

NATIONAL ADVOCACY MANAGER WASHINGTON, DC



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 National Advocacy Manager reports to the Senior Director of Strategy and Federal Policy Office and develops and executes impactful and comprehensive advocacy and government affairs campaigns on behalf of the Environmental Justice Leadership Forum, an alliance of more than 50 environmental justice organizations based in 22 states. The EJ Forum is convened by WE ACT and the Federal Policy Office serves as the coordinating site.

Key Responsibilities:

- Serves as the primary liaison for the Environmental Justice Leadership Forum and leads advocacy efforts for the alliance.
- Maintains a strong and effective working relationship with the policy team and Federal Policy Office staff to communicate and link local and state environmental justice issues with state and federal administrative, legislative and regulatory solutions.
- Represent EJ Forum members in national coalitions and other collaborations to ensure alignment with local, state and federal priorities.
- Partner with Hill staff to analyze advocacy and legislative proposals and produce written materials for policymakers and for EJ Forum members.
- Provide technical assistance to EJ Forum members on advancing local and state advocacy work.
- Create and manage working groups for EJ Forum members based on local, state and federal environmental justice priorities.
- Support EJ Forum members in increasing local and state activism and growing member and stakeholder bases.
- Develop an annual training calendar to support EJ Forum members with strategies and tactics for local, state, and federal (in-district) engagement, advocacy, and community building.
- Partner with Communications staff to build and effectively manage a thought leadership program and digital community for the EJ Forum.
- Contribute to and manage growth strategy for the EJ Forum that aligns with political realities for advancing equity, justice, climate and environmental policies and practices.

Qualifications

- Graduate-level degree in a relevant field.
- 5-6 years of experience in policy, advocacy, organizing and community outreach work.
- Ability to work collaboratively and as part of a team.
- Ability to work independently, work well under pressure, and adhere to deadlines while balancing multiple projects.
- Excellent writing and legislative/policy analysis skills; experience drafting legislation is desired but not required.
- Knowledge of environmental law, particularly as it relates to clean air, clean water, energy and environmental health issues.
- Excellent communication and relationship building skills with an ability to work with a variety of internal and external stakeholders.
- Experience in a consulting or consulting-type capacity with ability to build bridges and support chapters in a national role.
- Previous political, advocacy or campaign experience, with strong preference for candidates with national advocacy campaign planning experience.

Salary: \$70,000 -80,000

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:

- Submit your resume, one page cover letter that addresses why you want to work at WE ACT for Environmental Justice and/or what life experiences draw you to WE ACT's mission, and the skills you would bring to the position.
 - List of three professional references with daytime contact (phone and email)
- Email all documents 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.