



Join the Movement! One Fair and Inclusive Coachella Valley

## Environmental Justice Project Manager

This announcement has been updated to correct the email address where applications may be sent.

Alianza Coachella Valley seeks to fill the position of project manager to lead a comprehensive strategy to address issues in the Salton Sea, air quality, and environmental justice.

### PROJECT BACKGROUND & DESCRIPTION

Alianza is a collaborative partnership of nonprofit and public sector organizations, residents, community groups, and youth working together to improve the quality of life in eastern Coachella Valley and build a vibrant, healthy, and thriving Coachella Valley for all.

Alianza works to transform socio-economic conditions so that people in all communities have opportunities to prosper. We:

- I. **Shape** systems to remove barriers to economic and physical health
- II. **Elevate** local resident leadership to create opportunities for civic engagement
- III. **Advocate** through resident-led issue-based campaigns that foster new leaders and collective impact
- IV. **Lead** strategy for comprehensive policy solutions for our region

### ROLE

The position's primary function is to lead campaign goals and methodology, provide day-to-day direction to advance campaign priorities, and to facilitate the collaboration of content partners and community leaders in the Campaign Grupo de Trabajo.

This position reports directly to Alianza's director of programs. Given the nature of the work, this position requires flexible hours as some meetings and program activities may occur outside normal office hours, on weekends, and in various locations. The primary work location is at the Alianza office in Coachella, CA. This is a full-time, exempt position with benefits.

### ESSENTIAL RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

#### Campaign management

1. Work closely with the director of programs to advance an action-driven campaign
2. Engage youth, residents, and stakeholders in activities including but not limited to the following areas: Community Science, public hearings, media/storytelling

3. Working closely with YoC!, coordinate the community organizing role of youth in support of the campaign. Facilitate youth leadership development, training, and skill-building in the campaign's systems and policy change methodology
4. Lead the development and implementation of strategies for building alliances with strategic partners, government agencies, policymakers, and other organizations to communicate the need for ongoing investment and support of communities
5. Participate in local, regional and state-wide convening, conferences, meetings, trainings, activities, and events related to campaign goals
6. Working in cooperation with the Operations Manager, provide campaign financial management tasks including coding expenditures, reviewing monthly financial reports, problem solving, and course corrections to ensure that the campaign conforms to its budget
7. Take a proactive role in fundraising for the campaign and for Alianza overall including assistance in grant writing, grant reporting, donor cultivation and solicitation activities, and identifying potential new funding sources

#### Facilitation of Campaign Grupo de Trabajo

8. Responsible for the coordination of the work of the Campaign Grupo including planning, note taking, budget development and management, and implementation of campaign methodology
9. Keep Grupo members aware of developments and foster openness and transparency among members.
10. Ensure accountability of content partners including monitoring MOU deliverables and identifying problems or lack of progress. Seek solutions and course corrections
11. Coordinate the Grupo in their roles in cultivating donors, supporters, and potential funders

#### Communication

12. In cooperation with the Campaign Grupo Chair, regularly report to La Mesa on the progress and accomplishments of the Environmental Justice Campaign. Seek their input and approval, as appropriate
13. Working in cooperation with the Communications Manager, support external communication of Campaign goals, methods, events, developments, and accomplishments. Ensure recognition of community leadership
14. Ensure all communication and presentations are culturally sensitive and age-appropriate
15. Maintain mailing lists, databases, and attendance records directly related to civic engagement efforts.

#### Documentation and Evaluation

16. Document/produce ongoing results on various collaborative tasks and prepare quarterly progress reports.
17. Collaborate with the Director of Capacity Development to design and implement an evaluation plan for assessing progress towards campaign goals and outcomes.

### **SUPERVISORY RESPONSIBILITIES**

The position will oversee the training and supervision of community volunteers and members of the Alianza Coachella Valley collaborative (including both adults and youth). Responsibilities will include developing, delegating, and implementing action plans, workflow, and identification of community needs, working closely with technical assistance providers and campaign team.

### **QUALIFICATIONS**

To perform this job successfully, the individual must be able to manage multiple time-sensitive projects, engage a diverse team in strategy development, communicate professionally on the phone and in person, work extended hours as needed, work with minimum supervision, exercise sound judgment at all times and be at work, consistently, on a full-time basis.

The individual must be able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

### **EDUCATION and/or EXPERIENCE**

- Possess a degree from an accredited college or university with an environment-related subject which could include environmental health, political science, public health, planning.
- Experience in project management and grassroots organizing
- Content knowledge on the Coachella Valley history, land use, air quality, Salton Sea and environmental justice, preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Deep interest in and commitment to the vision, mission, and work of Alianza CV.
2. Professionalism with the ability to maintain strict confidentiality and integrity.
3. Demonstrated ability to develop and maintain effective working relationships and to work collaboratively. Strong listening, interpersonal, networking, and customer service skills. Demonstrated ability to effectively manage tension among individuals and groups
4. Able to work effectively with people from diverse backgrounds and communities.
5. Maintain a positive, personable, outgoing and enthusiastic attitude.
6. Excellent verbal and written communication skills.
7. Strong strategic and political analyst
8. Bi-lingual: Proficient in Spanish and English
9. Effective and efficient project and time management. Able to prioritize workload and maximize resources while working on multiple projects
10. Creative thinker and problem-solver who is open to the insight of others
11. Energetic and motivated to work independently
12. Good math skills and ability to manage financial record keeping
13. Able to gather, interpret and organize data and prepare comprehensive written reports
14. Able to travel and work evenings and weekends as required

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Possess a valid California Driver's License and verifiable automobile insurance. Have the use of a reasonably reliable automobile or equivalent vehicle for transportation to scheduled events.

### **SALARY AND BENEFITS**

The Environmental Justice Project Manager is a full-time position. Salary ranges negotiable depending upon experience. Benefits include medical, dental, and vision insurance.

**Please submit a resume, cover letter, and a list of three references to Marisa Aceves, via email at [marisa@alianzacv.org](mailto:marisa@alianzacv.org), with subject line Project Manager. Submit by May 3, 2021.**