

## JOB ANNOUNCEMENT

### TWO POSITIONS AVAILABLE

**SELA (Southeast Los Angeles) Outreach Lead (1)**

**Wilmington Outreach Lead (1)**

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

The Outreach Lead will be joining our Stay Housed LA and CBE housing programing. The Outreach Lead will be responsible for hosting online and in-person outreach efforts focused on low-income tenants. They will be crucial in helping with legal workshops; this includes co-hosting, data tracking, relationship building, and contacting tenants. **Role is open to the public. Past and current CBE members are highly encouraged to apply.**

### SPECIFIC JOB ROLES

- Lead weekly phone banking and in-person canvassing
- Tend to technical issues during phone banking by communicating with leadership team.
- Create materials for phonebank sessions as needed.
- Assist the tenant Hotline, by calling and follow up on callers.
- Documenting and tracking workshop RSVPs for reporting
- Send out weekly emails and day of shift emails to phone bankers/canvassers
- Follow up calls/texting after workshops
- Staff tenant workshop and update curriculum
- Create flyers and social media posts
- Researching specific county/state programs relevant to program to support outreach

- Refer tenants to legal services as needed
- Attend coalition CBO (Community Based Organization) meetings (1x month)

## **PREFERRED EXPERIENCE & JOB REQUIREMENTS**

- Expected to work 19 hr/week. Reliable hours, must be available Mondays, Tuesdays, and Thursdays 4-7pm.
- Some weekend work is expected for events.
- Access to reliable internet.
- Laptop and other phone banking equipment will be provided.
- Passion for Environmental and Housing Justice and to long-term social change.
- Excellent interpersonal and phone etiquette skills.
- Experience with door knocking and canvassing for campaigns and other forms of in-person outreach (tabling, flyering, etc.).
- Experience with phone banking manually and/or with a predictive/auto dialer.
- Experience with Zoom/Slack is a plus.
- Experience with voter file contacts and/or PDI is a plus.
- Experience with Text banking a plus. (Get Thru, etc.)
- Strong computer and technical skills.
- Strong communication skills that are transferable over the phone and in-person.
- Ability to present information to small and large groups.
- Ability to work independently and in a positive, team-oriented environment.
- Ability to work in a manner that complies with organizational standards and policies.
- Bilingual in Spanish & English preferred.

## **COMPENSATION & BENEFITS**

This is a temporary, part-time (19 hours a week) position, paid at \$20 per hour. It is expected to start in early February and run through December 15, 2023, with potential extensions contingent on funding. Due to the part-time nature of this work, we are unable to offer most benefits; however, the position does include a therapy/mental wellness benefit, as well as a limited amount of paid sick leave.

**To Apply:** Submit via email to [jobs@cbecal.org](mailto:jobs@cbecal.org): 1) cover letter; 2) resume; and 3) three references no later than Friday, January 20th, 2023 at 5:00pm (PDT). Please

merge all required documents into one PDF file and put in the email subject line:  
Outreach Lead Application

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.