



## Organizing Manager (NYC)

### ABOUT US

**West Harlem Environmental Action a/k/a WE ACT for Environmental Justice** is a non-profit, 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 environmental health; government accountability; and climate, energy and environmental justice policy.

**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 its place at the table to push system actors, including elected officials, Big Greens, coalitions and allies to center racial justice and equity.

### ABOUT THE POSITION

WE ACT is seeking an **WE ACT is seeking an Organizing Manager** who is enthusiastic, dedicated, and goal aligned in support of our mission. The successful candidate should be dedicated to raising public awareness of environmental justice issues affecting people of color and low-income residents of Northern Manhattan. This position includes regular evening and weekend work as needed. The Organizing Manager will work as part of WE ACT's organizing team to increase our membership and achieve grassroots objectives. This position reports to the Director of Civic Engagement and Organizing and key responsibilities will include:

- Engaging key leaders, organizations, partners, and mobilizing residents and environmental justice advocates to participate in local community events, public meetings, and take important actions on policy objectives.
- Maintaining a strong, effective, and collaborative working relationship with internal WE ACT departments, including the NY and DC policy, Environmental Health, Communications and Development teams. Establishing monthly meetings with each department to create and share a timeline of monthly events in advance.
- Leading the planning committee to develop an agenda of events to support our membership and community stakeholders around environmental justice issues throughout the year; and facilitating quarterly training for new members.
- Establishing new relationships with other Environmental and Social Justice organizations, churches, social services agencies, business organizations, etc. to identify opportunities for collaboration that will further environmental justice goals.
- Coordinating and conducting organizing events (i.e., developing outreach materials, supervising phone banks, conducting door to door outreach to residents in Northern Manhattan and planning informational sessions on key environmental justice issues.)



- Participating in and prepping members to testify at hearing, rallies, press events and other key grassroots engagement opportunities.
- Leading WE ACT's Transportation Working Group meetings, including planning, facilitating meetings and engaging members in discussion on relevant matters affecting communities.
- Supervising, managing and cultivating the organizing team; ensuring workplans are in place and tasks are completed.
- Creating initial draft for communication blasts to members on various matters including but not limited to upcoming events, membership meetings, etc.
- Attending General Community Board and Committee Meetings.
- Ensuring that key data (including number of people engaged, volunteers participating in campaign events, and more) is recorded and tracked in our database, Nation Builder; conducting periodic assessments and evaluations to track progress on advocacy goals.
- Perform other related duties as assigned

## **ABOUT YOU**

- The selected candidate will also possess most of the following Preferred qualifications:
- BS/BA degree or an equivalent of four (4) years of experience in a supervisory role in community organizing or campaign coordination.
- Must have excellent communication (oral and written), organizational, customer service and stakeholder management skills and experience promoting policy objectives.
- Knowledge of Northern Manhattan communities.
- Knowledge of environmental and social justice issues affecting communities of color and low-income communities.
- Experience with graphics design skills strongly desired, but not required.
- An experienced manager with the ability to develop people's skill through coaching, training, and feedback.
- Proficient in office and database software, as well as web-based communication/collaboration tools such as VAN, Nation builder, Google Drive and Microsoft Office or Google Workspace.
- Ability to act with integrity, professionalism, and confidentiality.



- A team player with the ability to work well under pressure, coordinate multiple and simultaneous responsibilities, good time management, and attention to detail.
- Takes initiative, can operate in a fast-paced environment with competing demands. Ability to be resourceful and willing to try and learn.

Salary range, \$75,000 - \$85,000, is competitive and dependent on experience with full benefits.

## **HOW TO APPLY**

To apply please email a CV, cover letter, and contact information for three references to HR Manager, Shanell Reyes, at [Shanell.Reyes@weact.org](mailto:Shanell.Reyes@weact.org) with “Organizing Manager” in the subject line.

Submission should be in a combined PDF. This position is open until filled and applications will be reviewed on a rolling basis. WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women and femme-identifying individuals, persons with disabilities and people within the LGBTQ community. We are committed to transparent and equitable recruitment, hiring and promotion processes that foster inclusion and belonging. 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 our HR Manager, Shanell Reyes, at [Shanell.Reyes@weact.org](mailto:Shanell.Reyes@weact.org).