



JOB ANNOUNCEMENT
POLICY 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. CEJA Action builds political power of communities of color to advance environmentally and socially just policies in California and a more participatory, inclusive democracy.

POSITION DESCRIPTION

The Policy Manager will be responsible for working with the CEJA Policy & Political Director, staff and members to advance a policy agenda that is centered on key environmental justice and social justice issues affecting California's low-income communities and communities of color. The focus will be on the California Legislature and budget advocacy, but may also include administrative advocacy. This position will supervise occasional interns and volunteers. This is a regular, full-time, exempt position.

REPORTING RELATION/LOCATION

The fiscal sponsor for CEJA is the Environmental Health Coalition (EHC), a member of CEJA. The fiscal sponsor for CEJA Action is Tides Advocacy Fund. The Policy Manager will be an employee of EHC and report to the Policy & Political Director of CEJA. CEJA has offices in Huntington Park, Sacramento, and Oakland. This position is based in Sacramento, and will work out of the CEJA office in Sacramento. Remote working is mandatory during the COVID-19 pandemic.

PRIMARY RESPONSIBILITIES

- Work closely with CEJA Policy & Political Director, staff, legislative committee, and relevant policy committees to develop and implement legislative and budgetary policy advocacy strategies that meet our organizational and program goals, including planning and implementing lobby days and training events for members as needed.
- Work with CEJA Policy & Political Director to manage legislative process to advance legislative priorities and develop full annual Legislative Agenda in collaboration with CEJA program staff and Legislative Committee.
- Support and manage the Legislative Committee. Plan and facilitate an annual committee retreat and monthly committee meetings, regularly communicate with committee on developments and activities.
- Track and report on policy proposals, conduct research, and examine existing statutes.
- Draft legislative proposals and amendments, fact sheets, briefing materials, and letters.
- Develop and maintain relationships with legislators and staff, the Administration, and key allies.
- Represent CEJA at meetings and public events; provide testimony at legislative and administrative hearings; and participate in media interviews.
- Participate in coalitions, networks and events to advance CEJA's advocacy goals.
- With the Policy & Political Director and Special Projects Manager, develop CEJA's Annual Legislative Scorecard and plan and execute special events, such as CEJA's Annual Legislative Scorecard Briefing and Annual Congress.
- Participate in CEJA staff and program committee meetings.
- Regularly report lobbying activity and hours to The Advocacy Fund, fiscal sponsor of CEJA Action, the c4 arm of CEJA, with support of Operations Manager.

General Organizational Responsibilities

- Work with CEJA Communications Associate to develop and implement effective messaging and communication strategies.

- Provide guidance and direction to the Operations Manager and various vendors relating to projects and events.
- Foster an environment that promotes trust and cooperation amongst CEJA staff, members, and partners.
- Complete additional tasks as assigned by Policy & Political Director.

Qualifications and skills REQUIRED

- Minimum of 3 years of experience in legislative advocacy or working on legislative matters, preferably on environmental justice, social justice, civil rights or immigrant rights issues.
- Commitment to advancing social and economic justice.
- Experience working with low-income communities and communities of color.
- Strong knowledge of and analytical capacity to think strategically about public policy agenda and implementation.
- Strong speaking and writing skills to present CEJA's policy priorities to government officials, community partners, the general public and the media.
- Ability to work well both independently and in collaboration with diverse staff, organizational leaders, and community allies.
- Ability to multi-task and take on additional work as required, and within reason.
- Ability to work in fast-paced office setting.
- Highly collaborative style and sincere commitment to work collaboratively with CEJA staff, committees, organizational community members, and supporters.
- Relationship builder and people person.
- Ability and willingness to travel to occasional meetings throughout California and to work evenings on occasion.
- Internet fluency, web research a must.
- Strong working knowledge of Office Suite (Word, Excel, Power Point).

Qualifications and Skills PREFERRED:

- Experience working in a coalition setting, experience facilitating meetings.
- Familiarity with California political landscape and California community and advocacy groups.
- Ability to work flexible hours to respond to position needs.

Starting Compensation: \$68,000-\$78,000, depending on experience

BENEFITS: EHC offers a competitive benefits package inclusive of: Vacation and Sick (Wellness) Leave; Health, Dental, Vision and Chiropractic Insurance; Long Term Care Insurance; 401(k) Retirement Plan; and Professional 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. In the subject line, put the words "Policy Manager," followed by a dash and your last name, first name. For example: *Policy Manager – Chavez, Cesar*

EHC IS AN EQUAL OPPORTUNITY EMPLOYER - WE ENCOURAGE PEOPLE OF COLOR, WOMEN AND TRANSGENDER AND GENDER NON-CONFORMING PEOPLE 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.