coordinate with staff at CEJA member and partner organizations to recruit and retain participants in CEJA activities.
- Participate in coalitions, networks and events to advance Climate Committee goals.

**Policy Analysis and Advocacy:**

- Lead the development of climate-related policy proposals, in coordination with Climate Committee members, Program Director, and other CEJA staff.
- Advocate before the legislature, in coordination with Program Director and other CEJA staff.
- Advocate before state agencies, including analyzing agency documents, drafting comment letters, and attending hearings and testifying on behalf of and with CEJA members.
- Develop political strategies to achieve climate justice in statewide policy.
- Develop, maintain and strengthen strategic partnerships with key allies and decision-makers.
- Ensure research necessary to further Climate Committee goals is undertaken.
- Develop fact sheets, briefings, reports and other written products to advance Climate Committee goals.

**Additional program responsibilities:**

- Work with CEJA Communications Associate to develop and implement effective communication strategies to support Climate Justice program.
- Represent CEJA in public forums.
- Support CEJA development staff in grant reporting and funding proposals.

**Organizational Responsibilities:**

- As necessary, 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 and support CEJA-wide events.
- Foster an environment of trust and cooperation amongst staff, members and partners, and affiliate organizations.
- Other duties as assigned by the Program Director

**This position requires travel. Employee is expected to work in Sacramento and Oakland on an as-needed basis, and will make occasional trips to the offices of CEJA member and partner organizations throughout the state.**

**Qualifications and skills REQUIRED**

- Experience working on California climate policy
- Demonstrated experience or understanding of environmental justice
- Excellent analytical, writing/editing and verbal communication skills.
- Strong research skills.
- Demonstration of leadership and coordination skills, self-motivated; experience facilitating meetings.
- Highly collaborative style and sincere commitment to work collaboratively with CEJA staff, committees, organizational community members, and supporters.
- Relationship builder and people person.
- Self-starter, able to work independently.
- Ability to work flexible hours.
- Strong working knowledge of Microsoft Office Suite (Word, Excel, Power Point) and internet fluency.

**Qualifications and Skills PREFERRED:**

- Deep commitment to Environmental, Social & Economic Justice, and CEJA's mission.
- Experience working on clean transportation policies in California.
- Minimum of 3 years in Program Management.

- Minimum of 3 years of experience working in environmental and/or social justice nonprofit sector.
- Demonstrated excellence in organizational, managerial, and communication skills.

**Starting Salary:** Competitive, depending on experience.

**BENEFITS:**

EHC offers a competitive benefits package inclusive of:

- ❖ Excellent Orientation Program
- ❖ Vacation and Wellness (Sick) Leave
- ❖ Health, Dental, Vision and Chiropractic Insurance
- ❖ Prescription Coverage
- ❖ Long Term Care Insurance
- ❖ 401(k) Retirement Plan
- ❖ Personal Development Opportunities

**POSITION CLOSE DATE:** Open Until Filled

**APPLICATION SUBMISSION PROCESS:** Please submit your resume, cover letter and a writing sample to [jobs@caleja.org](mailto:jobs@caleja.org). In the subject line, put the words Climate Justice Manager, followed by a dash and your last name, first name. For example: *Climate Justice Manager – Chavez, Cesar*

**EHC IS AN EQUAL OPPORTUNITY EMPLOYER  
WE ENCOURAGE PEOPLE OF COLOR AND WOMEN TO APPLY**

EHC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.