Position: Coordinator, Virginia Environmental Justice Collaborative
Location: Virginia / Remote
Closes: April 1, 2022

Annual Salary $41,066

About the Environmental Justice Collaborative:

The Virginia Environmental Justice Collaborative is an alliance of organizations advocating for equitable practices and policies, established to build the health and wealth of communities of color, low-income communities, and communities overburdened by pollution in Virginia. The VEJC seeks to accomplish this by reducing the disproportionate impact of environmental hazards through educating, empowering, and mobilizing grassroots organizations and individuals to speak for themselves.

The VEJC seeks a dynamic individual to serve as the Coordinator to oversee activities of the Collaborative.

Duties:
- Report to the CEO of VEJC.
- Oversee and manage internal operations of the Collaborative, including: collaborative meetings and communication with member organizations and partners; community engagement.
- Be a liaison between VEJC, the Virginia Council on Environmental Justice, DEQ EJ Director and other local, state and national EJ experts.
- Create and implement or build upon existing plans for recruitment and active involvement of new members.
- Establish, build, and develop relationships with residents of EJ communities, stakeholders and other community members.
- Record meeting minutes and ensure timely distribution to collaborative membership.
- Work with VEJC and other lead organizations in the collaborative to meet project goals and objectives.
- Monitor and report back to the collaborative on local and statewide Environmental Justice initiatives.
- Collaborate with stakeholders and Collaborative members to formulate legislative priorities and a legislative agenda for the General Assembly session.
- Facilitate the organization of collaborative events.
- Provide reports on progress to collaborative and senior staff, as needed.
- Develop legislative strategy and lead conversations with elected officials.

Minimum Qualifications:
- Two or more years of organizing experience.
- Proven record of establishing and building relationships with people of diverse backgrounds.
- Ability to manage requests from multiple organizations and work group members.
- Ability to understand complex public policy around environmental justice.
- Strong organizational, communications, computer, problem-solving and analytical skills.
- Highly self motivated and directed.
- Proven commitment to progressive values and social change.
- Ability to work irregular hours, including evening and weekend work. Regional and statewide travel may be required.

Preferred Qualifications:
- Bachelor’s degree in regional planning, policy, or environmental science.
- Experience leading coalitions.
- Experience engaging low income communities and communities of color.
- Experience in organizing on environmental justice issues.
- Experience working with databases.

This position will close on April 1, 2022 at 11:59 p.m. To be considered, please submit:
1. Cover Letter
2. Resume
3. Writing Sample

A hiring team will review all applications received and select candidates who most closely meet the established criteria for interviews.

Virginia Environmental Justice Collaborative is an Equal Opportunity Employer by both policy and practice, therefore prohibits discrimination on basis of sex, color, national origin, sexual orientation, gender identity, age, veteran status, political affiliation, or disability in the recruitment, selection, and hiring of our workforce.

Submit applications and any questions to gshabazz@vaejc.org