



# California Environmental Justice Alliance

## Building Healthy Communities from the Ground Up

### JOB DESCRIPTION

The mission of the California Environmental Justice Alliance (CEJA) is to strengthen the progressive environmental justice movement in California by building on the local organizing efforts and advocacy successes of our member organizations and use them as a means to achieve state policy change.

#### **JOB TITLE: Co-Coordinator**

**POSITION PURPOSE/SUMMARY:** The Co-Coordinator will work in partnership with another Co-Coordinator and will play an instrumental role in the fulfillment of the CEJA vision, mission and goals and the promotion of environmental and social justice in California. The Co-Coordinators will work with representatives of CEJA member organizations who are actively involved in all aspects of the organization.

**REPORTING RELATION/LOCATION:** The fiscal manager for the California Environmental Justice Alliance is the Environmental Health Coalition, a member of CEJA. The Co-Coordinator will be an employee of EHC and will be covered by that organization's salary ranges, benefits, office rules and structure. CEJA prefers that the Co-Coordinator work out of the office of Communities for a Better Environment in Huntington Park (Los Angeles), but it is not a requirement. The Co-Coordinator will report to the Executive Director for CBE, Bill Gallegos (if based in Los Angeles). If the Co-Coordinator is based outside of Los Angeles, CEJA will assign a host organization and supervisor.

#### **RESPONSIBILITIES INCLUDE:**

1. **Statewide Policy Campaign Development:**
  - a. Review, analysis, and tracking of current relevant environmental and environmental justice legislation;
  - b. Coordinates the CEJA analysis and strategic planning in developing a statewide policy campaign.
  - c. Researches and updates critical information necessary for the development of a statewide policy position campaign
  - d. Advocates for CEJA's policy positions to elected officials and the media
  - e. Coordinates the various elements in implementing a statewide policy campaign
2. **Fundraising & Fiscal Management:** Leads the develop and implementation of the CEJA fund development plan including researching, prospecting and soliciting funding opportunities, develops proposals and grant reports, facilitates CEJA relationship with funders.
3. **Infrastructure and Systems Development:** Coordinates the CEJA visioning and strategic planning, facilitates communications systems and functions internal to CEJA; facilitate all CEJA steering committee meetings
4. **Communications:** Develops and disseminates CEJA materials, fact sheets, reports, brochure and other publications, maintains and updates CEJA website, represents CEJA at community meetings, media interviews, local, state, and national functions.
5. **Strategic Relationships:** Maintains relationships and a comprehensive listing of strategic allies, legislators, regulators and others important to the successful implementation of a statewide policy campaign.

**Qualifications and Skills Required:**

1. Minimum of 3 years experience working in non-profit sector (Social Justice and Environmental Justice organizations strongly preferred)
2. Policy advocacy experience including effective public speaking
3. Demonstration of leadership and coordination skills, self-motivated; experience facilitating meetings
4. Minimum of 2 years fund development experience
5. Minimum of 2 years in grants management
6. Experience organizing convenings, conferences, and trainings strongly desired
7. Strong preference for experience working with executive level management
8. Excellent command of the English language, written and spoken
9. Ability to work flexible hours to respond to position needs
10. Requires travel on as needed basis
11. Strong working knowledge of Microsoft Office Suite (Word, Excel, Access, Outlook, Power Point)
12. Adobe PhotoShop or other publication materials strongly desired
13. Website Development or maintenance desired
14. Internet fluency; web research a must
15. Commitment to Environmental, Social and Economic Justice

**Salary Range:** \$50,364 - \$56, 290

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

**Start Date:** Open until filled

**Applications:** Email resume with cover letter to: [scervas@caleja.org](mailto:scervas@caleja.org)

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