

Job Date: 10 2023
Job No: XXX
Category: 6
Union: PWU
FLSA: non-exempt
FTE: 100

Job Title: Community Outreach Assistant

Department: Loma Prieta Chapter

Location: offices in Palo Alto; work primarily with Bay shoreline communities in San Mateo and Santa Clara Counties. This position requires an ability to travel.

Reports To: Chapter Director

Supervises: none

Duration: Regular

Context: At the Sierra Club, we believe in the power of interdependence. Together, we remain committed to the fight for a healthy climate built on a foundation of environmental, racial, economic, and gender justice – a future where all people benefit from a healthy, thriving planet and a direct connection to nature. As the climate crisis and deeply entrenched systemic racism all fuel injustice, we will continue to fight for a bold, transformational agenda that recognizes the interconnectedness between our planet, our humanity, and our future. By recognizing that our destinies are tied, we continue to name that all things are fundamentally connected, and the overlap between ecology, race, gender, and representative government will move to either advance our collective humanity or to oppress it. Sierra Club has close to 800 staff across the country and a network of 64 local chapters that are led and fueled by thousands of volunteers. We are also proud to be a unionized employer, with three labor unions representing more than half of our employees.

Scope: The Loma Prieta Chapter's Bay Alive Campaign works at the local and regional levels, using a lens of equity and justice, to protect and restore the San Francisco Bay and enhance community and regional resilience to SLR.

The Community Outreach Assistant will be responsible for planning, coordinating and implementing Bay-centric educational materials, activities, and outings to build awareness and support for the Bay Alive Campaign.

They will ensure that the campaign engages Sierra Club's members and supporters, and builds powerful partnerships that are oriented toward a shared vision of Bay protection and restoration with environmental justice.

Job activities include but are not limited to:

1. educating local residents, including Chapter outings leaders, about the

- importance of, threats to, and how to save the Bay, including planning and leading outings around the Bay and planning, implementation and follow-up for Bay Alive education programs (45%),
2. connecting with local organizations to engage residents to learn about BayAlive and organize local residents in front line communities to promote Bay activism and collaboration with Bay Alive (25%),
 3. creating content for Chapter communication channels (20%), and
 4. completing administrative tasks and reports (10%).

The successful candidate must demonstrate the following skills, experience and competencies:

1. Demonstrated ability and effectiveness working with volunteers either professionally or as a volunteer leader. You are familiar with advocacy work and have an understanding of how to use public mobilization tactics to influence decision-makers.
2. Strong written and oral communication skills. You can communicate clearly and concisely across different groups of stakeholders, internally and externally. You are able to synthesize information and present it in an easy to understand and engaging format.
3. Ability to work closely in small groups with colleagues, volunteers, community members, and representatives from other organizations. You have demonstrated the ability to work with others, especially across different identities and roles.
4. **Equity Must Have:** Committed to evolution. You are committed to continuously deepening and evolving your own understanding of systems of oppression through study, openness, and humility. And you easily recognize your own relationship to privilege and power, examining and shifting your behaviors as appropriate.
5. **Equity Must Have:** Uplifting and additive. You see mistakes as opportunities for growth; problems as catalysts for solutions, and inspire others along the journey. You carry a constructive approach, can-do attitude, a sense of humor, and authentic kindness wherever you go.

The strongest candidates will also demonstrate the following skills, experience and competencies:

1. fluency in Spanish, Samoan, Tongan, or Vietnamese
2. experience in an organizing/s or campaign role/s, especially in front line and or underserved communities,
3. experience in journalism, in print, broadcast, podcast, and/or other channels,
4. commitment to the protection and restoration of the San Francisco Bay,
5. ability to manage multiple projects in a fast paced environment, while setting clear boundaries to avoid burnout, and
6. self motivation, with ability to work independently but also cooperatively and effectively with chapter staff and volunteers.

Compensation and Benefits

The salary range for this position starts at \$65,000.

This position is represented by a collective bargaining unit and is subject to the terms and conditions of the contract between Sierra Club and Progressive Workers Union or Sierra Employee Alliance, depending on location.

The Sierra Club offers a competitive salary package commensurate with skills and experience plus excellent benefits that include medical, dental, and vision coverage, and a retirement savings 401(k) plan.

This is a category #6, non-exempt, represented position.

Sierra Club values the expertise and talents of foreign nationals. Sierra Club sponsors both nonimmigrant and immigrant visas when certain criteria are met, based on immigration laws and organizational needs. Such sponsorship is at the discretion of the Department Head and Sierra Club People Department in consultation with the employee's manager. The Sierra Club cannot guarantee the approval of a visa petition. The Sierra Club is an equal opportunity employer committed to workforce belonging.

To Apply

Send resume to Loma Prieta Chapter Director at chapter.director@lomaprieta.sierraclub.org.

The Sierra Club provides equal employment and advancement opportunities to all staff members. Employment decisions are based on merit, qualifications, lived experience and skills. The Sierra Club does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, immigration status, socioeconomic status, ancestry, age, size, sex, sexual orientation, gender, gender identity, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, arrest history, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, or any other characteristic protected by law.

The Sierra Club values applicants who are people that identify as Black, Indigenous, and other minoritized groups; women; queer, transgender, gender non-conforming, and gender fluid people.

Explore, enjoy and protect the planet.