



## OPAL Environmental Justice Oregon

2788 SE 82nd Ave., #203 Portland, OR 97266 

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OPALpdx.org 

### YOUTH ENVIRONMENTAL JUSTICE ALLIANCE COMMUNITY ORGANIZER

#### About OPAL

OPAL Environmental Justice Oregon is a 501c3 non-profit located in Portland. Our work is at the intersection of civil rights, environmental justice, and transportation access and equity. We focus on empowering individuals to actively engage in transportation related changes in the Portland metro region in order to increase accessibility for Black, Indigenous, People of Color, youth, low-income, and transit-dependent communities. We have a 14 year legacy of winning victories and growing the movement for environmental justice and a just transition.

#### About the Position

The YEJA Community Organizer will work towards OPAL's mission by overseeing YEJA's youth engagement initiatives, including Serve the People (STP) Summer training program. This Community Organizer position is a member of the OPAL Organizing Team, and will be working closely with the current YEJA organizer. All applicants must be committed to combating and eradicating anti-Black racism.

#### Reports to: Organizing Director

Direct reports: none

Pay: This position is in the union bargaining unit. OPAL and the union are engaged in bargaining now. The current wage for this position is 45,000/annually subject to change based on bargaining with the union.

Exempt, Regular, Full Time

Benefits: medical and dental (100% of premium paid), professional development (\$1000 annually), progressive PTO policy, and in addition to 3 weeks of office closure each year.

#### Essential & Specific Duties

- I. **BASE-BUILDING AND ORGANIZING: (40%)**
  - Develop base building goals and recruitment plans;

- Conduct outreach, check-ins, and meetings at target schools when possible;
- Engage interested non-member youth activists in YEJA's work;
- Cultivate relationships with high schools, community partners, teachers, and administrators on behalf of OPAL;
- Document and track participation of members;
- Train members on needed skills (i.e. public speaking, grassroots fundraising, facilitation, campaign strategy, phonebanking, action planning);
- Train interns on political frameworks such as environmental justice, combatting anti-Blackness, gender justice, disability justice, police/prison industrial complex, and queer and trans histories, etc.;
- Supervise members during YEJA meetings/events, and coordinate logistics for various member activities;
- Event design, including planning and execution such as celebrations, vigils, rallies, and action days, as well as logistical planning and implementation for events such as coordinating rides, food, translation, and payments needed;
- Administrative support for processing Intern's payments, paperwork, permission slips, and other administrative needs;
- Create and execute retention and growth plans for youth leaders;
- Oversee YEJA's/STP's shift to digital organizing and trainings, and general support of associated communications work;
- Facilitating group communications (i.e. Instagram and other social media, email blasts, text blasts, media hits, journalistic interviews, campaign archive) and internal/external messaging around programming, working closely with the communications team.

## II. LEADERSHIP DEVELOPMENT & POLITICAL EDUCATION (25%)

- Supervision and support of YEJA High School Intern team;
- Creation, development, and implementation of popular education workshops and curriculum;
- Development and implementation of Serve the People Summer training program, including outreach and recruitment;
- Work with members to deepen political consciousness through community solidarity events and workshops;
- Emotional labor, care and support of young activists in their leadership development and political education.

## III. ORGANIZATIONAL SUPPORT (20%)

- Engage in overall organizational planning processes, including yearly goals & strategic planning;
- Develop work plans that align with organization-wide mission and activities;
- Support and implement organizational decision-making processes, especially in regards to member participation;
- Participate in internal work;
- Participate in recruitment of new staff members;
- Support communications and use of social media tools to publicize and promote the work (campaign updates, email, blog posts,

- Instagram, Twitter, etc.);
- Coordinate and collaborate with the current YEJA organizer.

#### IV. GRASSROOTS FUNDRAISING & GRANT MANAGEMENT (15%)

- Identify and apply for small grants to support youth organizing work and projects;
- Manage grant deliverables; incorporate grant goals into the YEJA work plan;
- Participate in and support OPAL grassroots fundraising efforts;
- Manage and assist in grant report-backs;
- Oversee funding for YEJA;
- Build relationships with new donors and foundations on behalf of OPAL;
- Train youth in foundation engagement and site visit preparation.

Position responsibilities include other duties as assigned to meet the mission, vision, and values of OPAL Environmental Justice Oregon.

**Desired Qualifications:** These desired qualifications and experiences are preferred, but all candidates who are capable of completing the work and meeting the required goals of the position are encouraged to apply:

- Experience grassroots community organizing
- Experience with digital outreach and some communications
- Experience leading or facilitating presentations, workshops, educational content
- Personable, comfortable outreaching to members and non-members alike
- Detail oriented, adept at handling many different simultaneous duties and responsibilities
- Prioritizes democratic collaboration and communication styles, and can build supportive relationships with coworkers and members
- Interested in environmental justice, addressing systemic racism and issues around transportation
- Bilingual (particularly Spanish)

**How to Apply:** If interested in applying for this position, please submit a resume and cover letter (attached as PDFs) to [jobs@OPALpdx.org](mailto:jobs@OPALpdx.org).

- Please include the posting you are applying for in the subject line.
- In your cover letter, please indicate how you heard about this position and your interest in this position, and answer:
  1. What are some of the biggest challenges facing Black, Indigenous, and youth of color in the Portland metro area?
  2. What are some of the key strategies that advance solutions to these problems?

Please feel free to reach out with questions regarding the application process, or any assistance needed. Your application must be submitted before end of day

on Sunday, December 6, 2020. This position will remain open until filled. OPAL is an affirming, positive, diverse work environment. OPAL provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. We strongly encourage applications from people who identify as BIPOC, transit-dependent, low-income, LGBTQ, disabled, and/or women.