

Job Announcement:

Executive Director – Orange County Environmental Justice (October 2024)

The Opportunity

Orange County Environmental Justice (OCEJ) is a multi-cultural, multi-ethnic 501(c)(3) environmental justice organization that is developing grassroots leadership and advancing an environmental justice agenda in Orange County, California. Since its formation in 2016, OCEJ has:

- Canvassed and surveyed 4,163 people living in the Orange County communities that are most vulnerable to pollution and negative environmental impacts;
- Produced an analysis of the most pressing environmental justice issues in our region as identified by these residents;
- Organized a committee of resident leaders who want to get involved in environmental justice issues; and
- Conducted Soil Lead (Pb) research across multiple land uses in Santa Ana
- Documented point and nonpoint source water contamination through PhotoVoice
- Conducted community outreach to support Census participation
- Launched an integrated voter engagement program
- Launched a youth internship program focused on building movements to defend indigenous sacred sites
- Developed an annual environmental justice organizing academy
- Built a membership of 70+ people across Orange County

At present, OCEJ is a fiscally sponsored project of OneOC, governed by an Advisory Board composed of leaders with a strong commitment to environmental justice, knowledge of Orange County, and deep connections to local Latino and Asian American/Pacific Islander communities. The Executive Director is an experienced, highly motivated leader, organizer, and strategic thinker. The Executive Director will work in close collaboration with the Advisory Board and other stakeholders to lead the development of the new organizations.

Responsibilities

- Develop and implement a large-scale grassroots outreach and civic participation program (field program) to engage low-income people of color in organizing and advocacy related to environmental issues that impact their lives.
- Build strong coalitional relationships with organizational stakeholders and grassroots leaders, including representatives from local Indigenous, Black, Latinx, Asian and Pacific Islander communities.
- Facilitate consensus-based decision-making across the membership, staff, and Advisory Board in our horizontally-structured organization.
- Develop and implement strategic campaigns to advance the project's policy and organizing goals.
- Develop and maintain a diverse and sustainable funding base for the project, including grant writing and reporting, grassroots fundraising, major donors, and special events.
- Manage day-to-day operations of the project, including budget, record keeping, compliance, other administrative matters, and coordination with the fiscal sponsors.
- Formulate and implement an organizational development plan resulting in the launch of a new 501(c)(3) nonprofit organization.
- Recruit, train, and supervise other project staff.
- Support and coordinate with the OCEJ Advisory Board.

Qualifications

- Minimum five years of organizing experience in an environmental, labor, community, political, or faith-based context
- Demonstrated ability to organize using house visits or a similarly strong relational power building method
- Self-motivated with the ability to take initiative and to be a strong team player.
- Excellent personal organization and time management skills.
- Proven skills with grassroots organizing and facilitating consensus-based decision-making processes.
- Strong commitment to environmental justice and understanding of environmental issues that impact low-income communities of color.
- Experience designing and utilizing popular education techniques and leadership development trainings.
- Experience with transformative justice and experience approaching conflict as an opportunity for growth and to build mutual understanding.
- Proven ability to run a successful field program, such as a large-scale canvassing campaign, including familiarity with a voter database such as VAN or PDI.
- Bilingual in English and either Spanish or Vietnamese (or better yet, trilingual).
- Cultural competence and emotional intelligence to support and promote a collaborative, multi-racial, multi-ethnic environment.
- Outstanding interpersonal communications skills and love of people with a demonstrated ability to lead, inspire others to take leadership, build strong working relationships, and hold self and others accountable.

Physical Demands

- The position will require long and/or irregular hours of work, including evenings and weekends as needed. Work is mostly remote, requiring hours sitting and working on a computer, with occasional travel to local events.

Terms of Employment

- This position is full-time, salaried (exempt) position.
- Salary set on our horizontal pay structure, beginning at \$69,000 - \$72,000 and receiving an annual raise of \$3,000.
- Full health benefits (medical, dental, and vision).
- The position will require long and/or irregular hours of work, including evenings and weekends as needed.
- Must have a reliable means of transportation (if you drive your own car, you must be insured).

To Apply

Submit a one page cover letter, a one page resume, and three professional references (all in .pdf format) to patricia@ocej.org. Applicants will be reviewed on a rolling basis. Applications received by **November 5th, 2024, 11:59pm (PST)** will be prioritized for consideration for interviews beginning the following week.