



JOB ANNOUNCEMENT

Climate and Air Campaign Manager

Full-Time Temporary Position for July 2022 to February 2023

Submit application by July 24, 2022

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 Climate and Air Campaign Manager is responsible for coordinating and project managing CEJA's alliance-wide engagement and environmental justice priorities in the 2022 Climate Scoping Plan of the California Air Resources Board. The Climate Change Scoping Plan is the climate blueprint for the next 20 years of climate policy in the state of California.

The Climate and Air Campaign Manager will track and project manage internal advocacy efforts related to CEJA's environmental justice priorities in the Scoping Plan and external organizing to influence the Board's adoption of a just, equitable plan. This may include advocacy across sectors that CEJA already works on that are encompassed or impacted by the Scoping Plan, including Just Transition, climate, air, and energy equity issues, as they relate directly to the Scoping Plan. This position may supervise occasional interns and volunteers. ***This is a full-time, temporary, exempt position.***

REPORTING RELATION/LOCATION

The fiscal sponsor for CEJA is the Environmental Health Coalition (EHC), a member of CEJA. The Climate and Air Campaign Manager will be an employee of EHC. This position may be housed in any of CEJA's offices: Huntington Park, Oakland or Sacramento. Remote working is an option during the COVID-19 pandemic.

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:

Scoping Plan Committee Management

- Provide organized and transparent project management for CEJA's collaborative and alliance-wide campaign to achieve a Just Transition through the California ARB's 2022 Scoping Plan. 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.

- Support the team's implementation of the campaign plan, including working closely with CEJA staff and CEJA member and partner organizations to facilitate effective communication and feedback processes to execute a collaborative inside advocacy strategy and outside organizing strategy, and providing lead thinking before and after strategy discussions. Support the team's progress on goals and deadlines.
- Engage ten (10) CEJA member and partner organizations to ensure statewide EJ community input into CEJA's Scoping Plan strategy and implementation. Support members and partners to participate in stakeholder & decision-maker meetings.

Scoping Plan Analysis, Organizing, and Advocacy

- Support the Scoping Plan team's work to analyze and advocate on specific sector and issue areas, including drafting and submitting CEJA comment letters and other pertinent work products by the established deadlines.
- Coordinate the Scoping Plan team's work to develop relationships with, provide education to, and advocate before CARB Board members and staff, legislators and staff, other relevant agencies, and the Governor's office.
- 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.
- Engage ally organizations to identify opportunities for collaboration on Scoping Plan advocacy.
- Serve as primary contact to and partner with consultants to ensure technical and other expertise is acquired, including educational materials and workshops with members and partners.
- Support CEJA's consultants who will be providing an environmental justice analysis of the draft and final 2022 Scoping Plan to serve as the basis for continued advocacy.
- Work with the Scoping Plan team to develop any fact sheets, briefings, or other written products to advance the committee's goals for the Scoping Plan, as needed.
- Support with research development to advance CEJA's campaign goals, as needed.
- Coordinate with CEJA Communications Manager and consultants to develop and implement effective messaging and communication strategies around the CARB Scoping Plan.

GENERAL ORGANIZATIONAL RESPONSIBILITIES

- Coordinate with CEJA program staff to identify opportunities and develop strategies for strengthening related advocacy and projects, including work that is related to or overlaps with other CEJA committees' work.
- Participate in CEJA staff meetings and program-related meetings to coordinate Scoping Plan-related efforts, as needed.
- Provide consultation and support to CEJA Policy Manager and Legislative Committee on bills specific to the Scoping Plan, as identified by the Scoping Plan team, as needed.
- Participate in fundraising related meetings and support fund development for Scoping Plan related activities.
- Collaboratively work with CEJA staff to track and manage the budget for the Scoping Plan campaign.
- 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.

Qualifications and skills REQUIRED

- Commitment to environmental, social and economic justice.
- Excellent, detail-oriented project management skills: is self-motivated, an independent starter, and can take direction and implement multiple, simultaneous projects and campaigns.
- Strong community-building and outreach skills: is community-centered and has an ability to engage a broad spectrum of people representing various social, cultural, and professional backgrounds.
- Excellent facilitation and conflict-resolution skills: can lead groups through highly inclusive and collaborative decision-making processes.
- Highly detail oriented and accountable to group agreements, decisions, plans, and deadlines.

- High level of proficiency with Microsoft Office Suite (Word, Excel, Power Point) and online systems like Google Docs and Box.
- Excellent writing/editing and verbal communication skills.
- Internet fluency; strong web research skills.
- Public speaking/presentation experience.
- Ability to travel across the state as needed to advance campaign goals.
- Can work a flexible schedule to respond to position and campaign needs.

Qualifications and skills PREFERRED

- B.A. or M.A. in Public Policy, Environmental Science, Political Science, City and Regional Planning, or a related field.
- At least five (5) years of nonprofit experience, preferably program and/or campaign management experience.
- Has direct lived or first-hand experience with environmental or social injustices.
- Experience with meeting compliance requirements and generating or submitting compliance reports.
- Community organizing experience, including experience working on and leading grassroots campaigns.
- Experience creating workshop curricula or popular education materials that are community-friendly.
- Strong training and workshop facilitation skills: is able to contextualize complicated/technical data into clear and simple information for community members.

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

POSITION CLOSE DATE: July 24, 2022

APPLICATION SUBMISSION PROCESS: Please submit your resume and cover letter to jobs@caleja.org. In the subject line, put the words “Climate and Air Campaign Manager-2022” followed by a dash and your last name, first name.

EHC IS AN EQUAL OPPORTUNITY EMPLOYER

EHC provides equal employment opportunities to all employees and applicants for employment. We believe in the value of a diverse workforce and we do not discriminate against anyone. If you require reasonable accommodation during the application process or in employment, please indicate such needs in your cover letter. EEO/AD.