



Latino Community Fund of Washington State (LCF)
Environmental Justice Program Manager

Title: Environmental Justice Program Manager

Salary: \$56,000 - \$65,000 annual salary

Benefits: Include comprehensive health insurance coverage, vision, dental, life insurance coverage, short- and long-term disability insurance, 13 paid holidays and generous vacation time

Starting Date: May 1, 2022

Reports To: Executive Director (working alongside Statewide Manager of Civic Engagement & Advocacy)

Work Schedule: Exempt, Regular Full-time Position, Normally works 9:00am to 6:00pm Monday through Friday, with some evening and weekend events as needed

Location: Latino Community Fund is transitioning to a hybrid work model with employees working both in-office and remotely at home. This position will require the employee to come into our physical office in Yakima at least 2-3 times per week. This is a full-time role based in Yakima County, WA.

All LCF employees and volunteers must be fully vaccinated (and submit completed documentation) from COVID-19. New employees must meet this requirement, prior to their start of employment.

Job Summary:

Latino Community Fund is seeking a Spanish-English bilingual Environmental Justice Manager to manage and lead an Environmental Justice program centered on wildfire resilience. This will include managing and tracking program deliverables, training community cohorts centered on wildfire resiliency, and engaging in community actions and projects with local leaders. This work will be centered in Yakima County with further engagement in Central/Eastern WA and throughout WA State in collaboration with Latinx-led nonprofits in WA State.

About LCF:

LCF cultivates new leaders, supports cultural and community based non-profit organizations, and improves the quality of life for all Washingtonians from across the state to create sustainable and transformative change. Our vision is a vibrant and civically engaged Latino community in Washington.

LCF is a Latinx nonpartisan group of people dedicated to resolving pressing social justice problems facing our families and communities in Washington State. We believe that people working together have the power to improve our communities and our world. We challenge ourselves to imagine positive change. We set daring goals, create savvy strategies and are willing to stand up to powerful interests. We develop relationships with individuals and organizations to multiply our impact. We get results. LCF's success is founded on the commitment to address regional and local issues with local leaders who collaborate on statewide power for a stronger WA for all. This work will be centered on advancing the engagement and leadership of Latinx communities in WA State in wildfire resilience work. This includes training, communication, and developing local projects led by community members.

Primary Responsibilities and Essential Job Functions

Managing Wildfire Resilience Program / Community Organizing

- Lead outreach, trainings, and project management of wildfire resilience cohorts with Latino communities in Central WA
- Manage creation of new and translation of existing wildfire resilience resources
- Create and maintain partnerships with Latinx-led organizations in WA State to engage in wildfire resilience and broader Environmental Justice work
- Co-develop action plans, surveys, and data reports with community partners and LCF staff
- Lead outreach, engagement, and project management of Smoke Preparedness projects
- Track program deliverables and work with development staff to create grant reports
- Liaison with Department of Natural Resources to implement wildfire resilience work
- Support the advancement of Latinx/o/a/ leadership work within wildfire resilience
- Manage communication of projects
- Lead community organizing efforts to build a constituent base of informed and engaged Latinx community leaders for recruitment and retention of leaders in wildfire resiliency work;
- Work with community members and leaders to identify issues and solutions, and take action with leaders to get results;
- Participate in trainings and staff development; learning to lead trainings; and developing leaders to lead trainings through train-the-trainer models;
- Assist in designing and implementing training materials for staff, partner organizations, and community members
- Oversee project deliverables
- Supervise program staff, as needed (including youth fellows, volunteers, and staff)

Project Management

- Work closely with Civic Engagement & Advocacy team and across LCF's departments to inform and co-create plans to develop and strengthen existing and new civic action strategies;
- Help oversee individual program budgets and ensure proper financial stewardship;
- Keep records updated and support grant and reporting;
- Monitor funding and data collection of all program-related reporting and documentation;
- Maintain fiscal and contractual compliance with grants and other funding sources; monitor subcontractor agencies;
- Assist in the development of, and responsible for monitoring program budget and related revenues and expenditures;
- Develop well-defined outcomes, meaningful metrics, and program accountability by developing and maintaining quality systems

Community Partnership and Coalitions

- Build community partnerships for collective action and leadership development;
- Attend local, regional, and statewide coalition meetings to connect organizing efforts;

- Develop and maintain strong coalitions among diverse groups of organizational stakeholders and neighborhood leaders;
- Manage and track grants to community-based organizations in WA State.

Strategic Planning and Fundraising

- Participate in weekly all-team meetings for visioning, program alignment, leadership development, and evaluation;
- Support organizational collective goals and initiative efforts through actions, execution of goals, and connecting organizing work with capacity building and systems change;
- Support fundraising efforts to help raise money by participating in donor campaigns and gala recruitment.

We are looking for someone who has:

- A TRACK RECORD – evidence working closely with local community, community groups, schools to listen and respond to situations that demand responses; examples of successful outcomes.
- EDGE AND ANGER– a clear sense of what’s wrong, impatience in the face of that wrong, and a drive to address it.
- RELATIONAL – ability to think, reflect, communicate, make judgments in complicated situations, and show flexibility. Interest in having relational meetings to get to know community members.
- ABILITY TO RELATE ACROSS RACE AND CULTURE – able to build relationships and work with people other races, classes, generations, sexual orientations, gender identity, faiths.

Minimum Qualifications

- Experience managing a successful program that focuses on community / environmental issues
- Experience working directly with community members - whether through work, school, community groups (at least 3 years experience) to identify issues and build solutions;
- Strong interest in Environmental Justice issues;
- Accreditation/courses that show an alignment to work scope;
- Strong commitment to enacting change to achieve social justice;
- A strong sense of initiative and track record of follow-through and comfort in following up;
- Strong organizational skills and experience self managing to problem solve and achieve results;
- Exceptional attention to detail and sense of curiosity and desire to learn and improve;
- Experience working in a collaborative environment with diverse groups;
- Interest in generating ideas with a team;
- Excellent interpersonal, communication, and written skills / active listener;
- Proficiency with Microsoft Office Suite and/or Google Apps;
- Passion for the LCF Vision, Mission, and Core Values;
- High ethical standards of confidentiality, strong people skills, an upbeat attitude & an ability to remain calm in stressful situations.
- COVID-19 Vaccination (must be obtained and documentation submitted prior to employment).

Desirable Qualifications

- Strong community organizing skills;
- Direct work experience, accreditation to indicate knowledge of EJ work;
- Experience managing team (whether staff or volunteer) to achieve results
- Experience living and/or working in WA State and understand where to go to talk with Latino/a/x communities;
- Bilingual and Biliterate Spanish-language skills (preferred).

Nondiscrimination Policy

The Latino Community Fund of Washington is committed to providing equal employment opportunity for all persons regardless of race, color, religion, sex, age, national origin, citizenship status, disability, marital status, sexual orientation, or veteran status.

How to Apply

Latino Community Fund will accept applications on a rolling basis until the position is filled. We will begin interviews on a rolling basis. Please **email a resume and brief cover letter** describing your interest in the organization and position to: Deserea Brito (deserea@latinocommunityfund.org), People and Culture Manager.