



Job Title: Climate Justice Outreach Coordinator

We at Climate Action Campaign are a growing team that advocates and organizes for bold policies to stop the climate crisis through effective policy action. Through the lens of equity and justice, we fight for a Zero Carbon future and the systemic change that ensures clean air, clean water, and a livable future for everyone.

1. Do you believe in the power of local politics to make positive change?
2. Do you love meeting new people and building relationships?
3. Do you enjoy connecting with communities of concern to learn more about their needs?
4. Do you enjoy working alongside colleagues committed to making a difference?

If you answered yes to these questions, please read on.

Job Summary

The Climate Justice Outreach Coordinator will manage efforts throughout San Diego County, including planning virtual and in-person events, developing outreach materials, providing educational presentations, and recording and collecting attendee feedback. The Outreach Coordinator will also assist the policy team with policy advocacy as needed.

This is a full-time, salaried, exempt position, and will include some evening/weekend work. The term of the position is one year from the date of hire. Pending future funding, we hope to be able to make this position a permanent position.

Primary Responsibilities:

- **Education and outreach:** Educate the community on regional climate solutions and climate justice through webinars, presentations, convenings and other events. Work with local leaders and community groups to conduct targeted outreach to community members and organizations, paying special attention to the needs of each community and the barriers each community may face. Mobilize the community to participate in actions and attend events.
- **Event planning:** With support from the Events Manager, plan and execute all aspects of virtual and in-person educational events for community members, including but not limited to securing vendors, event signage, event set-up and breakdown, managing event budgets, securing translation services, and tracking event expenditures.
- **Relationship Building:** Build and maintain relationships with partner organizations, key stakeholders, community members, elected officials and their staff, and others to help build a better, healthier, and more just future for all.
- **Communications:** In coordination with the Communication Department, grow awareness and understanding of key climate solutions, develop outreach materials and presentations, and coordinate content for action alerts and events.
- **Policy Advocacy Assistance:** As needed, and with direction from the policy team, help develop action alerts, prepare for government hearings, research climate policy solutions, write position letters, meet with government officials and stakeholders, and attend and testify at city council and other public agency meetings.

You might be a good fit if you:

- You are passionate about climate justice and what we do.
- You have an understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities.
- You understand how the climate crisis disproportionately burdens working-class communities of color.



- You have experience and interest in working directly with people from diverse racial, ethnic, and socioeconomic backgrounds.
- Your writing, editing and verbal communication skills are top-notch.
- You're a self-motivated, independent leader and a team player.
- You're an analyst who thinks creatively.
- You're an independent worker who knows how to find solutions, but also knows when to ask for help.
- You are organized and motivated, capable of managing deadlines and fluctuating priorities for an array of projects in a fast-paced environment, while maintaining attention to detail.
- You can work flexible hours to respond to position needs.

Preferred qualifications:

- Experience with community outreach and event planning.
- Knowledge of climate solutions.
- Ability to speak and write another language represented in San Diego Communities of Concern strongly preferred.

Location: We have an office in Hillcrest, San Diego, but our team has the flexibility to work remotely in San Diego County. This position will be traveling throughout the county to conduct outreach and coordinate community events.

Vaccination mandate: Climate Action Campaign requires, with few exceptions, that all staff be vaccinated against the COVID-19 virus. Unvaccinated staff with a qualifying exemption will be required to take regular COVID-19 tests (frequency subject to change).

Benefits:

- 100% medical, dental, vision and life insurance.
- 401(k) Retirement Plan with 3% employer match.
- Monthly cell and transportation benefit.
- Generous paid time off and holiday schedule.

Salary range: \$60,000-\$80,000 (commensurate with experience, not expected to exceed \$70,000).

How to apply: Submit the below items to info@climateactioncampaign.org with the Subject: Outreach Coordinator

1. Resume
2. Video or voice recording answering the following three questions:
 - a. Why are you interested in this position?
 - b. Describe your outreach and event planning experience.
 - c. What is one climate impact that will affect a community you care about and why does it concern you?

Limit your total recording to 3 minutes maximum.

Deadline: The first review will take place on October 3. The anticipated start date is November 1, but the position is open until we find the perfect fit.

Climate Action Campaign is an Equal Opportunity Employer.

Climate Action Campaign 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.