



Movement Network Coordinator

THE OPPORTUNITY

Are you a people-centered person who is looking for an exciting opportunity to support a network for leaders that are prioritizing environmental justice and systematic change with an equity lens? This may be the optimal opportunity for you. Justice Outside shifts resources to, builds power with, and centers the voices and leadership of Black, Indigenous, and People of Color because the health of current and future generations demands it. Justice Outside has long worked to remove barriers that have historically prevented communities of color from accessing meaningful experiences in nature and professional experience in the outdoor sector. We know that participating in outdoor programming offers those who have been most impacted by racial injustice a powerful source of healing and growth.

Because of the generous support of the Pisces Foundation, Justice Outside, in partnership with the Lawrence Hall of Science, is developing a network to support leaders who in turn are supporting regional networks of outdoor/environmental education professionals. This position will be instrumental in establishing a movement network of professionals through written and verbal communications, managing meeting schedules, and convening both virtual and in-person engagement opportunities to a wide range of stakeholders, partners, and funders.

The Movement Network Coordinator will work closely with the Justice Outside team and report directly to the Chief Program Officer.

KEY RESPONSIBILITIES

- Research and Identify prospects of social and environmental justice leaders that should be a part of this movement network model prioritizing Black, Indigenous, and other people of color
- Serve as the point of contact for internal and external stakeholders regarding the movement network of leaders facilitating learning, reflection, and discussions
- Provide planning, guidance and operational support to new and expanding network of leaders managing the day-to-day activities of the group
- Coordinate and manage multiple projects and facilitate meetings with multiple stakeholders, while ensuring an explicit approach to racial justice, equity and inclusion in all project activities
- Provide direct administrative and scheduling support to Justice Outside and the Lawrence Hall of Science in coordinating the logistics for upcoming meetings and /or events and providing follow-up thereafter for the network of leaders
- Draft and edit documents to ensure accuracy and effective communication between stakeholders
- Responsible for collecting and reporting data for the purposes of formative and outcome evaluations to be reported back to the Pisces Foundation
- Provide required reports to the Chief Program Officer to maintain compliance with grant requirements
- Participate in appropriate professional development that ensures the continued ability to support the organization's internal and external approach to racial justice, equity, inclusion and movement building

- Cultivate and maintain relationships with grassroots social and environmental justice movement leaders keeping a pulse on the issues facing communities of color across races, ethnicities, and geographies
- Create and maintain a system to manage complex issues when challenges arise researching options to independently problem solve with solutions or adjustments
- Facilitate a bi-weekly Movement Network Coordinator support check-in with supervisor

SKILLS REQUIRED

- Demonstrated ability to coordinate events and facilitate discussions among groups
- Ambitious and organized problem solver with strong attention to detail and follow through
- Ability to track, manage, and prioritize effectively and in a timely manner while working on multiple projects
- Ability to work independently with limited guidance because of previous work experience and depth of knowledge of administrative processes
- Strong oral and written communication skills and the ability to effectively communicate with others in a professional manner
- Experience coordinating virtual and in-person events
- Thrives in a collaborative work environment, with the effective interpersonal skills necessary to coordinate activities involving multiple people across multiple organizations
- Ability to exercise discretion and judgment in prioritizing requests from others
- Experience in racial justice, social justice, environmental justice, and cultural relevancy

PREFERRED SKILLS AND EXPERIENCE

- Minimum of 2 years of relevant work experience coordinating small teams, multiple projects, and on-going deliverables over a long period of time
- Proficiency with general office software (ex. Microsoft & Google Suites)
- Proficiency with Video Software and Messaging Communication Platforms (Zoom, Google Meet, Teams, Miro, Slack, etc.)
- A passion and an appreciation for advancing racial justice and equity in the outdoors and environmental movement, including an understanding of the positive benefits of nature-based activities
- Previous experience working independently with limited guidance

WORK LOCATION/ENVIRONMENT

- This is a part-time, Monday through Friday, salaried position. This position can be located anywhere in the United States.
- Our Central Offices are located in downtown Oakland, CA. **Please note:** There is a need for this position to be flexible with availability for meetings on an as-needed basis during our core business hours of 9am-2pm (PT)/12-5pm(ET)/11am – 4pm(CT)
- Due to Covid-19 Pandemic, employees are currently working in a hybrid work environment that supports both remote and in-person. When working remotely, employees must maintain phone and high-speed internet services to be able to complete work as required.
- Expected 10% U.S. travel

Disclaimer

The above job description is not intended to be an all-inclusive list of duties and standards of the position. The Movement Network Coordinator may be assigned additional duties to ensure the success of this role.

COMPENSATION AND BENEFITS

Pay: \$23 - \$25 per hour

Compensation is commensurate with experience. As a part-time employee you will be eligible for Justice Outside's health plan, which includes medical, dental and vision coverage.

Justice Outside is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

HOW TO APPLY

Interested candidates are invited to submit a cover letter and resume via email to: Laura Rodriguez (she/her), Chief Program Officer at laura@justiceoutside.org with the SUBJECT: Movement Network Coordinator