

Environmental Justice and Community Outreach Manager for Beyond Toxics

Applications accepted until the position is filled.
Starting date: October 1, 2014, or negotiable.

Job Description

The Environmental Justice and Community Outreach Manager must demonstrate a strong commitment to engaging vulnerable Oregonians to protect the environment and human health. This staff position will work closely with the Executive Director, Board of Directors and other program staff to develop a comprehensive strategy for educating the public about environmental justice and health. This person will also help coordinate and build coalitions with Beyond Toxics' existing and potential partners (organizations and individuals).

Beyond Toxics requires someone who is self-motivated, organized, can juggle multiple tasks and deadlines effectively and is an excellent communicator. S/he should enjoy working with diverse people and have strong interpersonal skills. We prefer a fluent Spanish speaker who can work and interact with our Latino allies and members. Strong writing skills are a benefit.

This staff position will assist with program research, writing reports and taking action on Beyond Toxics' 3 main program areas:

- Environmental Justice
- Reducing pesticides
- Promoting air quality policies and reducing industrial pollution

Beyond Toxics operates in a fast-paced, mission-driven work environment. We need staff that are patient, have perseverance and a sense of humor to do this advocacy work. This position will range from 35-40 hours per week, depending on the qualifications of the person hired.

Description of Duties

- Assist the Executive Director
- Project Management:
 - * Develop program strategies with our Executive Director
 - * Develop work plans and project tracking systems
 - * Manage the direction of a project to realize our organization's goals
- Lead our community outreach and organizing
 - * Occasional neighborhood canvassing (non-fundraising) and community relationship building
 - * Train others to be effective grassroots organizers
 - * Attend public meetings and forums
 - * Speak with community/student groups about campaigns
- Recruit and supervise volunteers and interns
 - * Table at events throughout the year and assist in planning special events and fundraisers
- Writing
 - * Content for reports, semi-annual newsletter, blogs and regular emails to members; other needs as they arise

See page two for qualifications, compensation and instructions to apply...



Environmental Justice and Community Outreach Manager - p. 2

Applications accepted until the position is filled.
Starting date: October 1, 2014, or negotiable.

Qualifications Required

- 1 year of previous organizing or non-profit experience
- A bachelor's degree or equivalent work experience
- Ability to demonstrate knowledge of the theories and principles of environmental protection, especially as they relate to issues of environmental justice and the impacts on minority and/or lower-income groups and communities
- Ability to work independently, be organized, conduct research and track results and meet deadlines
- Ability to speak clearly and confidently in front of large groups or with new contacts
- Familiarity with applications such as Word, Excel, Photoshop, Wordpress (experience with Vertical Response or similar email marketing)
- Experience with social media and networking
- Preference for a candidate with ability to speak and read Spanish fluently
- Ability to represent our organization in a professional and reliable manner. Candidate must be willing to work on weekends or after hours if required with advanced notice.

Compensation

First 3 months: \$16.00/hr;
Following positive 3-month review: \$16.50/hr.

To Apply

Please submit a cover letter explaining your experience and why you are seeking a job to advocate for environmental justice in the non-profit environmental sector.

Send resume, two letters of recommendation, three references and a writing sample to:
info@beyondtoxics.org.

Questions? **541-465-8860**

About Us

Beyond Toxics is a statewide 501(c)(3) non-profit organization based in Eugene. We work to guarantee environmental protections and health for all communities and residents. We expose root causes of toxic pollution and help communities find effective, lasting solutions. We do grassroots organizing, environmental health research and legislative action.

Read more about us: <http://www.beyondtoxics.org/about/>

Read what people have said about Beyond Toxics:
<http://www.beyondtoxics.org/donate/#testimonials>

Contact:
info@beyondtoxics.org / **541-465-8860**

