



PROJECT COORDINATOR

Moving Forward Network, Urban & Environmental Policy Institute

POSITION SUMMARY

The Project Coordinator assists the Moving Forward Network (MFN), a national coalition of over 50 organizations including community-based groups, national environmental organizations, and academic institutions in over 20 major U.S. cities that are committed to reducing the public health harms created by our country's freight transportation system. In addition, the Project Coordinator provides general local environmental justice support for the Urban & Environmental Policy Institute (UEPI) at Occidental College. The Project Coordinator will work under the supervision of the MFN Project Director and work closely with the MFN Campaign Director. The Project Coordinator will also serve as a staff member of the Urban & Environmental Policy Institute, a community-oriented research and advocacy organization that serves as the umbrella for a variety of affiliated programs addressing work and industry, food and nutrition, housing, transportation, regional and community development, land use, and urban environmental issues. UEPI's programs seek to link research and action through partnerships with grassroots community, environmental, and labor organizations in the Los Angeles area. The mission of the UEPI is to advance community-driven programs and policies to build healthy and thriving communities.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The Project Coordinator will support the Program Director and other program staff with the day-to-day operations of the national Moving Forward Network (MFN) and provide general support for local environmental justice support work. Specific areas of work will include:

- Work with MFN Policy Campaign Director to expand and build capacity of Network and support nationwide campaigns.
- Act as a coordination and administrative engine for the Network--coordinate, organize, and facilitate conference calls, meetings, and mobilizations with MFN members as well as providing resources and information.
- Help to implement campaign plans and provide administrative support such as convening meetings, sending agendas, sending reminders, taking notes, and following up on action items with members.
- Help organize annual convening and conferences.
- Work with UEPI staff to identify funding sources, assist in the preparation of proposals, reports to funders, and other documents to ensure funding for Network.
- Assist in the compiling of annual and funding reports that will include gathering information from Network members.
- Support MFN's communications including social media: Facebook, Twitter, and the website.
- Provide research and writing support for MFN policy and organizing campaign.

Additionally, the Project Coordinator will engage in advancing the UEPI mission and engage in activities that include:

- Participation in UEPI staff meetings and strategic planning.
- Input into development of new programs based on consultation with constituency groups, research, and analysis of community needs.

QUALIFICATIONS

- Knowledge and experience working on issues related to environmental justice and the impacts on public health, workers, environment, and communities from the built environment.
- Experience in and commitment to working with grassroots leaders in environmental justice communities particularly organizing, advocacy and capacity building.
- Excellent organizational and administrative skills with the ability to anticipate and solve challenges/problems.
- Excellent interpersonal, verbal, and written communication skills. Must be able to communicate with a variety of audiences including community residents, advocates, health care providers, and federal, state, and local officials.
- Must be a self-starter with demonstrated experience taking initiative on independent tasks and projects.
- Demonstrated proficiency using e-mail, word processing, database, spreadsheet, presentation and computer based software, e.g. Google Suite, MS Word, Excel, Zoom, and PowerPoint.
- Ability and success working as a team player with a positive attitude.
- Ability to travel on a regular basis. (This position will be remote for the time being and will not require travel in the immediate future. We are a nationally distributed network and regular travel is expected once it is safe to do so.)
- Experience using Facebook, Twitter, and other social media platforms.

Preferred skills:

- Excellent research and writing skills for a range of audiences and formats, including policy briefs, academic articles, and email and social media.
- Knowledge of policy and planning related to local, state and federal levels.
- Knowledge of website design and maintenance.
- Bilingual/multilingual communication skills

Salary and Benefits

This is a grant-funded position that is currently funded for 1 year—with plans for extension dependent on funding. The position is considered an employee of Occidental College. The College offers a competitive salary and a benefits package that includes paid vacation and a medical plan.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.