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## **JOB ANNOUNCEMENT**

### ***Community Programs Coordinator***

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**Literacy for Environmental Justice (LEJ)** is a place-based nonprofit organization located in the Bayview Hunters Point community in Southeast San Francisco. For over 21 years, LEJ has created community *and* nurtured the natural environment, with an emphasis on engaging and empowering children and youth. LEJ's work has ranged from helping to close a polluting energy plant in Hunters Point, to developing the Ecology Center at Heron's Head (San Francisco's first LEED Platinum-Certified green building), to spearheading a major infrastructure and habitat improvement project for Candlestick Point State Recreation Area on the SF Bay Shore. LEJ collaborates extensively with public agencies, non-profits, its community, and corporate partners. We received an Environmental Justice award from the US EPA in 2011, In 2019, LEJ was awarded the City of San Francisco's Neighborhood Empowerment Network (NEN) Award for Outstanding Park Volunteer Group. In 2017, LEJ was the recipient of the San Francisco Parks Alliance Visionary Project of the Year Award for our work at Candlestick Point, among other awards and recognition.

### ***Position Overview***

Our core activities revolve around connecting youth and other San Franciscans with nature by getting their 'hands on the land' through experiential environmental education, service-learning, habitat stewardship, outdoor recreation, and 'green-collar' workforce development. The two programs through which LEJ achieves this are:

- *Eco-Adventures* – Culturally relevant environmental education, service-learning, and outdoor recreation program, includes pre-trip in class presentations, overnight campouts, habitat stewardship, kayaking, and hiking for several hundred local youth ages 9-18 annually. The Eco-Adventures Program is keyed to new non-motorized campsites, other recreational opportunities and habitat parcels which we're creating by partnering with Candlestick Point State Recreation Area.
- *Eco-Apprentices* – Prepares youth and young adults aged 15-29 for entry into the rapidly-growing 'green-collar' employment sector, driven by a skyrocketing interest in green infrastructure, habitat restoration, and climate-smart landscaping. Our own rapidly-growing mission-related commercial native plant nursery and role in local urban greening projects provides well-aligned venues for Eco-Apprentices' training.

### ***Programs 65%***

- Primary support for all LEJ's community programs. This includes planning, preparation and execution of programs, and record keeping, administering and filing of evaluations, providing content for social media and regular team communication.
- Provides Hands-on Environmental Education to LEJ's Eco-Adventure and Volunteer program participants employing best youth practices to enhance the educational and recreational value of all LEJ's community programming.

- Supports the LEJ's development team by coordinating program site visits, and documenting and reporting on funding deliverables.
- Integrates LEJ's urban greening priorities, outdoor recreation, environmental education and advocacy into all programs.
- Supports all LEJ events including: community advocacy, outreach/networking meetings, and campaigns.
- Meets Weekly with team around programmatic activity, planning and development and when appropriate with on grant billing, expenses, program deliverables, and compliance.
- Attends monthly meetings representing LEJ to build relationships and inform the community of upcoming events and opportunities.
- Keeps program calendars updated and maintains quick reply to emails, calls and texts on a daily basis.

### ***Restoration, Nursery and Stewardship 30%***

- Supports and leads volunteer stewardship activities at Candlestick State Recreation Area (CPSRA), CPSRA Nursery and Community Garden, Treasure Island/Yerba Buena Island Nursery, and other sites
- Supports operation and maintenance of LEJ equipment and facilities. Includes upkeep of: field office, recreation equipment, youth program space, tools and supplies, community garden and nursery.

### ***Program Administrative Support 5%***

- Supports administrative operations of LEJ programs.
- Supports tracking and billing activities on earned income contracts and grants.

### ***Attributes***

- Knowledgeable and enthusiastic about engaging with low-income urban constituencies.
- Communicates and interacts well with diverse populations of children & youth.
- Passionate about furthering intersections between health, social justice and the environment.
- Highly adaptive and collaborative.
- Comfortable co-leading kayaking Eco-Adventures with certified experts.
- Available for overnight trips on youth and community camping events at Candlestick State Recreation Area.
- Knowledgeable about environmental justice.
- Identifies with environmental justice communities.
- Loves the outdoors, able to lift 50+ lbs., able to work in inclement weather for 7 to 8 hrs. a day.
- Able to drive the LEJ vehicle to and from Candlestick State Recreation Area, to the Treasure Island Nursery, and on field trips throughout SF.
- Patience and diplomatic skills are in the toolbox.
- Bilingual/Multilingual is beneficial for working with our community.

***Schedule***- 5 days a week with occasional overnight youth activities and evening meetings. General schedule is Tuesday through Saturday, 8 am to 4:30 pm.

**Terms-** Full-Time, pay commensurate with experience. Benefits package includes paid sick leave, paid vacation, and a reimbursable health benefits account through the City and County of San Francisco City Option Program. Preferred start date: *January 31, 2020.*

Apply by e-mail- Please email your resume and thoughtful cover letter describing your achievement of the requirements to: Bridget Llanes, Community Programs Manager at Literacy for Environmental Justice, [bridget.llanes@lejyouth.org](mailto:bridget.llanes@lejyouth.org)

*Application open until filled.*

LEJ is committed to inclusion and representation of cultural diversity in our staffing. Applicants who represent the diverse audiences who LEJ serves are strongly encouraged to apply.