

Communities for a Better Environment (CBE) is a statewide environmental health and justice 501(c)(3) 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).

CBE Action, a fiscally sponsored project of Tides Advocacy is a 501(c)(4) social welfare organization, and the sister organization of CBE. CBE Action organizes voters across the state to build relationships with decision-makers who represent their interests at every level of governance. CBE Action is committed to ensuring that each person is empowered through political education, leadership development and electoral organizing in support of social and environmental justice policy, locally and statewide. For more information, please visit: <http://www.cbe-action.org>

**General Position Summary:**

The Civic Engagement Coordinator is responsible for growing civic leadership and integrated voter engagement in California's frontline environmental justice communities where CBE and CBE Action organize. The primary program activities include political education and leadership development towards civic and electoral organizing that supports voter education, voter registration, and voter/civic mobilization efforts in building an environmental justice voting bloc. This position supports implementation of CBE Action membership and fund development, policy advocacy, endorsement positions, and voter turn-out that furthers cultivating a grassroots base and grows the political home of frontline leaders to advance environmental justice priorities. The Civic Engagement Coordinator works closely with community teams, frontline membership, civic leaders and allies, and reports to the Civic Engagement Director. This position is based out of the Bay Area and will have a focus in leading Richmond and East Oakland civic and voter engagement.

**RESPONSIBILITIES**

- Coordinate and facilitate youth, adult, and intergenerational civic-political education training and workshops to deepen leadership development that empowers leaders to advocate for systems change.
- Collaborate with CBE community teams and the Civic Engagement Director to develop strategies on implementing the civic and voter engagement program, including voter registration, non-partisan voter education, electoral organizing (canvass, phone, text) campaign, field/data tracking, and systems for elected and legislative accountability to further strategies for deep democracy.
- Engage with existing organizational partners, allies and networks and develop new partnerships for movement building to achieve social, racial, economic, and environmental justice.

- Engage CBE and CBE Action's base through organizing conversations, outreach efforts, monthly/quarterly member meetings community events, email/listservs, action alerts, social media, and websites.
- Track, analyze and evaluate data and programs to inform decisions for civic and voter engagement growth, campaign strategy, grant reports and additional needs of organizational Directors and other staff.
- Supervise and lead in the hiring, training, and coaching of field program staff, interns, and volunteers.
- Support in the development of program budgets, fund development, and provide narrative reports.
- Participate in weekly staff and campaign team meetings, staff and community gatherings, organizational equity work, and office duties as needed.
- Support local, regional, and statewide organizing campaigns and programs when possible.
- Maintain social justice, anti-oppression and anti-racist, Just Transition, and Transformative Organizing values and principles in both internal and external environments.

## **EXPERIENCE AND JOB REQUIREMENTS**

- Demonstrated commitment to environmental, environmental justice, and/or social, racial justice and experience working with low-income communities and communities of color.
- Equivalent of two or four -year degree and or at least two-years of paid work experience, preferably prior civic engagement/electoral/political/labor campaign and/or grassroots organizing and advocacy experience.
- At least 1 full year of civic or voter engagement related experience.
- Management experience, including supervision and leadership development of multiple staff.
- Ability to engage in goal setting, developing/planning, implementing and evaluating campaigns and programs.
- Familiarity with legislative and electoral processes
- Strong verbal and written communication skills, i.e. efficient in group facilitation, public speaking and presentation across multiple audiences.
- Strong intrapersonal skills, i.e community friendly, ability to engage a broad spectrum of people representing various social, cultural and professional backgrounds.
- Ability to work independently and contribute to a positive team-oriented environment.
- High accuracy, attention to detail, consensus-building, organization and ability to prioritize multiple tasks and adhering to timelines.
- Sufficient in Microsoft Office 365, Google Drive/Suite, digital organizing tools, CRM databases, i.e. PDI, CallEvo and Thrutext, Action Network, etc.
- Strong social media skills i.e. Facebook, Twitter, Instagram, etc.
- Flexible work schedule, including willingness to work frequent evenings and weekends.
- Ability to travel up to four or five times a year, for up to a week.

## **Benefits and Compensation**

This is a full-time, exempt position, with an annual salary of \$62,400 and an average expected work week of around 40 hours. The Civic Engagement Coordinator will receive CBE's comprehensive benefits package, including a generous vacation and leave policy (26 days of paid leave in the first year, including holidays); fully-paid premiums for medical, vision, and dental insurance; an additional mental health benefit; 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:** By no later than July 13, 2022. Please send a cover letter, resume and three references with contact information in a single PDF file with the document file name: "Your First Last Name\_CEC" to: [jobs@cbecal.org](mailto:jobs@cbecal.org). Position open until filled, phone interviews will commence upon announcement of position. Please include the following subject line with your email: Civic Engagement Coordinator Search.

*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 women, people of color, LGBTQ, and all qualified persons to apply for this position.*