

## **Communications and Operations Coordinator February 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, 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, look for opportunities to recruit and retain underrepresented populations to work at EPA, and inform people about EPA's impacts.
- 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 employee to work remotely starting ASAP. The hiree will provide support to EPN's Deputy Director, including providing support for a robust scientific integrity-focused network of which EPN is a member.

### **RESPONSIBILITIES:**

The hiree will report to EPN Deputy Director Mollie Michel. Mollie is located in Philadelphia. Work will be remotely located as EPN does not have an office. There may be some meetings in the Washington, DC, area in the future.

The employee will:

- Assist EPN's Deputy Director to implement EPN's communications strategy, including, but not limited to:
  - Gathering relevant media clips to share with EPN's staff and members;
  - Crafting social media messaging and management of scheduling posts on Twitter, Facebook, and LinkedIn;
  - Tracking reporter interviews and stories;
  - Looking for opportunities to partner with other NGOs.
- Support EPN's Deputy Director to launch an effort to recruit and retain a greater diversity of people to work at EPA, and to bring EPA alumni to universities for recruitment events and guest lectures
- Schedule meetings for EPN staff and volunteers
- Update EPN's database with tasks and accomplishments
- Monitor EPN's email delivery systems
- Coordinate and support efforts of existing scientific integrity-focused network, of which EPN is an active member. This includes, but is not limited to:
  - Maintain solid infrastructure and operations. Oversee implementation of goals and strategies set by the network of civil society organizations, science and clinical advocacy groups, labor unions, scientists, science policy experts, grassroots organizations, and other stakeholders. Develop relationships with key coalition members.
  - Oversee and facilitate weekly Steering Committee meetings and monthly network meetings. Encourage and facilitate opportunities for collaborative statements, joint letters, lobby days, editorial board meetings, and other outreach and communications efforts.
  - Alongside network Steering Committee and two other support staff,
    - Identify and develop resources for network members that advance strategic goals.
  - Help tell the story of political interference in science across issues.
- Support and assist EPN and UCS on other tasks as needed

**QUALIFICATIONS:**

- At least 2-3 years of relevant work experience;
- Interest in US environmental and health policy, and the work of EPA and other federal agencies;
- Ability to work independently, work on many different projects, and switch effectively from one task to another;

- Strong writing skills;
- Experience messaging on social media platforms including Twitter and Facebook;
- Marketing and development experience, including experience writing pitches and proposals;
- Detail oriented and unafraid to ask questions;
- Experience working in coalitions or with multiple partners;
- Proficiency with Google Docs and Spreadsheets;
- Experience with database management.

**SCHEDULE and COMPENSATION:**

- 40 hours per week between roughly 9am and 5pm eastern weekdays;
- \$40,000-\$50,000 annual salary;
- 10 paid federal holidays, 2 weeks vacation;
- Healthcare stipend;
- Employees may contribute a percentage of their salary to a SIMPLE IRA through Charles Schwab, Inc. and EPN will match up to 3%;
- \$2,000/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:** Send a cover letter and resume to [info@environmentalprotectionnetwork.org](mailto:info@environmentalprotectionnetwork.org) ASAP. Please put “Communications and Operations Coordinator” in the subject line

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