



JOB ANNOUNCEMENT

SELA HOUSING OUTREACH COORDINATOR ONE YEAR POSITION AVAILABLE

Communities for a Better Environment (CBE) is a leading statewide 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 neighborhoods. For more information, please visit: www.cbecal.org.

GENERAL POSITION SUMMARY

The SELA Housing Outreach Coordinator will play a crucial role in ensuring low-income tenants in South East Los Angeles (SELA) have home stability, through dissemination of information about eviction prevention resources, utility rebates, upgrades, and other incentives that promote home sustainability. The SELA Housing Outreach Coordinator will create and implement outreach efforts to connect tenants to various resources such as free solar panels, electric vehicle rebates, and utility bill discounts. This role will support CBE's local organizing team, and the communications team to successfully implement housing outreach efforts. The SELA Housing Outreach Coordinator will also conduct tenant workshops and coordinate with our local partners.

The SELA Housing Outreach Coordinator will be responsible for helping to lead the development and implementation of CBE's housing strategies. This position will mainly focus on conducting educational outreach and recruitment, developing relationships with tenants, representing the organization in coalition spaces, advancing leadership, and membership development.

SPECIFIC JOB SKILLS

- Must have strong people skills, be community friendly and can engage a broad spectrum of people representing various social, cultural and professional backgrounds.
- Help develop, implement and participate in emPOWER & SAJE Partnership outreach efforts and coalition activities that integrate CBE's tools of transformative organizing, scientific and policy research, and legal strategies.
- Outreach to low-income SELA residents in affordable housing properties.
- Ensure meaningful tenant participation in a variety of policies and program, including rent stabilization, clean energy and utility benefits.
- Coordinate monthly tenant clinics and workshops.
- Build and coordinate strong relationships with local and regional alliances and partners.
- Help develop the leadership skills of CBE members through bridging efforts between CBE members, housing stability and sustainability strategies.
- Be able to contextualize complicated/technical data into clear and simple formats for the community.

- Develop and implement dynamic communications materials that showcase tenant stories and elevate our environmental justice framework.
- Must be a self-starter and able to work independently.
- Provide reporting to the SoCal Program Director.
- Participate in weekly SELA Team meetings & monthly State-Wide Staff Meetings.
- Attention to detail, organization and ability to prioritize multiple tasks.
- Must have strong time-management skills.
- Ability to foster a positive, team-oriented environment.
- Ability to understand and navigate a complex political environment.
- Ability to work in a manner that complies with organizational standards and policies.
- Ability to facilitate and take part of consensus decision making process.

EXPERIENCE & JOB REQUIRMENTS

- Previous grassroots community organizing, or outreach experience preferred.
- Solid understanding of Environmental Justice and commitment to long-term social change, through community organizing.
- Experience in utility and/or housing efforts preferred.
- Excellent, detail-oriented project management skills
- Strong training or facilitation skills.
- Ability to multi-task and take on additional work as required
- Excellent verbal and written communication skills.
- Public speaking/presentation experience.
- Bilingual in English and Spanish preferred.
- Access to a reliable form of transportation.

This position is based in our Huntington Park office; some travel is required.

Benefits and Compensation: This is a full-time, exempt, 1-year fellowship, with the possibility of a second-year contingent on funding. Salary is \$54,080 per year. The Development Associate will receive CBE's comprehensive benefits package, including a generous vacation and leave policy; fully-paid premiums for medical, vision and dental insurance; a 401(k) retirement plan; and a flexible spending plan. *CBE pays full premiums for medical, dental and vision insurance for the employee, spouse or domestic partner, and any dependents.*

To Apply: Submit via email to jobs@cbeocal.org: 1) resume 2) cover letter 3) list of at least three telephonic references. No later than Tuesday, March 31, 2020.

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