



ENVIRONMENTAL JUSTICE LEAGUE OF RHODE ISLAND

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JOB ANNOUNCEMENT **Immediate Opening August 2018** **Projects Steward and Cooperative Business Development Facilitator**

Title: Projects Steward and Cooperative Business Development Facilitator

Salary: \$40,000 - 45,000 depending on experience

Term: Full-Time, exempt, 52 weeks, annual contract (contract to be renewed on annual basis based on performance and funding)

Benefits: Medical insurance coverage, vacation time, sick days

Our Mission:

The Environmental Justice League of Rhode Island (EJLRI) is a non-profit organization working within an alliance of individuals to promote environmental justice in Rhode Island through advocacy, education, networking, organizing, and research. Our mission is to promote safe and healthy environments for ALL by building power, leadership and action in the communities most affected by environmental burdens. EJLRI envisions a Rhode Island where we all have a healthy place to live, work, and play regardless of race, ethnicity, or income.

Our History:

Environmental burdens, as well as environmental benefits, are not shared equally by all members of society, leading to a disproportionate negative impact on low-income communities and communities of color. The Environmental Justice (EJ) movement recognizes how health, environmental quality, and social justice are all connected.

EJ has its roots in the Civil Rights movement, and many people regard the campaign to stop the siting of a PCB landfill in a predominately African-American community in Warren County, North Carolina in 1982 as the official beginning of the national Environmental Justice

movement. Here was a clear case of race being used as a determining factor for the siting of a hazardous facility.

In December of 2007, the Environmental Justice League of Rhode Island was officially formed to address the numerous environmental justice issues that currently face the residents of Providence. Many people who are involved now were part of a campaign to stop the siting of a public school on contaminated land on Adelaide Avenue in south Providence. Gradually this and other issues brought people and community organizations together to search for a solution, and they formed the Providence Environmental Justice Forum, holding its first statewide conference in November of 2007. Over the next year, volunteers for the EJ League secured funding, hired staff, found an office, and began the process to become an official non-profit organization. Staff organizers began conducting community outreach to build the base of the EJ League in November 2008.

Our Principles:

We believe that environmental justice will be achieved when:

All people have access to the information that will enable them to participate fully in making decisions that affect their environment

All people are treated fairly and provided the opportunity for meaningful involvement with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies

All people have equal and fair access to a safe, healthy, and sustainable environment at home, at work, at school, and in public places

No group of people, including any racial, ethnic, or socioeconomic group or vulnerable population such as children, the elderly or the disabled suffers from a disproportionate share of negative environmental risks or burdens.

No group of people suffer from displacement and gentrification as a result of environmental remediation efforts.

The Coop Incubator & Local Loan Fund Program:

The Coop Incubator & Local Loan Fund program achieves its goals by offering business training courses, business loans, coaching and technical assistance support.

This position splits time between Facilitating Coop Business Development classes, and serving as Loan Coach for our Local Loan Fund.

Main Job Responsibilities

As Coops Business Development Facilitator you will be responsible for (but not exclusively):

- Recruitment of learners and volunteers
- Intake, registration and testing of learners
- Facilitation of 1-2 coop business development courses a week (mostly evenings, but can also be mornings)
- Improvements in curriculum development
- Meeting weekly to prepare lesson plans with your co-facilitator and or intern/ volunteer
- Mentoring volunteer/intern working in your class
- Participating in regular Facilitator trainings
- Helping lead some trainings as needed by the program
- Identifying Guest Speakers and coordinate to bring them to class
- Evaluation and Reporting: Producing monthly, bi-annual and annual reports
- Meeting RIDE Program Outcomes
- Attending bi-weekly Facilitator Team meetings
- Participating in mid-semester and annual program evaluations
- Working collaboratively with Facilitator, Loan and Development Teams and Partners
- Alignment with Just Transition

As Local Loan Fund Projects Steward you will be responsible for (but not exclusively):

- Identifying local Just Transition projects in need of technical assistance (TA) and/ or loans
- Developing and testing pilot loan procedures (developing criteria for lending, loan applications, processes for evaluating loan requests, etc)
- Mapping, Identifying, Assembling and Coordinating Technical Assistance capabilities in the region
- Connecting projects to appropriate resources
- Developing a pipeline/ watershed of projects to be funded
- Working with projects to help them become loan ready
- Once loan is awarded, continue working closely with projects until loan is repaid
- Development, Fundraising and Starting a Planned Giving program with support from PGGNE
- Producing monthly and annual loan/ projects reports
- Producing Annual Organizational Report
- Working collaboratively with Facilitator, Loan, TA, and Development Teams and Partners
- Development of materials that explain the CJA JT Loan Fund (website, brochures, etc) suitable for multiple audiences:TA, partners, borrowers, donors, investors, learners, projects etc
- Development of mini-trainings and informational/ educational webinars as needed
- Participation in regular conference calls
- Travelling as needed
- Alignment with Just Transition

As Staff you will be responsible for:

- Attending bi-weekly Staff meetings
- Attending PD trainings
- Participation in 360 degree evaluations
- Participation in monthly Board meetings, semi-annual membership meetings, retreats and strategic planning meetings
- Development of Fundraising Plan and Fundraising
- Maintaining accurate and up to date records
- Preparing necessary reports with comprehensive statistical and narrative program updates
- Participation in basic administrative duties related to the job and maintenance of shared office chores
- Participation in movement building; support EJLRI and affiliates campaigns

Additional Responsibilities

Additional Responsibilities will be defined with EJLRI's Executive Director as needed.

Accountability

- Reports to:
EJLRI Executive Director
- Works closely and collaboratively with:
EJLRI staff, interns and volunteers; local schools; local projects and coops; Just Transition Regional Hub (New England region); CJA Projects Steward (national); CJA Just Transition Loan Fund (national); The Financial Cooperative coaches and Peer Network (national).

Key Required Trainings

Just Transition, Energy Democracy, Undoing Racism (PISAB), The Financial Cooperative Peer Network training, CJA JT Finance training, PGGNE monthly meetings in MA, PGGNE Annual Conference, PGGNE Mentorship program, RI Adult Ed Conference, Freirian teaching methodology and Popular Education trainings.

Qualifications

The successful candidate for this position will be:

- A community organizer who has one foot in social justice organizing and another in business development
- Experienced in coalition work and coordinating/drawing on the resources of people from multiple organizations
- Experienced in writing business plans, including work on financial documents (e.g., projections, budgets, capital plans), and analyzing business opportunities
- Aligned with the Just Transition framework and principles
- Connected to cooperatives and the cooperative movement

- A clear, and articulate communicator in both written and oral forms
- Strong interpersonal skills
- Personally well-organized and able to create and maintain appropriate online and physical files and communications systems
- Available and able to travel; some travel will be needed
- Available and accessible with mobility, transportation and communication technology (phone and computer/laptop)
- Comfortable and experienced using computer technology and databases
- At least some training and/or experience in business, finance, lending and/or underwriting
- Bi-Lingual (Spanish-English) preferred

How to Apply:

1. Send a **resume**, or list of community based work and volunteer experiences
2. Send a **cover letter** (1-2 pages max) that answers the following questions:
 - Why are you interested in this position?
 - What skills and strengths do you bring to this position?
 - What will your greatest challenges in this job be, and how will you face those challenges?
 - How will working for EJLRI relate to your ideas about community leadership development, racial environmental justice and community-led social change?
 - How do Just Transition principles apply to your work and life
https://climatejusticealliance.org/wp-content/uploads/2018/06/CJA_JustTransition_Principles_final_hi-rez.pdf
3. **Interview:** In your cover letter, please indicate when you will be available for an interview.
4. **References:** Three references with at least two work-related and/ or professional references

Please send cover letter, resume, and three references to crisrina@ejlri.org with the Subject Line: "Projects Steward and Coops Business Development Facilitator Application" by August 28, 2018. We will continue to receive applications after August 28th, but priority will be given to applications that meet deadline. Note: This position can be split up in two if EJLRI deems it reasonable and appropriate. If the position is split up in two, medical insurance might not be covered.

The Environmental Justice League of Rhode Island is a 501c3 non-profit organization with a deep commitment to building transformative culture and challenging racism, sexism, homophobia, and oppression in all its forms. EJLRI is committed to identifying and developing the skills and leadership of people from diverse backgrounds and challenging patterns of political marginalization and oppression.

The Environmental Justice League of Rhode Island is an equal opportunity employer that does not discriminate on the basis of race, color, religion or belief, disability, gender, nationality, ethnicity, sex (including pregnancy, childbirth, or related medical conditions),

gender identity or expression, sexual orientation, or any other status protected by law. People of Color, working-class people, immigrants, indigenous people, differently-abled people, and LGBTQ persons are strongly encouraged to apply.