

## We're Looking for a Community Outreach and Development Associate January 2022

The [Environmental Protection Network \(EPN\)](#) is composed of more than 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 and answering calls for objective analysis, scientific rigor, and facts about the environment and EPA.

EPN is currently focused on building the capacity of environmental agencies and the communities they serve to truly address the most urgent health and environmental crises.

- EPN will ensure that EPA not only addresses the damage done during the Trump administration, but also advances policies, budgets, and institutional changes to [Reset the Course of EPA](#).
- EPN will provide [capacity-building technical assistance](#) and training to environmental justice communities; NGOs; and under-resourced state, local, and tribal government agencies.
- EPN will train and mentor EPA staff and managers, and look for opportunities to recruit and retain underrepresented populations to work at EPA.
- EPN will educate [Congress](#) and serve as a critical resource for facts, objective analysis, and scientific rigor for [reporters](#) and [NGOs](#).

We are looking for a full-time or part-time employee to work remotely starting ASAP.

### **RESPONSIBILITIES:**

The hiree will report to EPN Executive Director [Michelle Roos](#). Michelle is located in New York. Work will be remote, as EPN does not have an office. There may be some meetings in the Washington, DC, area in the future. The hiree will assist the Development Director with administrative tasks and will primarily assist EPN's Executive Director to implement EPN's [capacity-building technical assistance work](#). This work will include the following:

- Track work in database
- Track next steps with EPN staff and volunteers
- Connect additional frontline communities, non-profits, and under-resourced government agencies (including tribes) with our volunteers
- Connect communities with additional grant, legal, and scientific resources
- Conduct regular trainings and webinars that reflect timely issues
- Create guidance materials as requested and needed
- Grow our partnerships to provide more holistic community support
- Broadly share all our findings formally and informally
- Schedule meetings for EPN volunteers and communities

## **QUALIFICATIONS:**

- At least 2-3 years of relevant work experience
- Interest in environmental justice, US environmental and health policy, and the work of EPA and other federal agencies
- Strong writing skills
- Experience messaging on social media platforms, including Twitter and Facebook, as well as some marketing and development experience
- Detail oriented and unafraid to ask questions
- Ability to work independently, work on many different projects, and switch effectively from one task to another
- Experience working in collaborations or with multiple partners
- Able to work independently, strong work ethic
- Familiarity with Google Docs and Spreadsheets

## **SCHEDULE and COMPENSATION:**

- 40 hours per week between roughly 9am and 5pm eastern weekdays
- \$40,000-\$50,000 annual salary (\$20-25/hour)
- 10 paid federal holidays and 2 weeks leave
- Healthcare or healthcare stipend (depending on preference of employee)
- Employees may contribute a percentage of their salary to a SIMPLE IRA through Charles Schwab, Inc., and EPN will match up to 3%.
- After 6 months, \$1,000/year reimbursement for purchase of phones, computers, headsets, printers, software or other personal equipment used consistently to carry out staff responsibilities
- Flextime allowed and encouraged

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](mailto:info@environmentalprotectionnetwork.org) **ASAP** or no later than **Sunday, January 16, 2022**. Please put “**Community Outreach and Development Associate**” in the subject line.