

We're Hiring
4 Community Outreach Associates
Summer 2023

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.

- Ensure that EPA advances policies, budgets, and institutional changes to address climate and environmental injustices, as well as other pressing public health needs
- Provide [pro bono capacity-building technical assistance and training](#) to environmental justice communities, NGOs, and under-resourced state/local/tribal government agencies
- Train and mentor EPA staff and managers and recruit individuals from underrepresented populations to work at EPA
- Educate [Congress](#) and serve as a critical resource for facts, objective analysis, and scientific rigor for [reporters](#) and [NGOs](#)

About 2 years ago, EPN launched its [pro bono capacity-building technical assistance program](#) to fight climate change and environmental injustices across the country. Since then, EPN has connected over 120 experts from within its volunteer network—scientists, lawyers, economists, and others—to over 300 disadvantaged communities; non-profit organizations; and under-resourced state, local, and tribal government agencies, to provide pro bono assistance on community identified needs, including reviewing permits, teaching protocols for gathering water and ambient air samples, advising on critical next steps to achieve proper contamination remediation at Superfund sites, and more.

EPN is seeking to hire 4 Community Outreach Associates located in:

- EPA Region 9: CA, NV, AZ, American Samoa, CNMI, Mariana Islands, Federated States of Micronesia, Guam, Marshall Islands, Republic of Palau, and 148 Tribal Nations (ideally near San Diego, CA, or in the Bay Area, CA)
- EPA Region 7: NE, KS, MO, IA and 9 Tribal Nations (ideally near Wichita, KS, or Kansas City)
- EPA Region 5: OH, IN, IL, MI, WI, MN, and 35 Tribes (ideally near Detroit, MI; Minneapolis, MN; or Chicago, IL)
- EPA Region 1: ME, NH, VT, MA, RI, CT and 10 Tribal Nations (ideally near Mansfield, CT, or Boston, MA)

The Associates will be trained by and in regular communication with Senior Community Outreach Associates, and report to Community Outreach Manager, [Kya Williams](#), who is located in Virginia. Work will be remote, as EPN does not have an office. There may be some in-person meetings and travel. We are looking for full-time Associates to start working ASAP in the summer of 2023.

RESPONSIBILITIES:

The Associates will be tasked with creating additional and deeper connections with communities in specified areas of the country, and seeking out individuals and partnerships with local organizations to provide community identified areas of assistance. This work will include the following:

- Collaborate and coordinate with local [Thriving Communities Technical Assistance Centers](#) (TCTACs), which are being launched in July 2023, as a representative of EPN
- Track work in EPN database and various Google spreadsheets
- Track next steps for EPN staff, volunteers, and key partner organizations
- Connect additional frontline communities, non-profits, and under-resourced government agencies (including tribes) with our volunteers for community-driven projects, including problem-solving meetings, research and reporting, and comprehensive actionable emails
- Connect communities with additional technical, grant, legal, and scientific resources such as decision-makers within government, advocacy, and academia; federal and foundation grants; and pro bono legal support
- Schedule meetings for communities and potential experts and organizations
- Form truly collaborative partnerships between community leaders and government agencies to ensure that communities' voices are represented in infrastructure investments
- Grow individual and local partnerships to provide more holistic community support
- Produce webinars, trainings, templates (including grant templates), and other capacity-building tools so that additional communities can benefit from our work
- Travel throughout the local EPA region, and sometimes beyond
- Broadly share findings formally and informally

QUALIFICATIONS:

- At least 1-3 years of relevant work experience
- Highly productive in remote working environments
- Self-starter
- Interest in environmental justice, US environmental and health policy, and/or the work of EPA
- Experience with or knowledge of social justice and equity issues
- Strong writing skills
- 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
- Strong work ethic
- Familiarity with Google Docs and Spreadsheets
- Bilingual abilities in English/Spanish are a plus

SCHEDULE and COMPENSATION:

- 40 hours per week between roughly 9am and 5pm local time weekdays
- \$40,000-\$50,000 annual salary (\$20-25/hour)
- 11 paid federal holidays and 3 weeks leave
- Healthcare and dental/vision care
- Up to a 4% match on employee contributions to a 401k
- After 6 months, \$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 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 **ASAP**. While applications will be accepted on a rolling basis, priority will be given to those submitted by **Friday, June 16, 2023**. Please put “**Community Outreach Associate Summer 2023**” in the subject line.