



THRIVING COMMUNITIES TECHNICAL ASSISTANCE CENTER FEDERAL GRANTS SPECIALIST - NY

WE ACT has been selected through a competitive process to serve as a “Thriving Communities Technical Assistance Center” for Environmental Protection Agency (EPA) Region 2, with a focus on serving New York and New Jersey. Each of the technical assistance centers will receive at least \$10 million, over 5 years, to remove barriers and improve accessibility for communities with environmental justice concerns. With this critical investment, these centers will provide training and other assistance to build capacity for navigating federal grant application systems, writing strong grant proposals, and effectively managing grant funding. In addition, these centers will provide guidance on community engagement, meeting facilitation, and translation and interpretation services for limited English-speaking participants, thus removing barriers and improving accessibility for communities with environmental justice concerns. Each of the technical assistance centers will also create and manage communication channels to ensure all communities have direct access to resources and information. [Additional information about the TCTAC program can be found here.](#)

ABOUT US

West Harlem Environmental Action a/k/a WE ACT for Environmental Justice is a nonprofit, community-based advocacy organization that works to build healthy communities by ensuring that people of color and/or low income residents participate meaningfully in the creation of sound and fair environmental health and protection policies and practices. **WE ACT is a nationally recognized leader in the environmental justice (EJ) movement** and is known for its work in the areas of children’s environmental health; government accountability; and climate, energy and environmental justice. WE ACT’s deep roots in the community, track record of policy impact, integrity and reputation are driving exponential growth over the next year, including in our federal policy office.

WE ACT is the only national EJ organization with a permanent presence in Washington, DC. Our newly minted five-year strategic plan outlines a federal policy strategy that includes advancing and reforming new national policy, practices and regulations; supporting policy implementation and regulatory efforts of existing policy to ensure accountability; convening coalitions, organizations and researchers to drive a shared national EJ agenda; building a powerful narrative to catalyze a national EJ movement; and serving as a connector, re-grantor and technical assistance provider to build the capacity of EJ organizations into a powerful, cohesive national movement.

WE ACT prioritizes the voices of longstanding community members, communities of color, lower-income communities and, most importantly, those who have been historically marginalized and subjected to environmental and other forms of racism and exclusion. In accordance with the Jemez Principles, **we believe that communities must speak for themselves.** We work at the intersection of community engagement and activation, policy, research and education. WE ACT leverages our place at the table to push system actors, including elected officials, Big Greens, coalitions and allies to center racial justice and equity.



ABOUT THE ROLE

WE ACT for Environmental Justice is hiring a Federal Grants Specialist. The purpose of this role is to provide ongoing technical assistance for participants in the Region 2 TCTAC serving New York and New Jersey, through trainings and ongoing coaching. We are seeking someone experienced in federal grants management and/or federal grant writing, to provide technical assistance to organizations and communities in Region 2 in order to facilitate access to federal grant funding. The Federal Grants Specialist will be part of a technical assistance team (of TCTAC Steering Committee members as well as a referral network) that provide comprehensive TA support ranging from needs assessments, subject matter expertise in key areas such as environmental justice and energy justice, community engagement, and grant writing and grants management.

The ideal candidate will have experience working within the landscape of environmental justice in EPA Region 2, on federal grants generally with a preference for EPA and DOE grants. Strong project management skills, including skills with database management and tracking metrics, are preferred as well. **A successful candidate will be able to fulfill some or all of the below Key Responsibilities:**

- **Technical Assistance Service and Referrals:** Be capable of providing some direct technical assistance to TCTAC participants, particularly in terms of establishing eligibility and applying to federal grants. Desirable areas of Technical Assistance include:
grant budgeting; project and work plan development; developing partnerships and subawards; logic models; post-award responsibilities including financial monitoring, project management, reporting, and ensuring compliance with funder requirements; invoicing and drawdown processes.
- **Reporting:** Support our TCTAC team in developing quarterly reports to provide to the EPA, and coordinate with federal agency partners regarding progress, on an ongoing basis.
- **Webinars and Convenings:** Coordinate TCTAC Steering Committee partners to provide a series of technical assistance training courses, including webinar skills training and a series of in-person events across Region 2.
- **Supporting WE ACT Grants Activities:** In addition to supporting the TCTAC, the Grants Specialist may be called on to support WE ACT's grants development and/or reporting and compliance for active grants.

Qualifications:

- At least five years of experience working with federal grants, including a combination of the following: program development, grant writing, reporting, and/or compliance.
- Prior experience in providing technical assistance to community-based organizations.
- A demonstrated commitment to the principles of environmental justice.
- Ability to work with diverse coalitions including members from disadvantaged communities.
- An understanding of the New York/New Jersey environmental justice landscape, as well as an understanding of existing coalitions and networks that would facilitate the dissemination of information about the TCTAC and of relevant federal grant opportunities.



- Ability to work autonomously but also be a strong collaborator and team player, with an understanding of the importance of responding to and incorporating community-level input and feedback.
- Experience with database management using CRM programs (for example Salesforce).
- Strong written and verbal communication skills.
- Attention to details, and the ability to meet deadlines in a fast-paced environment.

SALARY & BENEFITS

WE ACT offers competitive nonprofit compensation and is committed to justice in salary transparency and wage equity. This is a full-time position, with some evening or weekend work based on need. Occasional travel may be required, including to Puerto Rico and the US Virgin Islands. The salary range for this position is \$90,000 - \$100,000 based on experience and qualifications. WE ACT offers a generous suite of benefits, including comprehensive health care (medical, dental, and vision), flexible spending accounts, life insurance, pre-tax transit programs, retirement programs and paid holidays and vacation, along with onsite HR support. WE ACT follows a **3-2 hybrid work policy**, requiring 3 days in the office per workweek. All staff are fully vaccinated.

HOW TO APPLY

To apply or nominate a candidate, please send to david.hudson@weact.org with "Federal Grants Specialist" in the subject line a resume, cover email or letter, and three references. 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.

OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities and LGBTQ communities. We are committed to transparent and equitable recruitment, hiring and promotion processes that foster inclusion and belonging. If you need a reasonable accommodation during the application or interview process, please email David Hudson at david.hudson@weact.org