WE ACT for Environmental Justice is a Northern Manhattan community-based, membership organization building healthy communities by assuring that people of color and/or low-income participate meaningfully in the creation of sound and fair environmental health and protection policies and practices. In the summer of 2012, WE ACT opened a Washington DC based policy office to focus on federal environmental policy.

The responsibilities of this position are outlined below:

- Working with WE ACT’s Director of Federal Legislative Affairs to support policy development, federal advocacy and related outreach to the field;
- Conducting research on policy and advocacy issues, and helping WE ACT’s Director of Federal Legislative Affairs in the development of issue papers and policy briefs;
- Developing and maintaining databases relevant to our work with Congress and our local partners;
- Scheduling meetings with Hill staff and preparing supporting documents for those visits;
- Tracking and monitoring targeted appropriations and authorization legislative issues;
- Attending coalition meetings and congressional hearings when needed;
- Assisting with the development of a federal policy newsletter, coalition reports and others
- Assisting with outreach and coordination of EJ partners in the Environmental Justice Leadership Forum (EJLF) with meetings, assessments and garnering partner support;
- Working with the Communications Manager, reviewing the DC traditional and social media news and information outlets daily and curating a feed to WE ACT staff about pertinent issues;
- Providing administrative support, including but not limited to:
  - handling travel arrangements connected to advocacy efforts;
  - filling out expense and lobbying-disclosure reports for the Director of Federal Legislative Affairs, WE ACT’s Deputy Director and the Executive Director for Washington, D.C related business;
  - providing logistical support for briefings, forums and other events organized by the WE ACT Washington, D.C. office or the EJLF
  - Scheduling monthly calls and other conference meetings for the general membership of the EJLF and its steering committee.
- Working on special projects as assigned;

**Qualifications and Experience:**

The successful candidate for the position will have the following qualifications and experience:

- BA or BS degree in political science, communications, environmental science or other related fields;
- Excellent communication skills, both written and oral;
● Excellent research and organizational skills;
● Strong interpersonal skills;
● Excellent judgment, maturity, integrity and a strong work ethic;
● Collaborative spirit and willingness to work with a team;
● A strong commitment to social and environmental justice;
● Proficiency in using web-based congressional tracking tools, such as Congressional Quarterly databases, Leadership Directories, and THOMAS is a plus;
● Familiarity with Microsoft Office Suite; Adobe InDesign and Photoshop, statistical programming is a plus; and
● Related job experience, preferably Capitol Hill experience or local/state government experience, community organizing, campaign development is a plus.

**Reporting:**
The position reports to the Director of Federal Legislative Affairs.

**Location:**
This position will be located in Washington, D.C. Some travel may be required.

**Compensation and Hours:**
This is a full-time position, with occasional evening or weekend work schedules based on need. The annual salary range is $50,000-$60,000 and includes paid time off and health benefits. This position is based in WE ACT for Environmental Justice’s Washington, DC office.

Salary will be commensurate with qualifications.

How to apply:

Please email your resume, cover letter and references to our Director of Administration & Human Resources Evelyn Joseph at Evelyn@weact.org. Please attach your documents as a single file e.g. Word or PDF.

Please note phone calls will not be accepted if you have any questions about this position please email.

We especially encourage people of color, queer, Trans and gender non-conforming people, and people directly impacted by criminalization and other systems of oppression to apply.

Position will be open until filled.