

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](http://www.cbecal.org).

### General Position Summary

Currently, CBE is collaborating with the Bay Area Air Quality Management District (BAAQMD) on nominating East Oakland for a Community Emissions Reductions Plan (CERP), as part of California Assembly Bill 617 (AB 617). A CERP allows communities to create a plan with strategies to address various polluting sources in environmental justice communities.

The East Oakland 617 Project Coordinator will lead CBE's engagement with the AB 617 process in East Oakland. The Project Coordinator will meet with Bay Area Air Quality Management District (BAAQMD) staff, create internal project management infrastructure for CBE to meet our task orders with the air district for 617, participate in internal CBE meetings to coordinate CBE staff, share 617 updates with community member and allies, and ensure that the air district is adequately supporting and funding a 617 process for East Oakland. Most importantly, the 617 Project Coordinator must be a strong advocate for East Oakland, pushing for a CERP plan that will address years of racist and discriminatory land use practices which have allowed for polluting sources to operate so close to neighborhoods with families, schools, and important community sites (i.e., churches, libraries, community centers).

### Specific Job Skills & Duties:

- Project coordination and creation of a project management structure
- Ability to represent our organization's values, needs, and goals before agency staff and community organizations
- Creation of outreach materials ranging from flyers to presentations
- Clear communication of project requirements
- Accurate and up-to-date invoicing: tracking project hours and collaborating with Finance department

- Collaborating with research department staff on required research and technical support
- Presenting concepts of local government programs, laws, and policies
- Presenting information on polluting sources in East Oakland through creative, accessible formats
- Coordination with other organizations on engaging with the AB 617 process
- Delegation of tasks to the teams, collaborators, and local agencies
- Performing outreach to community members
- Facilitation and agenda setting of meetings

**Experience and Requirements:**

- Experience using Microsoft applications (PowerPoint, Word, Excel, etc.) or willingness to learn
- Experience in managing projects with multiple parties involved
- Background in social justice, planning, environmental justice, and/or East Oakland pollution
- Knowledge of, or willingness to learn about, Environmental Justice issues in East Oakland
- Experience in project management software or tools
- Experience in facilitating meetings and engaging in difficult conversations

**Compensation:**

This is a temporary, full-time, non-exempt position, with an hourly rate of \$30/hour and an average expected work week of around 40 hours. The projected end date for the position is 4/29/2022, with potential extensions dependent on funding. Due to the current temporary nature of the position, we are unable to offer most benefits; however, the 617 Project Coordinator will be eligible for paid sick leave, paid holidays, and an employer-paid mental health benefit.

**To apply:** Submit via email with the subject line “617 Project Coordinator” to [jobs@cbeocal.org](mailto:jobs@cbeocal.org)

1) resume 2) cover letter 3) list of at least three telephonic references. No later than January 5th.

*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, and all qualified persons to apply for this position.*