



# NCEL

National Caucus of  
Environmental Legislators

**Position:** Environmental Health Program Manager

**Hours:** Full-time, 40 Hours/Week

**Location:** Based in Washington, D.C., with possibility of remote work

**Application Deadline:** January 7, 2022

## **About the National Caucus of Environmental Legislators (NCEL)**

NCEL is a 501(c)(3) nonprofit that empowers a nonpartisan network of state environmental leaders to protect, conserve, and improve the natural and human environment.

We believe that the key to advancing sound policy in the states is well-informed legislatures with strong champions who can advocate on behalf of the environment, develop shared strategies, and collaborate with their peers across the country on shared learning and action. NCEL does not lobby for the enactment or defeat of any state or federal legislation.

NCEL creates change by convening state legislators to learn from their counterparts in other states, educating them on pressing issues through webinars, fact sheets, and email updates, and assisting them by conducting light research at their request and connecting them with relevant experts.

## **Position Overview**

NCEL is currently seeking a program manager to lead state policy work on environmental health issues. This position provides strategic direction and management of NCEL's environmental health program which encompasses the following projects: zero waste and plastic reduction, toxic chemical prevention, and sustainable agriculture and water systems. This role centers environmental justice and racial equity promotion, as well as the impacts of the climate crisis, across projects.

This position will require up to 25% travel when regular travel resumes. The ideal candidate will be an outgoing network-builder who enjoys outreach and collaboration. They will hold a skillset in operationalizing environmental justice principles into policy solutions, and promoting a culture of racial equity in organizational practices. The candidate will also have a passion for policy advancement and be highly skilled at verbal and written communications. They will enjoy online and in-person outreach, planning webinars, organizing strategy sessions, hosting in-person issue briefings, and collaborating with advocacy partners on shared environmental goals.

## **Activities & Responsibilities**

### **Project Management and Strategy**

- Leading NCEL's Environmental Health Program through strategic planning and development, program administration, and staff/intern management.
- Supporting NCEL's internal strategy and practice on racial equity and environmental justice.

- Collaboration with key local, state, and national NGO partners.
- Providing grant writing in support of fundraising efforts.
- Leading the project's special initiatives.

### **Network Building, Events, and Outreach**

- Coordinating legislative workgroups around environmental health and justice topics
- Convene state legislators in large and small events
- Work with partner organizations to plan local events such as in-state meetings or site tours related to program work.
- Conduct visits to state capitals during the legislative session to meet with legislators and host briefings.
- Follow-up with legislators after meetings and events and provide continued support.
- Represent NCEL at advocacy coalition meetings.
- Recruitment of state lawmakers to join the network.
- Facilitate information-sharing and coaching among workgroup members, and other NCEL members.

### **Policy Analysis Research, Analysis, and Communication**

- Track and analyze environmental health and justice legislative trends and share updates with NCEL's network and key allies
- Connect with media outlets to amplify environmental health policy solutions
- Develop materials including fact sheets and toolkits on relevant issues.
- Development of website content including legislative spotlights and blog posts related to policy developments.
- Phone, email, and in-person outreach to state legislators to support policy work.
- Curation and dissemination of issue-specific information sheets and email alerts.

### **Qualifications**

- A Graduate degree from an accredited college or university or two years of commensurate work experience is preferred.
- Experience working with elected officials and/or on campaigns is preferred.
- Strong written and verbal communication skills.
- Experience translating complex information into an engaging format.
- Work experience related to plastic pollution, soil health and sustainable agriculture, toxic chemical exposure, or environmental justice.
- Must be skilled in Microsoft Office Suite products, Google applications, and basic database management.
- Ability to work independently and within a team setting is essential.
- Ability to work remotely and collaborate with colleagues in other states.
- Ability and willingness to travel to events across the country.

### **Salary**

The salary for this position will be \$66,000-\$72,000, commensurate with experience. Includes health and dental insurance, retirement, and transit benefits.

### **To Apply**

Please send a single PDF document with your resume, brief cover letter, and the names and contact information of three references to NCEL at [info@ncelenviro.org](mailto:info@ncelenviro.org) with the subject line "PROJECT MANAGER 2022". All communications will be treated confidentially. **The deadline to apply is COB January 7, 2022.**

NCEL is committed to hiring and retaining a diverse workforce and strongly encourages applications from groups that have been historically underrepresented, including but not limited to women and people of color. NCEL makes hiring decisions without regard to gender, race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other protected class. NCEL does not lobby for or against any state or federal legislation.