



Environmental Justice Community Coordinator Job Description

OVERVIEW

As community-based organizations in the Twin Cities, HOUR Car (HC), Payne-Palen Community Council (PPCC), and Powderhorn Park Neighborhood Association (PPNA); have identified opportunities to partner against each of its organizations' environmental justice aims. This includes partnering on an Environmental Protection Agency (EPA) – Environmental Justice Collaborative Problem-Solving Grant. The grant has provided our organizations an opportunity to create two new full-time Environmental Justice Community Coordinator (EJCC) positions, one within PPCC and PPNA. Our organizations will partner on a collective candidate recruitment and selection process. If prospective candidates have a placement location preference with PPCC in St. Paul or PPNA in Minneapolis, this will be given some consideration during the hiring selection process.

Role Summary

Each EJCC will assist PPCC or PPNA with furthering awareness, concern, and action around ways to strengthen environmental justice throughout the communities the three partnering organizations serve. This will include helping to identify and distill key insights related to the impacts and opportunities connected to transportation, manufacturing, and energy access on the environment and our community's overall wellbeing. The collection of these insights will arise through review of existing reports and studies, direct input from community residents, and perspectives gleaned by engaging with and supporting a variety of community-based coalitions and groups with interest in this key area of community concern and opportunity.

In addition to helping build a repository of community-based knowledge in the environmental justice (EJ) space, each EJCC will take steps to organize and share key contributing factors that cause environmental disparities and harms throughout the target communities they are focused on serving. These steps will also be applied to highlighting evidence-based opportunities that can mitigate these harms, like HOUR Car's emerging fleet of light electric vehicles. This body of work will include leading efforts to turn a variety of insights into key messages, coordinating meetings and events that enable community discussion, while taking steps to document and evaluate the reach and perceived value of this collective body of work among various community partners and stakeholders. Each EJCC will also provide some degree of support to other core initiatives, events, projects, and (or) programs that PPCC or PPNA provides in advancement of their organization missional aims. This will be at the direction of each organization's Executive Director (ED), who is the supervisor of the EJCC.

Core Role Accountabilities

Insight Management

- Partner with organization ED, and EPA grant collaborators to align on core areas of focus from an EJ standpoint
- Develop and execute against a plan to identify various sources of secondary and primary insights around EJ
- Assess and synthesize the key insights from the various sources and develop a core messaging strategy with ED

Partnership Coordination

- Identify and organize with organizations, groups, individuals, and municipal representatives leading EJ initiatives
- Collaborate with ED to determine and prioritize which stakeholders should be engaged for ongoing collaboration
- Maintain ongoing forms of outreach and organizing, along with meeting and event attendance with partners
- Partner with ED to develop an approach to understand and analyze the type and impact of various partnerships
- Organize public engagement activities that bring together diverse communities and foster collaboration on articulating a vision for clean energy solutions and environmentally just outcomes

Insight Communication

- Coordinate with ED, and EPA grant partners on ways to share key insights related to EJ trends and opportunities
- Partner with ED to develop and execute against communication plan around insights from various sources
- Coordinate with ED to establish plan to assess reach, impact, and outcomes of sharing insight with community

Desired Qualifications & Skills

The following provides a summary of the preferred experience and skills sought for this position

Qualifications

- Minimum of three years of experience serving in a coordinating or project management role of programs or events
 - Minimum of two years of experience working to further community understanding of areas of disparity or concern
 - Minimum of three years' experience gathering, analyzing, and sharing various forms of data and insight
 - GED/High School diploma required
 - Associates or higher degree (or) presently working toward completion of a degree preferred
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Skills

- Excellent written, verbal, and interpersonal communication
 - Personal time management and organization proficiency
 - Proficient with varying software applications; MS Office and Cloud Based apps
 - Ability to communicate effectively in a second language is a plus [preferably Hmong, Karen, Spanish or Somali]
 - Experience working in GIS and (or) community-based mapping tools is a plus for PPCC
 - Interest and experience in community planning is also a plus for PPCC
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Compensation & Benefits

- There are two regular full-time employee opportunities, one with PPNA and with PPCC, to fulfill 32 hours per week within a flex schedule. Both organizations provide access to health and wellbeing benefits as part of their positions for hire.
 - Salary: \$18.50 - \$20.00/hour
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How to Apply

- Resumes for this opportunity will be accepted through Tuesday, February 15th
- Resumes will be reviewed on a rolling basis and select applicants will be invited for an interview
- Interested applicants can upload their resume to the following Drop Box account:

<https://www.dropbox.com/request/2rXSyn411BD9tjlsphWg>
