



JOB ANNOUNCEMENT

JOB TITLE: Coordinator

THE CENTRAL VALLEY AIR QUALITY (CVAQ) COALITION

The CVAQ Coalition is a diverse, dynamic partnership of more than 70 community, medical, public health, labor, civil rights, environmental and environmental justice organizations working collaboratively to restore clean air to the San Joaquin Valley, with prioritization for communities of color and low income communities that are disproportionately impacted. CVAQ's mission is to work toward awareness, act as a watchdog, advocate for policy, and mobilize communities to restore clean air to the San Joaquin Valley. CVAQ is a project of Social & Environmental Entrepreneurs (SEE), a registered public non-profit. More information can be found at www.calcleanair.org.

JOB SUMMARY

Under the supervision of the Executive Director, the Coordinator provides support in advancing the mission and objectives of the Coalition. Duties include policy advocacy, committee coordination, strategy and relationship development, public speaking, public education and outreach, meeting facilitation, and additional duties as assigned.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Coordinate coalition activities, including facilitating committee meetings and planning and implementing annual events, fostering strong internal communication and accountability among coalition members;
- Advocate at relevant agencies, including analyzing documents, drafting comment letters, attending hearings and testifying on behalf of and with coalition members;
- Support the Director in policy, strategy, and relationship development;
- Maintain knowledge of air pollution causes, problems, and solutions, relevant decision making bodies, laws, regulations, and policies;
- Organize residents for public meetings and events; conduct outreach and educational activities; lead production of materials such as factsheets, presentations, and policy briefs;
- Provide general support to the Director, including grant writing and reporting;
- Perform administrative duties such as answering the phone, scheduling and organizing meetings and events, note taking, maintaining listservs and databases.



SKILLS & QUALIFICATIONS

- 3-5 years of relevant work experience
- Bachelor's degree (may be substituted with two additional years of relevant work experience)
- Demonstrated commitment to racial equity, environmental justice, and the health of San Joaquin Valley residents
- Background in policy advocacy and/or community organizing
- Strong interpersonal and leadership skills including poise, tact and diplomacy
- Sincere commitment to work collaboratively
- Excellent command of the English language; proficiency in Spanish or another language preferred
- Excellent analytical, writing/editing and verbal communication skills
- Strong initiative, well organized, highly accountable
- Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint) and internet fluency

POSITION DETAILS

- \$22-26 per hour, depending on experience
- The primary place of business is CVAQ's Fresno office, with varied travel and reliable transportation required.
- CVAQ is an equal opportunity employer.

PHYSICAL ENVIRONMENT & DEMANDS

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Employees in this position will be required to work indoors in a standard office environment; travel by motor vehicle outdoors in varying degrees of temperatures; work in indoor and outdoor environments that are outside of the office setting; and come in direct contact with community and government representatives, CVAQ members, staff and the public, when considered safe according to public health guidelines.

TO APPLY

Email your cover letter, resume, and a 3-5 page professional writing sample as one PDF document to info@calcleanair.org with "Coordinator" in the subject line. Incomplete applications will not be considered. Please, no phone calls. **Deadline to apply: March 7, 2021.**