The Center for Earth, Energy and Democracy seeks high quality applicants for the position of Equitable and Just Climate Forum National Coordinator. CEED is a 501c3 nonprofit organization located in Minneapolis, Minnesota. CEED conducts research and provides community education on important energy, environment, and community development issues – so that all members of society may effectively participate in public decision-making. We strategically work to:

• Build a deeper body of climate and energy research/analysis that fundamentally addresses racial and class justice.

• Provide energy and climate policy technical assistance based on CEED research to support the environmental justice movement.

• Promote strategies for cross learning and sharing of information around environmental justice energy and climate issues.

**Equitable and Just Climate Forum Coordinator Position Summary**

CEED seeks to hire a National Coordinator for the Equitable and Just Climate Forum (EJCF). The EJCF is an initiative that involves organizations and coalitions from the environmental and environmental justice movement to develop and implement a national climate agenda that is inclusive and based on equity and justice.

The Forum has produced an Equitable and Just Climate Platform that outlines the key elements of a national agenda. As a result of the Platform, the organizations and coalitions continue to work on implementation.

At the current time, there are several Work Groups including the following: Policy Work Group; Hill Outreach Work Group; Institutional Commitments Work Group; and Communications Work Group. The Forum participants continue to meet on a regular basis to strategize and advance implementation of the Platform agenda. This unique initiative requires a National Coordinator who will assist CEED’s Executive Director in coordination and implementation of Forum plans. This individual must be willing to support environmental justice organizations in the Forum. Responsibilities will be diverse and include a range of activities, from assisting in logistics and notetaking to coordinating Forum input into federal and state legislation.

• Support the Forum Leadership Team and Work Group Co-Chairs in planning and coordination
  ◦ Schedule and organize meetings/events and maintain agendas and minutes

• Ensure implementation of policies and practices

• Communicate to Environmental Justice participants information and updates in a timely manner
  ◦ Including the ongoing work of the Work Groups

• Assist in managing communications through media relations, social media etc.
  ◦ Support EJ groups in implementation of the Forum’s plans
• Help build positive relations within the Forum participants and external parties
• Assist EJ groups in accessing technology (video conferencing, presentations, etc)
• Assist in recordkeeping and occasionally assisting with reports or proposals

**The National Coordinator job requirements:**

• Proven experience in working with justice-based organizations, especially those with limited resources
• Excellent understanding of how to coordinate/communicate with grassroots organizations/coalitions
• Ability to work with diverse and multi-disciplinary teams
• Knowledge of program management
• Excellent coordination skills
• Tech savvy, proficient in MS Office Suite
• Excellent time-management and organizational skills
• Outstanding verbal and written communication skills
• Detail-oriented and efficient

**Salary and Benefits**

Salary will be dependent on qualifications and experience. CEED offers 100% employer paid health and dental insurance and a Health Savings Account for full-time employees

**Equal Employment Opportunity:**

CEED is dedicated to supporting and respecting the diverse community that different individuals cultivate. As an equal opportunity employer, we stay true to our mission by ensuring that our organization can be a place that celebrates diversity in all its forms.

CEED does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factor.

**Application Process:**

This job is remote-friendly (US). Remote and local applicants encouraged to apply.

Applicants should submit a cover letter describing interest in this position; a current resume; and names and contact information of 3 references to: Helen Powell-Busch at hpowell-busch@ceed.org. Inquiries can also be directed to this email. Deadline to apply is April 22nd.