POLICY MANAGER  
Moving Forward Network  
Urban & Environmental Policy Institute

POSITION SUMMARY

The Policy Manager provides senior level support to 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.

The Policy Manager will work under the supervision of the MFN Policy Campaign Director and work closely with the MFN Project Director.

The Policy Manager 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

- Working with the MFN Policy Campaign Director, develop and implement MFN policy strategies and goals in collaboration with MFN member organizations.
- Conduct policy research and report on local, state, federal, and international policies, rules, regulations, programs, and initiatives.
- Develop campaign and policy advocacy tools and work with MFN staff and members to incorporate tools into their work.
- Develop fact sheets, briefing materials, and letters.
- Help to coordinate MFN communications strategies and messaging, with the support of communications consultants.
- Support and manage a variety of MFN policy workgroups and subcommittees.
- Represent MFN:
  - At public meetings, hearings, and events
  - With media outlets
  - At conferences, coalition meetings, and meetings
  - In meetings with decision makers
• Lead delegations of MFN members and allies to hearings, conferences, and MFN related convenings across the country.
  o Support logistical planning, prepare materials, set-up advocacy meetings, and related tasks.
• Complete additional tasks as assigned by the MFN Policy Campaign Director.

Additionally, the Policy Manager 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 & SKILLS

Minimum Qualifications:

Minimum of 2 years of policy experience related to environmental justice, climate justice, and social justice.

This includes:

• Legal and policy analysis at the local, state and national level.
• Excellent policy research skills.
• Strong public speaking and writing skills
• Experience working with policymakers, decision makers, and agency staff.
• Experience working in coalition with environmental justice communities.
• Ability to work well independently and in collaboration with diverse staff, organizational leaders, and community allies.
• Highly collaborative style and commitment to work collaboratively with MFN staff, committees, Network members, and supporters.
• Ability to travel over multiple days across the country and globe.

Preferred Qualifications:

Understanding of the freight transportation system.

LOCATION

The MFN office is located in Los Angeles, CA. The UEPI/MFN is currently working in remotely/hybrid modes following College and public health guidelines. If restrictions are lifted within the 12-month period, occasional travel to the office is expected.

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.
Additional Information

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.

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.

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit https://www.oxy.edu/offices-services/humanresources/benefits-information.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@oxy.edu).

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