

We're Looking for a Deputy Director May 2021

The [Environmental Protection Network \(EPN\)](#) is composed of almost 550 EPA alumni from across the country who volunteer their time to protect the integrity of EPA and its mission. EPN is dedicated to serving as a trusted resource, answering calls for objective analysis, scientific rigor, and facts about the environment and EPA. Four key focus areas of EPN's work include:

- Implementing "[Resetting the Course of EPA](#)"
- Providing technical assistance to environmental justice communities; NGOs; and under-resourced local, state, and tribal governments.
- Promoting agency diversity by conducting outreach and conveying that working at EPA is an important and meaningful career path
- Monitoring the EPA budget and proposed regulations, weighing in when needed, and reaching decision-makers directly as well as via [Congress](#), the [media](#), and other [NGOs](#) on these and other issues

We are looking for a full-time Deputy Director to work remotely starting ASAP. The hiree will provide strategic direction and manage all public affairs related activities, including press, congressional outreach, and external partnerships. The Deputy Director will provide general support for the organization by working closely and collaboratively with the Executive Director.

RESPONSIBILITIES: The Deputy Director will report to EPN Executive Director, Michelle Roos. Michelle is located in New York City. Work will be remotely located as EPN does not have an office, although there may be some meetings in the Washington, DC area in the future. The Deputy Director will:

- Manage proactive and reactive interactions with the press, and social media
- Manage relationships with NGOs, community-based organizations, and other partners
- Manage outreach to and information sharing with Congress and the executive branch
- Manage the creation and distribution of bimonthly newsletters
- Assist in making connections with foundations and funders
- Manage an intern program and hiring of new staff
- Assist with other tasks to support EPN's Executive Director in day-to-day operations

QUALIFICATIONS:

- College degree, ideally an advanced degree in a related field
- 5 or more years work experience in US environmental policy, public affairs, or other related area
- Strong writing skills
- Detail oriented
- Able to work independently, strong work ethic
- Familiarity with Google Docs, Google Drive and Spreadsheet

SCHEDULE and COMPENSATION:

- Approximately 40 hours per week between roughly 9am and 5pm eastern weekdays
- Salary between \$60,000-\$100,000 commensurate with experience
- 10 paid federal holidays, 2 weeks vacation
- Flextime allowed and encouraged
- Employees may contribute a percentage of their salary to a SIMPLE IRA through Charles Schwab, Inc. and EPN will match up to 3%.
- After one year of employment, up to \$1000/year reimbursement for purchase of phones, computers, headsets, printers, software or other personal equipment used consistently to carry out staff responsibilities.
- EPN does not currently offer health insurance to its employees, but is currently exploring options and will have an update soon.

Environmental injustices disproportionately impact the most marginalized people in society, including people of color, people from working class backgrounds, women, and LGBTQ people. Because we believe that these communities must be centered in the work we do, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

TO APPLY FOR THIS POSITION: Please send a cover letter and resume to info@environmentalprotectionnetwork.org no later than **May 21, 2021**. Please put “EPN Deputy Director” in the subject line.