



Coalition of Communities of Color Climate and Health Coordinator Job Description

Title: Climate and Health Coordinator

Status: Full-time, permanent, non-exempt

Program: Environmental Justice

Location: Portland, Oregon

Compensation: \$25.00–\$28.00/hour

Posted: May 2, 2022

POSITION OVERVIEW

The Climate and Health Coordinator supports the work of the Coalition of Communities of Color's (CCC) environmental justice program by building CCC's role in addressing the health impacts of climate change. The Climate and Health Coordinator engages with community-based organizations focused on health and environmental justice, supporting programs that improve the overall health of frontline communities. The Climate and Health Coordinator also works to build relationships with healthcare partners and institutions and elevate the importance of the connection between environmental justice and health equity.

In addition, the position will also support CCC's environmental justice projects as assigned, including representing CCC in water and transportation justice spaces with a health equity lens. The Climate and Health Coordinator will work closely with CCC's environmental justice team, CCC member organizations, partners including Black, Indigenous, and people of color representing organizations, as well as mainstream organizations and stakeholders. This position reports to the Environmental Justice Director.

ORGANIZATIONAL OVERVIEW

The mission of the Coalition of Communities of Color is to address the socioeconomic disparities, institutional racism, and inequity of services experienced by our families, children and communities; and to organize our communities for collective action resulting in social change to obtain self-determination, wellness, justice and prosperity. Formed in 2001, CCC is an alliance of culturally-specific community based organizations with representation from the following communities of color: Black - African, African American, Asian, Latino, Middle Eastern/North African, Native American, Pacific Islander, and Slavic. Our work is driven by our 18 culturally-specific member organizations, with growing partnerships among other culturally-specific organizations and mainstream entities. The CCC supports a collective racial justice effort to improve outcomes in

education and community and economic development through advocacy, culturally- appropriate data and research, and leadership development in communities of color. For more information, please visit www.coalitioncommunitiescolor.org.

DESCRIPTION OF DUTIES

Project Coordination (50%)

- Assist with planning and organizing and participate in monthly planning meetings with project partners
- Regular communication and meeting with project partners to ensure project deliverables are being met and follow up to provide necessary support to partners, including written and oral communications
- Assist with development of project work plan and perform assigned tasks

Partnership Development (20%)

- Builds upon relationships with key stakeholders, coalitions, and partners
 - Develop projects, programs, and policies at the intersections of climate and health
 - Ensure cross-pollination and information sharing across different partners to encourage more collaboration
- Cultivates partnerships with healthcare institutions, community based organizations, Tribes and local and state governments

Community Engagement (15%)

- Develops content, facilitates, and hosts community meetings, workshops, and events
- Recruits and follows up with attendees to support their participation in workshops
- Records and synthesizes feedback from community workshops and other engagement activities
- Represents CCC in relevant tables and committees, and with partners

Communications (5%)

- Develops outreach materials for community events
- Disseminates information to member organizations and partners about upcoming events

Other duties as assigned (10%)

- May include administrative activities, general CCC events, and other community engagement efforts.

Required Qualifications

- 1–3 years work experience in environmental issues, community engagement or organizing, public health, planning, or other relevant areas of work (requirement may be met by substantive experience in education, internships, or volunteering in related fields)
- Familiarity with environmental justice and public health
- Strong written and verbal communication skills
- Strong facilitation and relationship building skills

- Excellent organizational skills

Preferred Qualifications

- Bachelor's degree in environmental policy, public health, urban planning or other relevant field
- Experience working with culturally specific community based organizations, local government, and nonprofit partners
- Experience working with coalitions

POSITION DETAILS

Duration: Full time (typically 40 hours per week), non-exempt permanent position

Compensation: Starting wages are between \$25.00–\$28.00, dependent on experience.

- Time off (15 days of vacation/PTO in the first year of employment, increasing with tenure at the organization; 10 days of sick leave; 12 paid holidays and one week office closure in December)
- Medical, dental, and vision insurance for the employee with CCC paying 100% of the premium for the employee
- Other benefits include a Flexible Spending Health Savings Account, a Transportation Savings Account, life insurance, and monthly phone and transportation stipends. Employees may enroll in a matching 401k retirement plan after one year of employment.

Hours and Travel: CCC's standard work hours are between 9:00–6:00. Work activities may include periodic evening and weekend events or meetings. Mileage and travel expenses are reimbursed per CCC policy.

Location: Portland, Oregon/hybrid work schedule. The Climate and Health Coordinator must live in or be willing to move within commuting distance of the Portland metro area.

TO APPLY

Please send a cover letter and resume via email to HR@coalitioncommunitiescolor.org, with the header "Climate and Health Coordinator — [your name]." No phone calls, please. **Applications are due Tuesday, May 17.** Interviews are anticipated to be scheduled to begin the week of May 23. You will be contacted if you are to be interviewed for this position.

WORKING AT CCC

CCC is a small but growing mission-driven organization with 10 full time positions. We operate in a highly collaborative environment and growing synergy between our various programs and staff positions. As a cross-cultural organization, we have opportunities to learn from each other, our members, and partners to build a collective analysis around racial justice and strategize together to

achieve this vision. We recognize that while all BIPOC communities experience the oppression of white supremacy that some communities face additional harm, such as anti-Blackness or land theft and colonization, and we are at the early phase in our efforts to address these both structurally and within our own coalition practices.

Our staff's work frequently covers a wide range of issues as well as work activities, giving extensive learning opportunities. While our work is often responsive to the current climate and greatest opportunities, staff have a high degree of autonomy in developing program goals and work plans in collaboration with their teams and organizational leadership.

We are actively working on organizational development, strong support for staff and investment in their growth, and addressing equity issues within our organization, including anti-Blackness and other intersecting oppressions impacting BIPOC individuals and communities. Our physical office is located in Old Town/Chinatown in Portland, with strong access to transit.