



## **JOB ANNOUNCEMENT**

### **ASSOCIATE DIRECTOR POSITION AVAILABLE**

CBE is a state-wide environmental health and justice organization that combines grassroots organizing, legal advocacy, and science-based research to achieve its goals. CBE's mission is to build power in low-income communities of color to achieve environmental justice by empowering community, reducing pollution and building healthy and sustainable communities. For more information, please visit: [www.cbecal.org](http://www.cbecal.org).

#### **General Position Summary:**

CBE seeks applicants for an Associate Director position. This is a full-time, regular, and exempt position located in our Oakland office beginning immediately. CBE seeks a well-organized, self-motivated individual with proven skills to cover a wide range responsibilities including communications and program support. Work is performed under the general direction and supervision CBE's Executive Director. The Associate Director will work closely with the Executive Director to oversee the development and the implementation of programs, campaigns, and communication strategy.

#### **Essential Responsibilities:**

Coordinate CBE's communication work (50%)

- Lead development, implementation and evaluation of CBE's local and regional communication strategies.
- Work with Communications Team to develop, execute and sustain successful website and social media for CBE programs and campaigns.
- Coordinate the development and distribution of CBE's quarterly e-newsletter, e-blasts/action alerts in a timely and accurate manner in coordination with other members of the Communications Team.
- Provide communications strategies and enhance CBE's internal and external communications strategies, protocols, planning and implementation.
- Track related issues in the media and online, as well as on our email lists, and seek hooks and openings related to communications goals.
- Develop written content, creative visual and graphic design work such as memes, photo galleries, short videos, infographics, etc.
- Maintain CBE's blog, write original blog posts, and work with blog contributors to meet deadlines and ensure high-quality posts.
- Build monthly editorial calendars for content, including website, social media platforms, blog posts, email appeals, newsletters and action alerts.
- Other duties as necessary and assigned by Executive Director.

### Support CBE's programs and campaigns (30%)

- o Work with each of our triad department directors (Northern California, Southern California, Legal and Research/Science) to help achieve the goals articulated in each department's plans.
- o Help develop and oversee structures and processes such as our organizing model, planning process, professional development, tracking and evaluation.
- o Coordinate annual campaign and department planning and evaluation process.
  
- Provide direct support for Northern California work (20%)
  - o Coordinate closely with CBE's Finance, Human Resources and Operations department to meet Northern California-specific needs (these functions are currently housed in Southern California).
  - o Provide administrative support to our Northern California office and staff.
  - o When appropriate, represent CBE externally in Bay Area in coalition meetings, partner, ally and visibility events.
  - o Provide logistical support to CBE actions.

### Minimum Qualifications:

- 3 years of online/off-line campaign management, including planning and evaluation.
- Familiarity with community and on-line organizing.
- Experience as a trainer and facilitator
- Excellent writing, editorial and communications skills; Spanish language skills preferred.
- Experience in website maintenance, including content management systems such as word press, plug-ins, widgets and other systems.
- Understanding of analytics to measure and interpret key campaign metrics.
- Well-versed in blogging, forums, micro-blogging and various social media channels.
- Experience with integrated social media platforms, such as Facebook, Twitter, YouTube
- Demonstrated commitment and understanding of environment, climate and social justice and interest in elevating the voices of frontline communities of color.
- Willingness to travel in California and work frequent evenings and some weekends.
- Bachelor's degree or equivalent and/or experience

Preference will be given to applicants with experience in public interest work, the environmental movement, civil rights, community organizing, scientific training, and/or personal history with communities highly impacted by pollution.

**Compensation:** Salary is commensurate with other California non-profits.

To Apply Submit via email to [jobs@cbeocal.org](mailto:jobs@cbeocal.org) : 1) cover letter, 2) resume, and 3) list of telephonic references. Position open until filled.

CBE is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation, or any other prohibited category. We strongly encourage people of color, women, and all qualified persons to apply for this position.