



VISION

VOICES IN SOLIDARITY AGAINST OIL IN NEIGHBORHOODS

Voices in Solidarity Against Oil in Neighborhoods (VISION)

VISION Coalition Manager Job Description

VISION is a statewide coalition of environmental justice and allied organizations that seek to end neighborhood drilling to protect the health and safety of Californians on the front lines of oil extraction. VISION engages in principled collaboration that respects the leadership of impacted residents and frontline organizations while partnering with a diverse range of allies to maximize collective power and resources. VISION's leadership includes the Center on Race, Poverty & the Environment, Communities for a Better Environment, Physicians for Social Responsibility – Los Angeles, and the Central California Environmental Justice Network. The VISION coalition manager will lead, motivate and inspire our members, allies, and the communities we serve.

Position Description

VISION's activities include policy work in the state legislature, regulatory advocacy and accountability, and movement-building efforts across the state. The VISION coalition manager will work closely with VISION Steering Committee leadership and Coalition members to develop, implement and support these strategies.

Reporting Relation/Location

The VISION Coalition Manager will be an employee of CCEJN. The position is remote within California's San Joaquin Valley region, with travel to Sacramento, Kern County, and LA, among others, occasionally required. This position will require occasional work outside of the standard 9 am - 5 pm work day.

Primary Responsibilities

Coalition Management and Engagement (40%):

- Facilitate and support coalition meetings and convenings. Maintain and update internal coalition guiding documents, including decision-making protocol, conflict resolution, and membership criteria.
- Work with coalition partners to create and implement long- and short-term strategies for achieving VISION goals, including developing shared coalition yearly work plans and coalition manager work plans.
- Regularly communicate with VISION members on program developments and activities, including tracking and following up on meeting next steps.

- Plan, prepare agendas, and facilitate monthly VISIÓN Allies calls, as needed. Work with staff at VISIÓN member and partner organizations to incorporate allies into VISIÓN campaigns.
- Plan and facilitate subcommittee meetings, as needed.
- Field requests for support from allies, and encourage the coalition to show up for ally priorities when necessary.
- Coordinate with staff at VISIÓN member and partner organizations to recruit and retain participants in VISIÓN activities.
- Participate in coalitions, networks and events to advance VISIÓN's goals (e.g. Last Chance Alliance, STAND-LA).
- Lead the planning and implementation of a communications work plan and activities in coordination with Steering Committee communications staff.

Policy Analysis and Advocacy (40%):

- Lead planning and implementation of coalition-based in-person actions, events, and other activities, track and monitor relative oil and gas policy, advocacy campaigns and community power-building activities.
- Coordinate with Steering Committee members to meaningfully engage membership base in statewide EJ policy activities and actively build power and capacity of the Coalition to impact policy change. This could include expanding Steering Committee membership, as needed.
- Support the development of oil/gas-related policy proposals, in coordination with VISIÓN members and their staff.
- Advocate before the legislature, in coordination with VISIÓN members and their staff.
- Advocate before state agencies, including analyzing agency documents, drafting comment letters, and attending hearings and testifying on behalf of and with VISIÓN members.
- Develop, maintain, and strengthen strategic partnerships with key allies and decision-makers.
- In coordination with Steering Committee members and thought partners across different sectors, identify research needs and opportunities necessary to further VISIÓN goals.
- Develop fact sheets, briefings, reports, and other written products to advance VISIÓN goals.

- Develop polling, campaign plan, strategic communications and other educational tools to support policy work, as needed and in collaboration with Steering Committee members.
- Represent VISIÓN in public forums.
- Lead in the planning and implementation of a campaign plan.

Administrative and Development Responsibilities (20%):

- Liaise with Coalition legal representation and support coordination and administrative tasks related to the Coalition's litigation strategy in close coordination with relevant Steering Committee members.
- Lead the grant seeking and fundraising for the Coalition, with support from Steering Committee members. This could include:
 - Serving as point of contact in drafting grant reports and providing updates on Coalition outcomes and deliverables, with review and collaboration with Steering Committee members.
 - Establishing, maintaining, and building a contact list of philanthropic organizations and donors the Coalition currently has or is developing, with support from the Steering Committee members.
- Support CCEJN with administrative tasks related to the coalition, such as compiling hours related to lobbying compliance.
- Draft and finalize quarterly updates on Coalition activities for Steering Committee organizations and executive leadership, for review and approval by the Steering Committee.
- Coordinate and facilitate the Budget and Funding Subcommittee, and support budget drafting and tracking for the Coalition.
- Support Steering Committee members with planning and scheduling participation from Steering Committee member organization's Executive Directors at strategic points throughout the year.
- Lead the organization and management of Coalition documents in a shared document drive.
- Other duties as assigned by the supervisor.

Qualifications and Skills Required

- 3-5 years of relevant work experience
- Bachelor's degree (may be substituted with additional years of relevant work experience).
- Demonstrated commitment to public service, equity, and justice (including environmental and/or social justice).
- Excellent analytical, writing/editing and verbal communication skills.
- Preference for experience in fundraising and writing grant proposals.
- Ability to synthesize technical materials, including regulatory proceedings, legislation, and public health research.
- Demonstration of leadership and coordination skills, self-motivated; experience facilitating meetings.
- Highly collaborative style and sincere commitment to work collaboratively.
- Sound interpersonal and communication skills appropriate to providing a quality member experience including the ability to establish and cultivate respectful relationships with people from diverse backgrounds.
- Relationship builder and people person.
- Self-starter, able to work independently.
- Strong working knowledge of productivity and office software, and internet fluency.
- Preference for proficiency or fluency in Spanish
- Ability to travel occasionally (typically 3-4 times per year).

Compensation: The salary range for this position is [85,000 - 88,000] annually, commensurate with experience. CCEJN provides a generous vacation and comprehensive benefits package.

The Manager will report to Cesar Aguirre (CCEJN)

CCEJN is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, or sexual orientation. We strongly encourage people of color, women, LGBTQI, and intersectional candidates to apply.

If you have any questions regarding the position, please contact Cesar Aguirre, cesar.aguirre@ccejn.org