



166A 22nd Street  
Brooklyn, NY 11232 NYC-EJA.org

On the ground – and at the table.

## **NYC Environmental Justice Alliance (NYC-EJA)**

**Position: Deputy Director**

**Location: Brooklyn, New York**

**Desired Start Date: Fall 2016**

### **About NYC-EJA**

The New York City Environmental Justice Alliance (NYC-EJA) seeks a Deputy Director. NYC-EJA is a non-profit citywide network founded in 1991, linking grassroots organizations from low-income neighborhoods and communities of color in their struggle for environmental justice. NYC-EJA empowers its member organizations to advocate for improved environmental conditions and against inequitable environmental burdens by the coordination of campaigns designed to inform City and State policies. Our work integrates policy analysis, organizing and advocacy to address the unique and disproportionate vulnerabilities of environmentally overburdened communities of color. For more information visit [www.NYC-EJA.org](http://www.NYC-EJA.org).

### **Job Description**

Under the direction of the Executive Director, the Deputy Director is responsible for designing and managing the deployment of NYC-EJA's advocacy work. These efforts include working with the Executive Director on: fundraising; designing research methods and data management strategies; development of campaigns and projects; co-managing staff; and authoring policy briefs and research documents. The Deputy Director is expected to be both a strong leader helping coordinate all aspects of the organization's advocacy and research agendas, and a team player. These efforts include managing the execution of campaign strategies, representing NYC-EJA in policy discussions and public presentations, preparing press statements, authoring original publications, and coordinating research and organizing activities in the field.

In addition to overseeing specific projects, the Deputy Director is responsible for co-managing administrative aspects of NYC-EJA's operations, including development activities and reports to funders, strategic communications, reporting to NYC-EJA's Board of Directors, and general logistics associated with day-to-day operations.

### **Desired skills:**

- Demonstrated project management and problem-solving skills, with the ability to effectively navigate multiple priorities;
- Ability to provide: strong management of environmental justice campaigns in partnership with community-based organizations and other entities; analysis of existing conditions and environmental vulnerabilities associated with low-income neighborhoods and communities

of color in New York City; thoughtful recommendations for climate change adaptation and mitigation strategies in a justice context; effective staff management for both individual and team-based projects;

- Ability to leverage primary and secondary research to set and implement strategic goals, objectives and recommendations;
- Strong analytical and geographic information systems (GIS) mapping skills;
- Proven ability to assess place-based information to support the formulation and implementation of actionable community strategies;
- Demonstrated capacity to develop funding proposals; and
- Effective leadership and communication skills to build trust and convey credibility with various audiences.

### **Qualifications:**

- Master's Degree in a urban planning or relevant environmental/social science, or policy-oriented field;
- 6 years of professional experience, with at least 3 years of managerial/administrative/supervisory experience;
- Ability to propose innovative approaches to complex problems;
- Experience with advanced analytic and evaluative research principles and concepts;
- Proficiency in public communication and the proven ability to present compelling and accessible place-based information to an array of audiences -- ranging from neighborhood residents, government agencies, public officials, and academic researchers;
- Strong background and working knowledge of community planning, organizing and development issues;
- Demonstrated capacity to work with qualitative and quantitative data, including proficiency in mapping, data management and spatial analysis;
- Proven record of managing multiple projects and meeting tight deadlines;
- Strong oral and written communication skills; and
- Proven ability to establish and maintain effective working relationships.

### **Terms of Employment:**

Full time position with benefits - salary commensurate with experience.

**TO APPLY:** Email a cover letter, resume, and three (3) references to the Search Committee at [careers@NYC-EJA.org](mailto:careers@NYC-EJA.org). Please be sure to include “**Deputy Director**” in the subject line. Application deadline is **September 9, 2016**. Applicants who do not meet the minimum requirements will not receive a response.

*NYC-EJA is an Equal Opportunity Employer. People of color are strongly encouraged to apply.*