



JOB TITLE: ENVIRONMENTAL JUSTICE PROGRAM MANAGER

Location: New Jersey / Remote

Compensation: \$50-60k yearly depending on experience

Classification: Full-time

Deadline Date: Open until filled

About the Organization:

The [New Jersey Environmental Justice Alliance \(NJEJA\)](http://www.njeja.org) is an alliance of New Jersey-based organizations and individuals committed to working together to create healthy, sustainable, and just communities by eliminating environmental injustices in low-income and communities of color. Together we support and work with communities through local, state, and national policy development, targeted campaigns and organizing, education, advocacy, training, and technical assistance focused on critical environmental justice issues.

Founded in 2002 by a group of grassroots activists and advocates from North, South, and Central New Jersey, NJEJA has advanced Environmental Justice advocacy longer than any other New Jersey statewide group. NJEJA is developing our organizing and advocacy by expanding our team to include an Environmental Justice Program Manager.

Role Overview:

The EJ Program Manager will work closely with the Executive Director on areas including but not limited to:

- Advancing the advocacy goals of NJEJA
- Working in partnership with individuals and groups from historically marginalized communities
- Collaborating with organizational partners and governmental agencies to ensure that environmental justice is centered in environmental and climate policy

For a more in-depth overview of NJEJA's primary areas of work please go to www.njeja.org.

The main function of the EJ Program Manager will be to work in tandem with NJEJA staff, supporters, members, and others to further education, advocacy, and policies that prioritize justice and equity for New Jersey's Low-Income Communities and Communities of Color, especially those already overburdened with pollution and at risk from climate disaster.

Core Responsibilities

This is a generalized breakdown of the types of activities the EJ Manager will be asked to perform and how much of their overall time will be used in that area of activity. This may change according to the needs of the organization.



Community Engagement - 35%

- Assist with the identification and engagement of individuals and groups in Environmental Justice communities throughout New Jersey.
- Interact directly with individuals and groups interested in technical assistance and/or training in key Environmental Justice and Climate Justice issues and campaigns.
- Develop and deliver educational resources on environmental and climate justice.
- Engage community partners in an iterative way to provide up-to-date information to frontline communities and to get feedback on legislative and policy proposals from community-based partners.
- Create opportunities for community-based partners and organizations to have a seat at the table as policies are shaped and moved forward, recognizing the principle that “Environmental Justice demands the right to participate as equal partners at every level of decision-making, including needs assessment, planning, implementation, enforcement, and evaluation.”
- Support NJEJA members and their communities in environmental and climate campaigns.

Advocacy 25%

- Apply NJEJA’s Environmental and Climate Justice Lens to Public Policy.
- Remain apprised of emerging environmental and climate-related policy (at the state, federal and local levels), flagging key policies with NJEJA Staff and Board for internal discussion.
- Support development of public policy priorities for the organization in direct consultation with the ED, Board members, and appropriate partners.
- Research and prepare draft comments and briefings on proposed policies related to key issues.
- Work with NJEJA staff and others to develop public-facing advocacy materials, including but not limited to reports, briefing papers, comment letters, fact sheets, memos of support, and action alerts.
- Engage and educate representatives from public agencies, partner organizations, and policymakers on environmental and climate justice issues.

Partnerships and Ally Engagement 25%

- Collaborate with existing partners and coalitions in support of key issues, and work to cultivate new allies.
- Cultivate strategic relationships and influential partnerships to further NJEJA objectives on priority issues.
- Attend and participate in designated local, statewide, and/or national coalition meetings, representing the interests of NJEJA and its members.
- Help organize convenings and facilitate meetings with stakeholders and policymakers as assigned.
- Assist in fundraising efforts related to assigned issue areas.



- Engage interns, volunteers, consultants, and other affiliates on specific projects and priority areas.

Communications and Public Speaking 15%

- Represent NJEJA at public-facing events such as public hearings, press events, national conferences, panels, and webinars as assigned.
- Work with our Communications Team to develop social media and earned media strategies.
- Conduct written and verbal outreach and promotions on priority issues and campaigns.

Required Experience and Qualifications:

A good candidate will not necessarily have expertise in every area listed but will have knowledge covering most of the below and expertise in some.

- Environmental and climate justice subject-matter knowledge through education, work, or volunteer experience.
- Deep connection with an environmental justice or overburdened community.
- Ability to convey complex policies to a wide array of stakeholders and the general public.
- Committed to using NJEJA's environmental justice approach in policy priorities, program development, and partner engagement.
- Motivated by values of justice and responsibility to historically marginalized people and communities.
- Dedicated to deepening understanding of cultural and systemic racism and the intersectionality of multiple forms of social inequality.
- Excellent communication (e.g., written, verbal) skills and welcoming of constructive feedback.
- Committed to growth and professional development.
- Is a strategic thinker, a self-starter, and well-organized.
- Commitment to building relationships from the perspective of the Jemez and Environmental Justice Principles.
- Must have a passion for and commitment to the NJEJA mission, vision, and values.
- Experience tracking environmental issues and policies using media outlets like Politico, NPR, and The New York Times



Salary and Benefits

This is a full-time, grant-funded, non-exempt position with medical, dental, and vision benefits as well as paid holidays. The starting salary will range from \$50-60k yearly, depending on experience. There is a 90-day probationary period, and some benefits will not take effect until the end of that period. There is ample opportunity for professional development and growth within the organization. NJEJA maintains a flexible work environment that prioritizes our staff's social, emotional, and physical well-being.

Application Process

We invite individuals from underrepresented and historically marginalized groups and communities to apply. Interested applicants should send a resume (or CV) and a cover letter to jobs@njeja.org with your name and 'EJ Manager' in the subject line. Preferred candidates will be contacted for a virtual interview. The candidate will start upon hire. *The position is currently remote but will require periodic in-person meetings, so NJ or NY residency is ideal. This position would normally require travel 2-3 times a year, but due to the Covid-19 pandemic, no travel is expected at this time.*

Equal Opportunity Statement

NJEJA does not discriminate on the basis of age, race, color, creed, sex or gender (including gender identity and expression), pregnancy, sexual orientation, religion, religious practices, mental or physical disability, national or ethnic origin, citizenship status, veteran status, genetics, familial status, civil union status, atypical hereditary cellular or blood trait status or any other legally protected status. We prioritize maintaining a safe space, in which every employee and member can participate fully in our work.