



2727 HOOVER AVE., SUITE 202 · NATIONAL CITY, CA 91950 · (619) 474-0220 · WWW.ENVIRONMENTALHEALTH.ORG

## JOB ANNOUNCEMENT

# Policy Director

*Open Until Filled*

*Are you passionate about environmental health and justice?  
Do you love working with community members to lift up our voices for change?  
Join and help us achieve Environmental Justice.*

Environmental Health Coalition (EHC) is a San Diego/Tijuana non-profit social and environmental justice organization dedicated to empowering people, organizing communities, and achieving justice for low-income communities of color. We are an effective, results-oriented organization with a passion for social change. We have been making a difference in the lives of the individuals, families, and communities we serve for 40 years.

The **Policy Director (PD)** is a position for an experienced professional who thrives in a fast-paced environment and who excels in policy advocacy, government relations, organizational management, and staff supervision. The PD oversees EHC campaigns that advance policies and projects to reduce air and climate pollution, advance equitable land use planning in the San Diego/Tijuana region, environmental justice communities in San Diego and Tijuana and at the state level. The PD focuses on low-income communities of color, and works affect the most with community leaders to identify critical issues and community-driven solutions. The PD conducts research and policy advocacy to influence local governments and state regulatory and legislative bodies to reduce impacts in low-income communities of color in the San Diego region.

The PD is a member of the EHC Leadership Team, which focuses on policy advocacy and community organizing as well as organizational management issues, including human resources, office management, information technology, and staff sustainability. The PD provides strong leadership, macro-level conceptual and strategic thinking, and the ability to perform and oversee specific administrative functions. The PD:

- Conducts policy advocacy efforts in low-income communities of color in San Diego, National City, and Tijuana, working with local community leaders and environmental justice allied organizations.
- Represents the interests of EHC and the public before decision-making authorities and allied groups to change or enforce public policies that protect human health and the environment.
- Supervises 4 Campaign Directors
- Manages campaign budgets with Directors

The PDD designs and implements advocacy campaigns to promote a policy agenda developed in conjunction with community residents. The PD will represent EHC in advocacy with local, regional, and state regulatory bodies related to transportation justice, goods movement, air pollution, climate change, land use, and public health. The AQD is responsible for representing the interests of EHC members before decision-making authorities and ally groups to change or enforce public policies.

## **PRIMARY RESPONSIBILITIES:**

### **Advocacy**

- Conduct advocacy and represent EHC positions to promote air quality, equitable land use, climate health, and other related issues through legislative and regulatory mechanisms at the local, regional, and state levels
- Work with community residents, local government agencies, and decision-makers to develop community-driven policy solutions
- Monitor rulemaking at the local, regional, and state level to ensure compliance and advancement of environmental justice
- Understand local, regional, and state government systems and laws, and effectively monitor and advocate with those entities;
- Develop written analyses, position papers, and correspondence;
- Conduct effective networking and ally development activities with individuals, groups, organizations, and governmental entities in the San Diego region;
- Work with community organizing efforts to ensure coordination;
- Work with EHC team members to develop strategic plans for key projects and activities;
- Participate in statewide environmental justice networks to advocate for state policy.
- Participate in local, regional and state social and environmental justice networks
- Serve as an EHC representative to media, in presentations, and to decision-makers.

### **Research**

- Conduct issue research regarding climate change, land use, community development, redevelopment, revitalization, air pollution, and related environmental justice issues affecting low-income communities of color to support advocacy efforts.
- Develop community-friendly educational materials and training on key issues
- Conduct research and compile information to advance environmental justice policy change
- Prepare issue briefs

### **Management**

- Manage federal and local lobbying reporting and ensure compliance
- Supervise campaign directors responsible for local and regional advocacy and organizing campaigns
- Serve on the EHC Leadership Team as an organizational Associate Director

## **REQUIRED QUALIFICATIONS AND SKILLS:**

- 5 years' experience in grassroots organizing and/or policy advocacy work
- 5 years' experience in environmental health and justice and/or social justice-related advocacy fields;
- 5 years' experience conducting policy research fact-finding and writing
- Experience working with government agencies and decision-makers in the San Diego region
- Ability to explain complex policy and data information in simple terms
- Proficient with computer programs including Microsoft Office, Outlook, Excel, Access, GIS, statistical software;
- Demonstrated commitment to the principles of environmental justice
- Excellent oral and written communication skills
- Excellent analytical ability
- Reliable transportation method
- Ability to work flexible hours
- Ability to handle multiple tasks, work under pressure, and maintain attention to detail
- Must demonstrate the ability to be culturally competent in all respects

**PREFERRED QUALIFICATIONS AND SKILLS:**

- 5 years' experience in grassroots organizing and/or policy work;
- Advanced degree in law, political science, or other related field;
- Bilingual (English/Spanish) is highly desirable

**Salary Range:** \$81,000 – \$92,000 per year; salary commensurate with experience

**BENEFITS:** EHC offers a competitive benefits package inclusive of:

- ❖ Excellent Orientation Program
- ❖ Generous Vacation and holiday benefits
- ❖ Health, Dental, Vision and Chiropractic Insurance
- ❖ Personal and Wellness Leave
- ❖ Long Term Care Insurance
- ❖ 401(k) Retirement Plan
- ❖ Professional Development Opportunities

**Target Start Date:** Position open until filled. Target start date is July 1, 2020

**Applications:** Submit cover letter, resume, three references, and salary requirements to the Environmental Health Coalition at [frontdesk@environmentalhealth.org](mailto:frontdesk@environmentalhealth.org). The subject line should read **Policy Director 2020**, followed by your name. No phone calls, please.

**EHC IS AN EQUAL OPPORTUNITY EMPLOYER  
WE ENCOURAGE PEOPLE OF COLOR AND WOMEN TO APPLY**

EHC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.