



166A 22nd Street  
Brooklyn, NY 11232 [NYC-EJA.org](http://NYC-EJA.org)

On the ground – and at the table.

## **Energy Planner – Job description**

Working under the supervision of the Executive Director and Deputy Director, the Energy Planner will conduct outreach, advocacy and research activities related to all aspects of the organization's agenda. In particular, responsibilities include the following:

- Lead organizer working closely with the Executive and Deputy Directors on NYC-EJA's ongoing campaign work in energy, specifically the REVitalize project for community-based energy plans. Responsibilities with REVitalize include:
  - Organize and facilitate bi-weekly calls with REVitalize partners; which includes creating and distributing an agenda, maintaining monthly progress reports, and resolving scheduling conflicts;
  - Maintain an open dialogue between NYC-EJA, the REVitalize partners, representatives from state and city government, and other stakeholders.
  - Represent NYC-EJA in meetings throughout the city regarding energy planning, resiliency, policy, etc.;
  - Conduct various forms of research on behalf of REVitalize partners related to their energy planning efforts;
  - Review, edit, and contribute to funding proposals;
  - Identify and collaborate with consultants to implement the energy plans being pursued by the REVitalize partners; and
  - Organize community meetings that allow an exchange of information between government, private interests, non-profits, and community members.
- Organizing back-up/support work representing NYC-EJA at policy/project coordination team meetings related with energy work with the Brooklyn Alliance for Sustainable Energy (BASE), Climate Works for All, NY Renews and the NYC Climate Justice Agenda campaigns, as well as NYC-EJA member's energy-related work, as requested by NYC-EJA's staff;
- Working with the Deputy Director to support NYC-EJA's research and connect it to advocacy/organizing campaigns, including planning reports, policy papers, and drafting position statements and other research documents, as required;
- Coordinating NYC-EJA members in NYC-EJA campaigns to facilitate their engagement on individual campaigns and member meetings -- including preparing materials for NYC-EJA member events, and;

- Supporting other organizational priorities as may be required.

**Qualifications:**

- MA/advanced degree in planning, environmental policy, or political science, plus 1 year organizing/advocacy experience; or BA, plus 3 years experience required
- Knowledge of environmental justice/climate justice required
- Excellent written & verbal communication skills required (bilingual a plus)
- NYC experience preferred
- Social media skills preferred
- Must be a team player, yet able to work independently – sense of humor is a plus

**Terms of Employment:**

Full time position with benefits - salary commensurate with experience.

**TO APPLY:** Email a cover letter, resume/CV, and three (3) references to the Search Committee at [careers@NYC-EJA.org](mailto:careers@NYC-EJA.org). Please be sure to include “**Energy Planner**” in the subject line. Application deadline is **October 24, 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.***

About NYC-EJA:

Founded in 1991, the New York City Environmental Justice Alliance (NYC-EJA) is a non-profit, 501(c)3 city-wide membership network 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. Through our efforts, member organizations coalesce around specific common issues that threaten the ability for low-income communities of color to thrive. (For more information on NYC-EJA, visit our website at [www.NYC-EJA.org](http://www.NYC-EJA.org)).