



NCEL

National Caucus of
Environmental Legislators

NCEL Environmental Health Program Manager

Location: Remote

Salary: \$86,000

Position Overview

The Environmental Health Program Manager leads NCEL's state policy work on environmental health issues. This position provides strategic direction and management of NCEL's environmental health program which encompasses the following projects: zero waste and plastic reduction, toxic chemical prevention, cumulative impacts, and sustainable agriculture and water systems. This role centers environmental justice and racial equity promotion, as well as the impacts of the climate crisis, across projects.

The ideal candidate will be an outgoing network-builder who enjoys outreach and collaboration. They will be a growth-oriented individual who is committed to environmental justice and equity work. They will hold a skillset in operationalizing environmental justice principles into policy solutions, and promoting a culture of racial equity in organizational practices. The candidate will have a passion for policy advancement and be highly skilled at verbal and written communication. They will enjoy planning webinars, organizing strategy sessions, hosting in-person issue briefings, and collaborating with advocacy partners on shared environmental goals. This position will require up to 25% travel for meetings and events.

About NCEL

NCEL is a 501(c)(3) nonprofit that empowers a nonpartisan network of state environmental leaders to protect, conserve, and improve the natural and human environment. We believe that the key to advancing sound policy in the states is well-informed legislatures with strong champions who can advocate on behalf of the environment, develop shared strategies, and collaborate with their peers across the country on shared learning and action.

Essential Duties & Responsibilities

Project Management and Strategy (35%)

- Lead NCEL's Environmental Health Program through strategic planning and development, program administration, and staff management.
- Lead NCEL's environmental health efforts through planning and development, and working to expand these efforts.
- Support NCEL's internal strategy and practice on racial equity and environmental justice, and advancing inclusion for historically underrepresented perspectives in policy.
- Lead the program's special initiatives.
- Collaborate with key local, state, national, and international NGO partners.
- Prepare programmatic and policy trends for participation in meetings with philanthropic partners.

Policy Analysis Research, Analysis, and Communication (25%)

- Track and analyze environmental health and justice legislative trends and share updates with NCEL members and key allies.
- Develop materials including fact sheets and briefing books on specific issues.

- Development of website content including legislative spotlights and blog posts related to policy developments.

Network Building, Events, and Outreach (25%)

- Coordinate legislative working groups around environmental health and justice topics.
- Work with partner organizations to plan local events such as in-state meetings or site tours related to program work.
- Conduct visits to state capitals during the legislative session to meet with legislators and host briefings.
- Recruitment of state lawmakers to join the network.
- Facilitate information-sharing and coaching among working group members, and other NCEL members.
- Follow up with legislators after meetings and events and provide continued support.
- Travel up to 1-2 times per month across the country to participate in or host events on behalf of NCEL.

Other Duties & Responsibilities (15%)

- Provide grant writing in support of fundraising efforts.
- Manage program budgets, and review program expenses on a monthly basis.
- Phone, email, and in-person outreach to state legislators to support policy work.
- Curation and dissemination of issue-specific information sheets and email alerts.
- Connect with media outlets to amplify environmental health policy solutions.
- Represent NCEL at advocacy coalition meetings, both virtually or in person.

Qualifications

Minimum Qualifications

- Five years of experience in policy or political organizing at the state, federal, or community level and/or advocating for specific issues.
- Working knowledge of policies related to plastic pollution and toxic chemicals. Knowledge of sustainable agriculture and water quality.
- Proximity to an airport and ability/willingness to travel to events across the country.
- Strong written and verbal communication skills and ability to convey complex information in simple terms.
- Must have experience in Google applications and basic database management.
- Ability to work independently with strong time management skills and attention to detail.

Preferred Qualifications

- A four-year degree from an accredited college or university.
- Experience working with underserved, overburdened, or frontline communities.
- Experience working with elected officials and/or on campaigns.

Salary

The salary for this position is \$86,000. NCEL also offers a generous benefits package including:

- 401(k) with employer contributions
- Employer-paid health, dental, and vision insurance

- Paid time off, vacation days, sick days, and holidays.

Work Environment

This position is fully remote and full-time at 40 hours/week. The candidate can expect to travel up to 1-2 times a month several times throughout the year in addition to NCEL's week-long Forum conference in the summer. Occasionally longer days that can include travel and working into the evening to attend or host events can also be expected.

To Apply

Please send a single PDF document with your resume, brief cover letter, and the names and contact information of three references to NCEL at info@ncelenviro.org with the subject line "Environmental Health Manager". All submissions will be treated confidentially. **The deadline to apply is March 8, 2024, but applications will be reviewed on a rolling basis.**

NCEL is committed to hiring and retaining a diverse workforce and strongly encourages applications from groups that have been historically underrepresented, including but not limited to women and people of color. NCEL makes hiring decisions without regard to gender, race, color, religion, sex, sexual orientation, national origin, age, veteran status, disability, or any other protected class. NCEL does not lobby for or against any state or federal legislation. NCEL requires proof of COVID-19 vaccination as a condition of employment. Medical and religious exemptions can be considered with documentation.

NCEL is committed to the full inclusion of all qualified individuals. In keeping with our commitment, NCEL will take steps to ensure that people with disabilities are provided reasonable accommodations. Accordingly, if reasonable accommodation is required to fully participate in the job application or interview process, to perform the essential functions of the position, and/or to receive all other benefits and privileges of employment, please contact Tess Madden at 202.922.5597 or tess@ncelenviro.org.