



CEJA Job Announcement:

CIVIC ENGAGEMENT MANAGER

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. For more information about CEJA, including our core member and partner organizations, please visit www.caleja.org. CEJA’s role is to advance an environmental justice (EJ) agenda in statewide policy, guided by the lived experiences of the communities we serve, and to grow the power and breadth of the EJ movement. Our work is based in the belief that no one EJ organization can win by itself; we need to be in a strategic alliance with each other to address the root causes of environmental and climate injustice.

JOB TITLE: Civic Engagement Manager

POSITION DESCRIPTION:

CEJA is seeking a creative and proactive Civic Engagement Manager to join our program team. The Civic Engagement Manager reports to CEJA’s Political Director and works closely with CEJA program staff, coalition members, and allies. Our ideal candidate has a strong organizing background and significant civic engagement campaign-related experience, working on voter contact and voter data management programs, ballot measure campaigns, or other electoral programs. The Civic Engagement Manager has the ability to exercise good judgment and maintain a realistic balance among multiple priorities and enjoys working within a diverse organization that is mission-driven and community-oriented.

This is a regular, full-time, exempt, at-will position.

LOCATION/EMPLOYMENT STATUS:

The Civic Engagement Manager position is mostly remote but will require occasional travel to CEJA's hubs in Sacramento, Oakland, and Los Angeles, and to other locations throughout California.

The Civic Engagement Manager must be a resident of California.

PRIMARY RESPONSIBILITIES:

Civic Engagement Plan: In close collaboration with the Political Director, manage the development of a bi-annual work plan for CEJA's Civic Engagement Committee, including leading the Committee's process of developing 501c3 civic engagement and 501c4 election-related lobbying program strategies and priorities.

Civic Engagement Committee Management: Manage the ongoing work of the Civic Engagement Committee, including planning for and facilitating meetings and retreats. Organizing: Work with member and partner organizations to ensure co-leadership and participation in Alliance-wide events and statewide electoral advocacy work, including at CEJA's Congreso and in the development of legislative scorecards and voter guides.

Technical Leadership: Manage all aspects of CEJA's PDI voter file and provide technical expertise to ensure access for Alliance member and partner organizations; create and implement plans for voter targeting, analyze and assess post-vote impact. Offer PDI training to member and partner organizations' staff.

Campaign Leadership: Manage all aspects of CEJA's direct voter contact programs for Alliance member and partner organizations. Create materials to launch Alliance-wide voter programs; provide tech and voter data infrastructure, tracking systems, and technical support and skill-based coaching to motivate member and partner organizations to reach campaign goals.

Capacity-Building: Offer training, technical assistance, and materials to canvassing teams of member and partner organizations, including on program development and launch, voter data, technological needs, and voter contact process in order to successfully reach CEJA's campaign goals.

Communications: Work with CEJA's Communications Director and other Alliance communications staff to create a civic engagement digital strategy.

Research: Conduct research related to electoral advocacy and the political landscape.

QUALIFICATIONS AND SKILLS:

Commitment: Deep commitment to environmental, racial, social, and economic justice and to CEJA's mission.

Civic Engagement Expertise: Successful track record of at least four (4) years of civic engagement campaign-related experience, such as work on voter contact programs, ballot measure campaigns, or other electoral programs.

Technical Skills: Experience compiling, analyzing, and presenting data using voter data systems and contact systems, especially PDI. Ability to use Excel, google spreadsheets, and other tools, including working knowledge of pivot tables, filters, text to columns, and creating charts. Willingness to seek out and learn new technical skills.

Environmental Justice Expertise: Expertise in environmental justice issues and familiarity with California's EJ policy landscape, community, and advocacy groups.

Organizing and Communications Skills: Outstanding organizing and communications skills (written and verbal), with the ability to facilitate understanding across multiple audiences. Ability to develop and facilitate Alliance-wide meetings and retreats that engage all members in campaign planning and decision-making. Ability to represent the Alliance and member and partner organizations in sharing our vision, mission, and civic engagement strategies.

Emotional Intelligence: Ability to intervene when challenging group dynamics play out, in ways that build understanding, trust, and self-awareness of team members; ability to engage in courageous conversations and to thrive in a feedback environment.

Critical Thinking: Self-confidence and capacity necessary to be a lead thinker within CEJA's Civic Engagement Program. Ability to generate ideas that advance the vision and goals of the program and to navigate an ever-changing civic engagement landscape.

Education: At least a Bachelor's degree (Master's degree preferred) in a relevant field, such as Public Policy, Urban Planning, Environmental Science, or Law.

SALARY RANGE: \$83,000 - \$87,000

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 (10 to 25 days per year)
- 11 paid holidays
- 2-week paid winter break (December 19th thru January 1st)
- 3 paid days per year for civic engagement
- 2-month sabbatical opportunity after 7 years of continuous employment
- Select health, dental, vision, and chiropractic insurance plans (paid by employer)
- Wellness leave (12 to 18 days per year)
- Medical reimbursement plan
- 401(k) retirement plan
- Professional development opportunities

DEADLINE: Position will remain open until filled.

APPLICATIONS: Email resume with cover letter to: jobs@caleja.org. Please put “Civic Engagement Manager” in the subject line of your email.

The California Environmental Justice Alliance is an equal opportunity employer. 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, transfer, leaves of absence, compensation and training.