



CEJA Green Zones 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 someone to manage one of our core program areas, the Green Zones program.

JOB TITLE

Green Zones Program Manager

POSITION DESCRIPTION

CEJA's Green Zones Program utilizes a place-based strategy to transform toxic hot spots into healthy, thriving neighborhoods. Green Zones are neighborhoods heavily burdened by pollution where residents are organizing to reduce pollution and cultivate new, coordinated opportunities to implement community-led solutions. The Green Zones Program includes three main areas of work:

- Lifting up the success of local Green Zones across the state;
- Support statewide efforts to identify overburdened communities using cumulative impact screening tools such as CalEnviroScreen 4.0 and others;
- Advance visionary policies that support all Green Zones.

The Green Zones Program Manager will be responsible for working with our Green Zone committee, implementing and managing the Green Zone program plan, and providing leadership and strategic vision for the Green Zones work.

For more information, please visit www.caleja.org

REPORTING RELATION/LOCATION

The fiscal sponsor for CEJA is the Environmental Health Coalition (EHC), a member of CEJA. This position will be an employee of EHC. CEJA has offices in Huntington Park, Sacramento, and Oakland. This position is based in Oakland or Sacramento, and will work out of the CEJA office in Oakland. Remote working is an option during the COVID-19 pandemic.

PRIMARY RESPONSIBILITIES

Green Zones Committee Management and Community Engagement:

- Work with committee to develop a collective vision and implement an overall strategy for achieving Green Zones in California.

- Act as the lead of the Green Zones program to provide overall management of Green Zones committee and its work plan. Work with the team to develop organized meeting agendas, provide meeting facilitation that moves the group toward achieving its goals, schedule campaign meetings and calls, organize files and documents, and manage and track the team's progress toward multiple projects and deadlines.
- Develop a strong team of Green Zones committee members who are actively engaged in program development, advocacy efforts, and campaign strategy development.
- Plan and facilitate monthly or biweekly Green Zones committee calls, ad hoc or small team calls, program strategy sessions, and other meetings as needed.
- Coordinate with staff at CEJA member organizations to involve and retain participants in Green Zones meetings and activities as needed. Produce strategies to engage community members, such as community trainings.

Policy Analysis and Advocacy:

- Lead the development of Green Zone-related policy proposals, in coordination with Green Zones Committee members and other CEJA staff. These include policies to increase investments and resources in historically divested communities, integrate EJ into land use planning, advance housing justice, and reduce pollution in environmental justice communities.
- Lead advocacy efforts to implement Green Zones policy proposals, in coordination with Policy Manager and Co-Directors. Build strategic relationships with decision-makers, and understand state agency and legislative bodies to effectively navigate them to advance our goals.
- Organize CEJA staff and member organizations to attend meetings and public events to provide testimony at pertinent legislative and administrative hearings, and participate in media interviews.
- Produce relevant research and develop comments letters, factsheets, briefings and other written products to support campaigns and program implementation.
- Hire and manage consultants to provide communications support or conduct research on issues relevant to Green Zones, as needed.
- Develop and maintain strategic partnerships with key allies and decision-makers.
- Participate in relevant coalitions and external networks to advance program goals.
- Manage CEJA's advocacy and implementation work to reform the Department of Toxic Substances Control (DTSC) and ensure the full clean up in EJ communities.
- Lead collective advocacy efforts to improve and deepen analysis around ways CalEnviroScreen 4.0 and other EJ tools can be used effectively in state policy.

Additional program responsibilities:

- Work with CEJA Communications Manager to develop and implement effective communication strategies to support Green Zones program.
- Represent CEJA in public forums.

Organizational Responsibilities:

- 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.
- Participate in CEJA-wide activities, such as retreats, CEJA's Lobby Day, Congreso, Agency Assessment, Environmental Justice Scorecard, and others, as needed.
- Foster an environment that promotes trust, respect, cooperation, courageous conversations, and good communication amongst CEJA staff, members, and partners.
- Complete additional tasks as assigned by CEJA's Interim Co-Director of Programs.

- Participate in fundraising related meetings and support fund development for Green Zones-related activities.
- Oversee, track, and manage the budget for the Green Zones program.

This position may require travel. Employee will be expected to travel to Sacramento on an as needed basis, and make occasional trips to areas where members are located.

QUALIFICATIONS AND SKILLS REQUIRED

- Minimum of 3 years of experience working in nonprofit sector (Social Justice or Environmental Justice organizations strongly preferred)
- Demonstration of leadership and coordination skills, self-motivated; experience facilitating meetings.
- Minimum of 3 years in Program Management.
- Demonstrated excellence in organizational, managerial, and communication skills.
- Highly collaborative style.
- Excellent writing/editing and verbal communication skills.
- Relationship builder and people person.
- Experience working with coalitions.
- 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.
- Ability to work flexible hours to respond to position needs.
- Strong working knowledge of Microsoft Office Suite (Word, Excel, Power Point).
- Internet fluency; web research a must.
- Commitment to Environmental, Social and Economic Justice.

Starting Salary: \$72,000-78,000 depending on experience.

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

Deadline and Start Date: Applications will be accepted on a rolling basis, start date as soon as possible.

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

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