



LEGISLATIVE COORDINATOR - WASHINGTON, D.C.

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, D.C. 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 income to engage in environmental decision-making that helps build healthy and sustainable communities. In the summer of 2012, WE ACT opened a Washington, D.C. office to focus on federal environmental policy.

WE ACT seeks a consummate research and policy advocate to fill our Legislative Coordinator position. The Legislative Coordinator should be dedicated to supporting public awareness of environmental justice issues affecting people of color and low income through concentrated policy, advocacy, and legislative actions within the halls of Congress. The Legislative Coordinator, under guidance of the Legislative Manager, will support the federal policy office's developments in Congress, including coordinating all legislative components for the federal policy office; managing the tracking and monitoring of authorizations and appropriations; synthesizing any research off of those developments, including assisting in the creation of policy briefs, white papers, and coordinating data; calendaring and documenting interactions with various stakeholders, including congressional and community members; and managing the federal policy office's newsletter/feed. The Legislative Coordinator will also play a critical role in the support and coordination of the Environmental Justice Leadership Forum (EJLF), a convening of 25-30 environmental justice organizations from across the country who meet to discuss initiatives and goals surrounding the larger EJ movement.

PRINCIPAL RESPONSIBILITIES

- Work with WE ACT's Director of Strategy & Federal Policy to support legislative policy developments and federal advocacy in Congress and the whole of government;
- Conduct research on policy and advocacy issues, and help WE ACT's federal policy office in the creation of issue papers and policy briefs;
- Develop and maintain databases relevant to our work with Congress and other local partners, and support maintaining database functions and updates important to our work;

- Schedule meetings with legislative and federal staff, prepare supporting documents for those visits, and retain and manage all notes and information gathered from those meetings;
- Track and monitor targeted appropriations, authorizations, and legislative issues, and report back on issues and developments critical to the federal policy team;
- Attend coalition meetings and congressional hearings, and produce coalition reports and the like when needed; maintain access to these reports and ensure all information is secure and downloadable at all times;
- Assist with outreach and coordination of EJ partners for the Environmental Justice Leadership Forum (EJLF) including meetings, logistics, and garnering partner support;
- Schedule monthly calls and other conference meetings for the general membership of the EJLF and its steering committee;
- Assist with the development of a federal policy newsletter;
- Work with the D.C. Communications Manager to review the federal policy office's traditional and social media news and information outlets, daily curating WE ACT's newsfeed in order to provide team members with pertinent facts and information;
- Provide administrative support, including but not limited to:
 - handling travel arrangements connected to advocacy efforts;
 - filling out expense and lobbying-disclosure reports for the federal policy office;
 - providing logistical support for briefings, forums and other events organized by WE ACT's Washington, D.C. office or the EJLF; and,
- Work on special projects as assigned.

REQUIREMENTS

- BA or BS degree in political science, communications, environmental science or other related fields;
- Excellent communication skills, both written and oral;
- Excellent research and organizational skills;
- Strong interpersonal skills;
- Excellent judgment, maturity, integrity and a strong work ethic;
- Collaborative spirit and willingness to work with a team;

- A strong commitment to social and environmental justice;
- Proficiency in using web-based congressional tracking tools, such as Congressional Quarterly databases, Leadership Directories, and THOMAS is a plus;
- Familiarity with Microsoft Office and Google Suite; Adobe InDesign and Photoshop, statistical programming is a plus;
- Related job experience, preferably Capitol Hill experience or local/state government experience, community organizing, campaign development is a plus; and,
- Residency within the Washington, D.C. area strongly preferred.

COMPENSATION & BENEFITS

WE ACT offers competitive nonprofit compensation and is committed to justice in salary transparency and wage equity. The salary range for this position is \$60,000-70,000 based on experience and qualifications. WE ACT offers a generous suite of benefits, including comprehensive healthcare (medical, dental, vision), flexible spending accounts, life insurance, pre-tax transit program, retirement programs, and paid holidays and vacation, along with onsite HR support. WE ACT has a hybrid work policy based on your supervisor and organizational needs. All staff are required to be fully vaccinated.

HOW TO APPLY

Please email your cover letter, resume, and three references to our Director of Human Resources David Stewart Hudson at David.Hudson@weact.org, with 'Legislative Coordinator' in the subject line. Submission in a combined PDF or Microsoft Word file is preferred. This position is open until filled and applications will be reviewed on a rolling basis. Please note that phone calls will not be accepted.

OUR COMMITMENT TO DIVERSITY, EQUITY & INCLUSION

WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities, reentry and LGBTQ+ communities. If you've read this job description, are excited by it, and can see yourself in this role, we hope you apply. If you need a reasonable accommodation during the application or interview process, please email David Stewart Hudson at david.hudson@weact.org.