

## State Legislative Manager

### **West Harlem Environmental Action Inc. a/k/a WE ACT for Environmental Justice**

**(WE ACT)** 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 State Legislative Manager** to work closely with WE ACT's Director of Policy to develop strategic, unified, and sustained advocacy to achieve equity in New York State policy and practice by influencing State executive, legislative and agency actions and by educating legislators/officials on toxic chemicals, healthy housing, climate/energy justice, environmental health policy and more. During the York State legislative session, the manager will work with the legislature, state agencies, coalition partner, and others to implement WE ACT's State-level policies and programs that ultimately further environmental justice for Northern Manhattan communities and other environmental justice communities across the State. This position will report to WE ACT' Director of Policy.

The State Legislative Manager works with other members of the policy team to advance 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:**

- Lead advocacy to the State legislature, Governor's office, State agencies, and other stakeholders to advance policy and legislative priorities;
- 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 and participate in policy-setting forums and government relations activities;
- Provide strategic advice on public policy issues to the Executive Director, Director of Policy, 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 State-level, with attention to federal and local policies as well;
- Lead or participate on task forces and collaborative initiatives to develop effective public policy solutions to systemic issues;
- Organize and lead community-based planning initiatives including facilitating workshops, developing planning materials, and strategically engaging in the public

planning process to center community voices in the formation of WE ACT's policies and programs;

- 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.

### **Skills**

- Excellent public speaking and writing skills required.
- Ability to engage diverse stakeholders
- Ability to work in a team of community organizers, policy advocates, researchers
- A strong understanding of environmental policy and law; environmental justice concerns and perspectives; city, state and federal politics
- Preferred experience working with New York political leadership

### **Qualifications:**

- Two to five years of experience working in the public interest/advocacy arena.
- Experience in Albany policy strongly preferred.
- Experience with coalition work strongly preferred.
- Legal background strongly preferred.
- 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
- The ability to work productively as a member of a fast-paced team of skilled professionals including community organizers is required.

### **Location:**

- WE ACT's office is in Manhattan, and the position will require frequent travel to the State Capitol in Albany, NY during the legislative session as long as it is safe.

### **Salary:**

- **\$55,000 to 75,000** annually depending on experience. Medical and dental benefits

### **How to Apply:**

Send your documents to our Director of Administration & Human Resources Evelyn Joseph at [evelyn@weact.org](mailto:evelyn@weact.org). Include cover letter, resume, three references, **and** daytime contact information. **Telephone 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.**