



CHIEF OF STAFF

West Harlem Environmental Action Inc. a/k/a WE ACT For Environmental Justice

is a membership, community-based non-profit advocacy organization based in Northern Manhattan with a federal policy office in Washington, DC. WE ACT is an acknowledged leader in the environmental justice field, and is an effective contributor to environmental, energy, climate, and environmental health policy at the local, state, and federal levels. WE ACT achieves its mission by organizing the most affected people of color and low wealth to engage in environmental decision-making that helps to build healthy and sustainable communities.

The position of Chief of Staff is a new one for the organization of 20-23 staff. The Chief of Staff is a critical and trusted leadership role as the strategic right-hand person to the Executive Director/CEO. You will help drive strategic planning, support and direct change management throughout the organization, support and help drive innovation while building and maintaining key relationships across the organization. The Chief of Staff will regularly work directly with employees each day, implementing projects and delegating tasks, and working to understand their skills, strengths, and goals. You will work closely with the CEO in the following ways:

- Collaborating with executive team members to determine and prioritize project and organizational strategies
- Providing department leaders with recommendations and consultation to improve teamwork
- Planning, coordinating, and keeping contents of a meeting focused
- Determining key performance indicators and how to measure team performance
- Serve as a trusted advisor and brainstorming partner.
- Help lead and initiate change throughout the organization.
- Help strategic ideas take root and provide early facilitation until a more formal project is established.
- Think strategically while providing tactical support to implement ideas.
- Proactively address pressing issues that need immediate attention.
- Proactively escalate and resolve potential issues by calling them to the attention of the department head and identifying potential solutions.

Requirements:

- Master's degree
- Four plus years as a chief of staff or senior manager.
- Broad experience driving execution and adoption of key strategic projects and programs across teams.
- Ability to work in a flexible manner in line with the organization's objectives and willingness to undertake other duties as reasonably requested.
- Hands on experience in software and/ and system integrations.
- Project management skills and experience.

- Excellent verbal, written and presentation communication skills.
- A track record in leading and delivering complex large-scale projects and partnerships, often managing a range of internal and external stakeholders.
- Proven ability to develop and lead the implementation of communications strategy, policy, and operational plans, to a successful outcome, across a medium or large organization with dispersed management.
- Strong financial analysis, budget planning and management experience and skills.
- Excellent interpersonal skills and executive presence. ·
- Excellent analytical and problem-solving skills with a focus on structure and execution. ·
- Force for change who is open to new insights, accepts challenges, and leads with positive energy.
- Trusted professional with the ability to lead strong personalities and drive open items to effective resolution. · Ability to think and act creatively, championing and promoting new ideas that contribute to the goals of the organization

Salary: \$110,000 - \$140,000

Benefits:

Full-time Benefits, medical, dental and vision, voluntary benefits. pre-tax transit program available* Life insurance * Paid time off * * Retirement plan. Flexible spending account Generous paid vacation.

How to Apply:

Please email your cover letter, resume, references 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**. 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.