**Director of Policy**  
-- *Climate, Energy, Toxics and Environmental Justice*

**WEST ACT** seeks a creative, innovative, and strategic person to advance equitable and just policies on climate, energy, toxics, and environmental justice at the city, state and federal levels that help to create safe, sustainable communities. This senior management position represents a significant opportunity for a talented individual to provide leadership to coalitions and initiatives that protect the health and environment of communities locally and nationally. The work is focused primarily on NY state and NYC policy, and the state and city legislative agenda. However, there is oversight of federal policy with the Washington DC office.

**West Harlem Environmental Action a/k/a/ WE ACT For Environmental Justice (WE ACT)** is a non-profit community-based advocacy organization in Harlem with a federal policy office in Washington DC, that works to engage residents of color and low wealth in environmental decision making that builds healthy, safe communities. WE ACT is locally and nationally known for its work on children's environmental health, government accountability, and climate, energy, and environmental justice. The Director of Policy oversees WE ACT’s activities related to climate, energy, and environmental policy at the local, city, state, and federal levels, supervises the Policy Department of two direct reports, and provides policy leadership to the federal policy office. The position reports to the Executive Director.

**Core Competencies**
- Analytical - Synthesizes complex or diverse information; Collects and researches data;
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully
- Project Management - Develops project plans; manages project team activities.
- Oral Communication - Speaks clearly and persuasively
- Written Communication - Writes clearly and informatively position and policy papers
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust
- Strategic Thinking - Develops strategies to achieve organizational goals

**Essential duties and responsibilities:**
- Develops an annual WE ACT Policy Action Plan based on issues affecting the environment and health of communities of color and low income as expressed by WE ACT stakeholders; and the local, state, and national policy environment.

- Advocates, lobbies, and educates diverse audiences on WE ACT’s policy and legislative agenda including government officials, community leaders, social justice coalitions, and advocacy groups

- Stays abreast of emerging policy developments, research, and advocacy best practices in the fields of environmental health, sustainable development.

- Represents WE ACT on high-level policy-related task forces, government advisory committees, and workgroups; participates in relevant coalitions, campaigns and meetings

- Leads and coordinates the drafting and distribution of legislative/action alerts and updates, fact sheets, background papers, and Congressional testimony
• Supervises the Policy Department staff, including Environmental Policy and Advocacy Coordinators and, as applicable, Organizing and Outreach Coordinators; provides support, guidance, and performance appraisal, and builds the policy expertise and leadership skills of staff members.

• Strong understanding of: environmental policy and law; environmental justice concerns and perspectives; city, state and federal politics; and New York political leadership.

• Strong political instincts, solid analytical writing and public speaking skills.

• Work experience preferably as either a legislative staff of an environmental group or elected official, on a legislative committee, or on a legislative/policy campaign. An understanding of how organizing and policy are integrated to impact policy and achieve change and social justice. Bilingual (Spanish-English is helpful.

Qualifications:

• Graduate degree preferred in environmental science, public policy, law

• Four to five years of experience working in the public interest public advocacy arena. Strong academic record and excellent writing, speaking and analytical skills. Smart self-starter with track record of initiative and success. An inspired and demonstrated understanding of and commitment to environmental justice and public interest advocacy, and the ability to work productively as a member of a fast-paced team of skilled professionals including community organizers is required.

Salary: $75,000 -85,000., plus benefits; medical, dental and vision, voluntary benefits. And pre-tax transit program available. Generous paid vacation.

How to Apply

Please email your cover letter, resume, and two writing samples (writing samples should feature different genres of writing and/or different content and should be relevant to this position’s duties) as a PDF to our Director of Administration and Human Resources, Evelyn Joseph, at evelyn@weact.org. Please note in the cover letter how you heard about this position. Phone calls will not be accepted.

WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, and LGBTQ communities.