



**West Harlem Environmental Action Inc. a/k/a WE ACT for Environmental Justice** is a Northern Manhattan community-based, membership organization whose mission is to build healthy communities by ensuring that people of color and/or low income participate meaningfully in the creation of sound and fair environmental health and protection policies and practices. We use community organizing, community-based participatory research and evidence based policy advocacy campaigns to create systemic policy change at the federal, state and local levels of government. WE ACT is locally and nationally known for its work on children's environmental health, community-driven climate resiliency, healthy homes campaigns government accountability, and community-based environmental health research partnerships.

WE ACT seeks a full-time Environmental Policy and Advocacy Coordinator to work closely with WE ACT's Deputy Director and Director of Policy Initiatives to develop strategic, unified, and sustained advocacy to achieve equity in policy and practice by influencing state executive, legislative and agency actions and by educating legislators/officials on chemical policy, climate/energy, and clean air. The analyst will coordinate WE ACT's role in Energy Efficiency for All and the NY Renews Coalitions. This position will report to WE ACT' Deputy Director

The Environmental Policy and Advocacy Coordinator advances WE ACT's policy agenda at the local, state, regional and national level. The individual in the position defines and formulates WE ACT's policy positions, builds broad-based support for these positions, and promotes WE ACT's presence and the presence of an environmental justice perspective in policy formation.

### **Responsibilities**

- Develop and implement an annual public policy agenda to advance environmental justice for the organization;
- Staff task forces and other collaborative initiatives and projects;
- Lead and participate in policy-setting forums and government relations activities;
- Provide strategic advice on public policy issues to the Executive Director, Deputy Director and other WE ACT staff;
- Strengthen and support the overall public policy development capacity of the organization and the community we serve;
- Monitor and provide strategic advice, briefings, and recommendations on legislative change and policy issues at the federal, state and municipal levels;
- Develop and implement the organization's public policy agenda based on existing priorities and ongoing consultations with WE ACT staff and key stakeholders in the environmental, environmental justice and environmental health movements;
- Lead or participate on task forces and collaborative initiatives to develop effective public policy solutions to systemic issues;
- Identify and work with key partners to advance the organization's public policy agenda;
- Address urgent policy issues as they arise;
- Build community and government awareness on key policy issues through public education, government relations, and media strategies;
- Create forums for dialogue with government officials, funders, agencies, and donors on topics impacting environment, environmental justice and environmental health in communities of color;
- Provide leadership to WE ACT programs/projects;



- Work on departmental and organizational teams and projects;
- Advise the organization about “sign-on” letters addressing current or future policy issues;
- Establish an organizational repository for “sign-on” letters.

### **Job Requirements:**

- At least five years' experience in federal, state, and local issue and/or electoral campaigns
- Basic understanding of campaign finance laws regulating political activities of a 501c4
- Excellent oral and written communication skills
- Experience developing and administering political education and training programs
- Strong judgment, discretion and decision-making skills
- Must be able to meet deadlines in a fast-paced quickly changing environment
- Commitment to environmental and social justice and a clear understanding of WE ACT for Environmental Justice’s mission
- Familiarity with VAN, Nation builder, Politico Pro, and political engagement software broadly
- Fluency in Spanish, reading and writing a plus

### **Salary:**

\$55,000 - \$60,000

Salary commensurate with experience

### **Benefits**

Benefits include medical, vision, dental, insurance along with a small life insurance policy we also offer pre-tax transportation benefit. We also offer voluntary benefits through Aflac & Colonial Penn

**How to apply:** please e-mail a resume, cover letter and writing sample in PDF format to [Evelyn@weact.org](mailto:Evelyn@weact.org). **Absolutely no phone calls will be accepted.** Please note on the cover letter how you received this announcement. Women, minorities and residents from underserved communities are strongly encouraged to apply.

***WE ACT for Environmental Justice is an equal opportunity employer.***