



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

**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.

**REPORTING RELATION/LOCATION**

The fiscal sponsor for CEJA is the Environmental Health Coalition (EHC), a member of CEJA. The Climate Justice Manager will be an employee of EHC. This position may be housed in any of CEJA's offices: Huntington Park, Oakland, and Sacramento. As COVID restrictions will shift through the foreseeable future, all CEJA staff are working remotely and, as public health and safety procedures permit, we will ease into working in person.

**COVID-19 VACCINATION-BOOSTER/TESTING**

EHC requires all personnel to maintain up-to-date vaccinations and obtain any supplemental booster shots, if available and not medically contraindicated or have an approved exemption. We require personnel to certify that they have obtained the necessary immunizations and maintain a copy of that certification, which must be provided at our request. If an employee does not receive vaccinations/boosters and receives an exemption from this policy, they will be required to obtain regular and appropriate testing to certify non-infection.

**PRIMARY RESPONSIBILITIES & EXPECTATIONS:**

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

- Provide strategic leadership and campaign management for CEJA's Climate Committee, comprised of CEJA member and partner organization staff. Work with the Climate Committee to create and implement long- and short-term strategies for achieving climate justice in California.
- Co-lead the development and implementation of the annual Climate Justice Committee annual workplan with CEJA members and other staff members. Provide transparent and well-organized management of the committee's multiple campaigns and projects; monitor and execute work with committee members; and ensure good progress towards deadlines and goals while adapting as necessary.
- Organize CEJA member organizations and ally organizations to engage in CEJA's Climate Justice campaigns and

policy advocacy, working closely with everyone to facilitate effective communication and feedback processes, including healthy and courageous conversations.

- Plan and facilitate bimonthly Climate Committee calls, using Zoom video conferencing. Work with the team to develop structured meeting agendas, provide facilitation that moves the group toward achieving its goals, keep records of meeting notes, schedule meetings and calls, engage in outreach and retention activities for attendance, organize files and documents, and manage and track the team's progress toward multiple projects and deadlines. Coordinate with the staff of CEJA's member and partner organizations to recruit and retain participants in CEJA Climate Committee and alliance-wide activities.
- Build strong, collaborative working relationships with external coalitions to advance CEJA's climate justice goals. Promote issue-area alignment with allies and coalitions, and provide leadership on EJ-related issues in those spaces.

#### **Policy Analysis and Advocacy:**

- Co-lead the development of climate-related policy proposals, in coordination with Climate Committee members, relevant CEJA Directors, and other CEJA staff. Policies will work to achieve a just transition away from fossil fuels, improve air quality, reduce greenhouse gas emissions, advance transportation justice, promote equitable climate investments in the state budget, and end climate policy dead ends.
- Develop political strategies and campaigns to achieve climate justice in statewide policy that advance the visions and needs of frontline EJ communities in California. Provide lead thinking before and after strategy discussions.
- Organize CEJA member and partner organizations to attend meetings and public events where they will provide testimony at pertinent legislative and administrative hearings; and participate in media interviews.
- Advocate before the Legislature, in coordination with 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, maintain and strengthen strategic partnerships with key allies and decision-makers.
- Ensure that research is undertaken to further Climate Committee goals.
- Manage consultants and fellows, and support CEJA staff to advance the Climate Committee's goals.
- 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 the Climate Justice program.
- Represent CEJA in public forums.
- Support CEJA development staff in grant reporting and funding proposals, and provide timely reporting on program activities for funding purposes.

#### **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.
- Actively participate in and support CEJA-wide events.
- Foster an environment of trust and collaboration amongst staff, members and partners, and affiliate organizations.
- Other duties as assigned by the Program Director

### **Qualifications and skills REQUIRED**

- Commitment to environmental, social and economic justice.
- High level of proficiency with Microsoft Office Suite (Word, Excel, Power Point) and online systems like Google Docs and Box.
- Internet fluency; strong web research skills.
- Highly detail oriented and accountable.
- Self-starter and ability to work independently.
- Is able to travel in the state as needed, including to the California State Capitol.
- Able to work flexible hours to respond to position needs.
- Excellent writing/editing and verbal communication skills.
- Demonstration of leadership and coordination skills: self-motivated, able to take direction and implement projects.
- Ability to handle a fast-paced work environment and take on additional tasks as needed to support CEJA's overall mission.
- Must have strong people skills, be community-friendly, and be able to engage a broad spectrum of people representing various social, cultural and professional backgrounds.
- Able to contextualize complicated/technical data into clear and simple information for community members.
- Culturally competent.
- Excellent, detail-oriented project management skills.
- Strong training or facilitation skills.
- Public speaking/presentation experience.
- Ability to facilitate and lead consensus decision making processes.

### **Qualifications and skills PREFERRED**

- B.A. in Policy, Environmental Science, Political Science, City and Regional Planning, or related field.
- 5 years of nonprofit experience.
- Experience with meeting compliance requirements and generating or submitting compliance reports.
- Experience working with grassroots campaigns or community organizing.
- Experience creating community accessible curricula or popular education materials.

Compensation: \$74,000 to \$79,000

**BENEFITS:** CEJA believes in helping to provide a good work-life balance for its employees and offers a competitive benefits package inclusive of:

- Excellent Orientation Program
- Generous Vacation and paid holiday benefits
- Fully paid 2-week winter break December 19th thru January 1st)
- Sabbatical opportunity
- Health, Dental, Vision and Chiropractic Insurance
- Up to \$2,000 for medical reimbursement
- Personal and Wellness Leave
- Long Term Care Insurance
- 401(k) Retirement Plan
- Professional Development Opportunities

**POSITION CLOSE DATE:** *Open Until Filled*

**APPLICATION SUBMISSION PROCESS:** Please submit your resume and cover letter to CEJA's portal at [ceja.isolvedhire.com/jobs](https://ceja.isolvedhire.com/jobs)

## **Employment Terms & Conditions**

### **Background Check:**

This offer is contingent on the successful completion of a background check.

### **Pre-Employment Agreements:**

This offer is contingent on successful completion of pre-employment verification.

### **Covid-19 Vaccination-Booster/Testing:**

CEJA requires all personnel to maintain up-to-date vaccinations and obtain any supplemental booster shots, if available and not medically contraindicated or have an approved exemption. We require personnel to certify that they have obtained the necessary immunizations and maintain a copy of that certification, which must be provided at our request. If an employee does not receive vaccination/booster, they will be required to obtain regular and appropriate testing to certify non-infection.

### **At-Will Employment:**

Environmental Health Coalition (CEJA) looks forward to developing a long-term relationship with you to pursue our mutual goals of positively impacting our communities and our organization. Nonetheless, please understand that CEJA is an at-will employer. That means that either you or CEJA may end the employment relationship at any time, with or without notice or cause. In addition, nothing in this letter or CEJA's policies or procedures, either now or in the future, are intended to change the at-will nature of our relationship. Welcome to the CEJA team!

**CEJA IS AN EQUAL OPPORTUNITY EMPLOYER - WE ENCOURAGE PEOPLE OF COLOR, WOMEN, AND TRANSGENDER AND GENDER NON-CONFORMING PEOPLE TO APPLY.**

CEJA 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, and transfer, leaves of absence, compensation, and training.