

POSITION: Climate & Environmental Justice Coordinator	LOCATION(s): Kern-South Valley
REPORTS TO: Climate & EJ Director	CLASSIFICATION: Full-time
ESTABLISHED: 2/01/2023	PAY TYPE: Hourly, Non-Exempt

ORGANIZATIONAL BACKGROUND:

The Central California Asthma Collaborative (CCAC) is a non-profit organization dedicated to providing education and direct services, building regional capacity, and advocating for sensible policies that improve health and address inequities by reducing environmental impacts and emphasizing the prevention and management of a chronic disease.

POSITION SUMMARY:

The Climate and Environmental Justice (CEJ) Coordinator will be responsible for supporting the development and implementation of CCAC’s various programs that address environmental inequities in California’s low-income and disadvantaged communities, with a focus on the San Joaquin Valley. CCAC’s CEJ programs include both air pollution and greenhouse gas reduction activities. Examples include, but are not limited to, clean transportation infrastructure and incentive programs, residential building decarbonization, community-based air monitoring and notification, air pollution source identification and emissions reduction, and climate resilience and adaptation.

RESPONSIBILITIES:

- Support the successful implementation of CCAC’s clean transportation program.
 - With the CEJ Director, support and lead CCAC’s engagement with key stakeholders involved with the deployment of electric vehicle charging infrastructure (EVCI), including local governments, public utilities, related industries (electric vehicle service providers), and others to identify and expedite the installation of EVCI in low-income and disadvantaged communities across California, with an emphasis on the San Joaquin Valley.
 - Work with EJ partner organizations (CBOs) and other stakeholders to identify and prioritize EV charging locations in DACs across California, including developing meeting agendas and facilitating discussions.
 - Work with CCAC’s CEJ programs to develop and integrate climate and environmental justice projects (EVCI and EV incentives, community-based air monitoring, and community-based emissions reduction) into a unified CEJ program that encourages and supports collaboration between projects.

- In concert with CCAC’s Environmental Health Research Sr. Coordinator, support the successful implementation of CCAC’s environmental health research program.
 - Coordinate with project partners to recruit and consent subjects to participate in study.
 - Schedule and track study visits; maintain confidential records containing subject personal information.
 - Conduct study visits, including health assessments and environmental data collection (set-up indoor and outdoor air monitoring equipment)
 - Travel to communities (up to 50 miles) to complete study related activities described above.
 - Document all study information utilizing appropriate report forms and/or electronic databases in accordance with study standards and federal regulations.

- Assist the Sr. Coordinator in preparing and submitting monthly, quarterly and/or annual progress reports to funders and collaborators.
- Bridge community, cultural, linguistic, socioeconomic and educational barriers to encourage continued subject participation in the study.
- Attend on-going study in-service trainings as required.
- In concert with CCAC's CEJ Director, develop and implement community-based projects advancing the principles of environmental justice in the San Joaquin Valley.
 - Support communication strategies and outreach efforts to increase awareness of organizational programs and activities.
 - Develop relationships with community leaders and serve as the organization's liaison within various stakeholder groups.
 - Organize community events and presentations.
 - Participate in field research activities in project areas.
- Organize documents, files, and records in accordance with CCAC policies.
- Support in preparing and submitting required reports for funders and others documenting relevant program activities, outcomes, and benefits.
- Engage in other related CCAC duties as assigned.

CORE COMPETENCIES

- **Oral Communication:** Speaks clearly; listens and requests clarification as needed; response well to questions.
- **Written Communication:** Writes clearly; varies writing style to meet needs; presents data effectively; able to read and interpret written information.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback, contributes to building a positive team spirit.
- **Innovation:** Displays original thinking and creativity. Meets challenges with resourcefulness. Generates suggestions for improving work. Develops innovative approaches and ideas.
- **Reliability:** Ability to work independently, self-motivated, dependable, and professional, with a strong work ethic
- **Organizational Skills:** Demonstrated attention to detail; ability to manage time effectively in order to complete tasks competently and on time; maintain highly organized workspace and schedule.
- **Technical Skills:** Capable of learning and applying technical procedures (e.g., set-up and maintenance of air monitoring equipment).

QUALIFICATIONS

- Bachelor's degree in Environmental Science, Environmental Health, Political Science, Public Health Administration, or related fields, or equivalent experience
- Experience using a variety of software programs such as Microsoft Office Suite (Word, Excel, Teams), Adobe and website management tools.
- Bilingual: English and Spanish fluency.
- Experience interacting with a diverse population; must demonstrate the ability to be culturally competent in all respects.
- Experience working directly with government and industry stakeholders, preferred.
- Experience working directly with community members and community-based organizations, preferred.
- Experience working with and on behalf of low-income populations, preferred.

TRAVEL: As needed in Kern County and other Central Valley Communities

DRIVING AND LICENSE REQUIREMENTS: Must possess a valid CADL and applicable CA-mandated auto insurance.

PHYSICAL REQUIREMENTS: All CCAC employees are required to be COVID-19 vaccinated. Lift up to 20 pounds.

AUTHORITY AND SUPERVISORY CAPACITY: Oversee a staff of 2 or more full-time personnel.

ACCESS TO SENSITIVE INFORMATION: Must maintain the confidentiality of personal client and staff information exposed when working in files and preparing reports.

By signing below, I acknowledge that I can perform the essential job functions with or without accommodation.

I understand I am to become familiar with my job description's contents as it represents a brief summary of my job duties, which are not all-inclusive and are subject to change without prior notice. I understand my responsibility is to talk to my supervisor if I have any questions regarding my job responsibilities.

Further, I understand that CCAC is an AT-WILL employer and signing this document does not constitute a contract of CCAC employment.

Rate: \$21-\$29 per hour.

Email Resume and Cover letter to gustavo.aguirre@centralcalasthma.org