



## **Background**

New Voices Pittsburgh/New Voices for Reproductive Justice – collectively called New Voices – is the premier Reproductive Justice and Human Rights organization in Pennsylvania and Ohio. The mission of New Voices is to build a social change movement dedicated to the health and well-being of Black women and girls through leadership development, Human Rights and Reproductive Justice. For the last 13 years, New Voices has served 75,000+ women of color through leadership development, community organizing, policy advocacy and culture change. We define Reproductive Justice as the Human Right of all women/people to control all decisions about our bodies, sexuality, gender, work and reproduction.

During this time of our organizational development, New Voices is committed to amplifying the voices of Black women and girls as leaders, advocates and organizers for Human Rights, advancing a new paradigm that prioritizes the complete health and well-being of Black women and girls and building a bigger and bolder movement for Reproductive Justice across Pennsylvania and Ohio.

A focus within the Human Rights framework, New Voices Pittsburgh developed an analysis of how Environmental Justice intersects with our foundational beliefs about Reproductive Justice in 2009. We have partnered with local and national environmental health organizations focused on women, low-income communities and the environment. With our inter-sectional approach, we launched our Environmental Justice Project (EJP) that provides public education to young women and girls of color and engaged in collaborative advocacy on local, state and federal environmental policy issues. These leaders and champions will fight for basic Human Rights and Reproductive Justice, while ensuring that Pittsburgh is a safe and healthy for Black women, femmes, girls, women of color and LGBTQ+ people of color.

## **Priorities**

### *Leadership development*

We are committed to building a leadership pipeline for the Reproductive Justice Movement.

### *Human Rights*

We affirm the humanity of Black women and girls as inherently valuable whose rights we will protect.

### *Reproductive Justice*

We believe all women/ people should control their bodies, sexuality, gender, work and reproduction.



## Programs of New Voices for Reproductive Justice

Black Women's Health Agenda™

Reproductive Justice Leadership Network™

Voice Your Vote! Project™

SistahSpeak! Youth Project™

Kinks, Locks & Twists Conference™

Environmental Justice Project

Lorde-Baldwin Leadership Institute™

Women of Color HERStory Month®

## Description

The *Environmental Justice Project Coordinator* (EJP Coordinator) is responsible for overseeing the daily program activities and supporting program participants and staff on the ground. The EJP Coordinator will build strong relationships with program participants, community stakeholders and partner organizations to ensure the program is able to meet desired goals and outcomes. In addition to acting as a liaison between key stakeholders, the EJP Coordinator will primarily facilitate sessions, plan program events, and manage outreach and recruitment efforts.

## Principle Areas of Responsibility

Under the supervision of the Deputy Director, the EJP Coordinator will:

- Manage program participant recruitment process, ensuring an average roster of 50 participants annually;
- Manage the program outreach process, including: conducting community presentations and workshops, building individual and organizational relationships, planning and participating in outreach events and leading outreach activities, responding to inquiries about the program in a timely fashion;
- Maintain consistent and active communication with program participants, community stakeholders, partner organizations and New Voices Staff especially Programs Manager;
- Lead, co-design and coordinate program and training sessions for programs Environmental Justice Leadership Network (EJLN) working with 10-15 participants;
- Lead, co-design and coordinate the Environmental Justice Exchange (EJEx) of 10-15 environmental organizations as participants and social justice, Black and/or people of color-led organizations as hosts;
- Ensure that program curriculum is being facilitated with fidelity to the EJP model and curriculum outline;
- Manage the planning and execution of monthly events, do-it-yourself (DIY) workshops, trainings, meetups, educational outings, meetings, New Voices events, etc.;



- Support the planning of the Kinks, Locks & Twists: Environmental and Reproductive Justice Conference at the direction of the Programs Manager and KLT Conference Coordinator to engage EJLN participants in planning, coordinate attendance and manage participation in the conference and recruit Black women and women of color to attend from Pittsburgh and Cleveland;
  - Intersect the Environmental Justice Project with New Voices programs such as Voice Your Vote! Project, SistahSpeak! Youth Project, Reproductive Justice Leadership Network to create synergy in organizational leadership development, community organizing, policy advocacy and culture change strategies;
  - Coordinate and support policy efforts with partner organizations and facilitate opportunities for EJLN, New Voices Staff to engage;
  - Support programmatic and overall organization fundraising which may be writing or contributing to grant proposals, speaking with funders and donors and attending fundraising meetings applicable to EJP;
  - Remain connected to community partners, program participants and stakeholders in order to anticipate and respond with activism, direct action and organizing for Environmental and Reproductive Justice;
  - Build and sustain relationships with individuals and organizations in the Environmental Justice and Reproductive Justice movements in PA and OH specifically and across the country generally;
  - Participate in weekly supervision time with Programs Manager;
  - Supervise and conduct 1-on-1's with part-time Staff and interns on a weekly basis;
  - Attend all New Voices Staff Meetings;
  - Implement EJP in accordance with the New Voices for Reproductive Strategic Plan;
  - Collect and manage the data collection and entry process; and
  - Manage the implementation of the EJP Social Media plan. NOTE: The above description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.
- Required Skills and Qualifications**
- Demonstrate a commitment to the mission, vision and values of New Voices for Reproductive Justice and the Environmental Justice Project;
  - Affirm the core principle of Reproductive Justice and Human Rights for Black women and girls, our families and communities;
  - Ability to work with a diverse continuum of Black women and girls and people of color including but not limited to ability, age, education, familial status, gender, gender identity, gender expression, immigration status, incarceration status, language, race, sex, sexual orientation and socioeconomic status;
  - Associate's degree OR equivalent combination of education and 2-3 years work experience with environmental justice, environmental health, environmental racism or general environmental work;
  - 1-2 years work experience with workshop and training facilitation (minimum);
  - At least, 1 year managing and supervising Staff, interns and volunteers;
  - Experience designing, implementing and preparing program curriculum;
  - Strong skills in facilitation, planning, organizing; written and oral communication;



- Exhibit creativity, problem-solving, resourcefulness and flexibility in a fast-paced, changing environment – must be able to work evenings and weekends and travel to conferences across the country;
- Personal qualities include: passion, enthusiasm, motivation, commitment, integrity, humor, optimism, positivity and ability to inspire others to engage with New Voices & the Environmental Justice Project;
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); and
- Valid Driver's license and access to reliable transportation with current auto insurance is required.

### **Physical Demands**

While performing the duties of this position, the EJP Coordinator is regularly required to sit, stand, or walk. This position requires extensive computer use. The EJP Coordinator must occasionally lift/move up to fifty (50) pounds. Reasonable accommodations will be made to enable otherwise qualified individuals with disabilities to perform essential functions.

### **Compensation**

Compensation is commensurate with experience. New Voices offers a full benefit package for this full-time, exempt position. New Voices pays a living wage, paid time off and paid sick days as well as perks. Additionally, we support ongoing training opportunities that enhance our employee's professional development goals.

### **Equal Opportunity**

New Voices for Reproductive Justice is an equal opportunity employer. Young women/people, transgender people, gender nonconforming people, people with disabilities and formerly incarcerated people are strongly encouraged to apply.

To Apply Email your cover letter, resume and three (3) professional references to [jobs@newvoicespittsburgh.org](mailto:jobs@newvoicespittsburgh.org). Please call Judith Wilson at 412.363.4500 with any questions about this position.