



NATIONAL  
**WILDLIFE**  
REFUGE SYSTEM



# VALLE DE ORO EJ LEADERSHIP TEAM NOW ACCEPTING APPLICATIONS

## ENVIRONMENTAL & ECONOMIC JUSTICE STRATEGIC PLAN COORDINATOR

### APPLICATIONS DUE FEB. 12, 2024

The Valle de Oro Environmental Justice Leadership Team is seeking a Coordinator to help guide the continued development and successful implementation of the Valle de Oro NWR Environmental & Economic Justice Strategic Plan.

Responsibilities will include meeting facilitation and community organizing, strategic planning and project tracking, environmental justice advocacy and more!

The Strategic Plan Coordinator will work closely with a diverse group of partners including our neighbors, grassroots and frontline organizations, local, state and federal government personnel, Tribal Nations and a network of local and national EJ partners.

*Applicants who are bilingual and/or from the local South Valley and Pueblo of Isleta areas are highly encouraged to apply.*

**WE ASK MEMBERS OF OUR COMMUNITY TO PLEASE SHARE & HELP US IDENTIFY AND ENCOURAGE LOCAL CANDIDATES TO APPLY FOR THIS POSITION!**

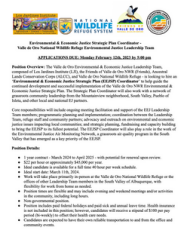
### POSITION SUMMARY

- Full-Time - 40hrs/wk
- \$22/hr, ~\$45,000/yr
- 1 Year Contract with renewal possible - March 2024 - April 2025

- Work from South Valley office with work from home options.

- Apply by Feb. 12, 2024

**FOR FULL DETAILS  
& HOW TO APPLY  
CLICK OR SCAN**



**CONTACT [EMILY@FRIENDSOFFVALLEDEORO.ORG](mailto:EMILY@FRIENDSOFFVALLEDEORO.ORG) FOR MORE INFORMATION**



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**Environmental & Economic Justice Strategic Plan Coordinator -  
Valle de Oro National Wildlife Refuge Environmental Justice Leadership Team**

**APPLICATIONS DUE: Monday February 12th, 2024 by 5:00 pm**

**Position Overview:** The Valle de Oro Environmental & Economic Justice Leadership Team, composed of Los Jardines Institute (LJI), the Friends of Valle de Oro NWR (Friends), Ancestral Lands Conservation Corps (ALCC), and Valle de Oro National Wildlife Refuge - is looking to hire an ‘**Environmental & Economic Justice Strategic Plan (EEJSP) Coordinator**’ to help guide the continued development and successful implementation of the Valle de Oro NWR Environmental & Economic Justice Strategic Plan. The Strategic Plan Coordinator will also work with a network of grassroots community leadership from the Mountainview neighborhood, South Valley, Pueblo of Isleta, and other local and national EJ partners.

Core responsibilities will include ongoing meeting facilitation and support of the EEJ Leadership Team members; programmatic planning and implementation; coordination between the Leadership Team, refuge staff and community partners; advocacy and outreach on environmental and economic justice issues impacting local communities; and strategic planning, fundraising and capacity building to bring the EEJSP to its fullest potential. The EEJSP Coordinator will also play a role in the work of the Environmental Justice Air Monitoring Network, a grassroots air quality program in the South Valley that has emerged as a key priority of the EEJSP.

**Position Details:**

- 1 year contract - March 2024 to April 2025 - with potential for renewal upon review.
- \$22 per hour or approximately \$45,000 per year.
- Ideal candidate is available for a full time 40 hour per week schedule.
- Ideal start date: March 11th, 2024.
- Work will take place primarily in-person at the Valle de Oro National Wildlife Refuge or the offices of other Leadership Team members in the South Valley of Albuquerque, with flexibility for work from home as needed.
- Position times are flexible and may include evening and weekend meetings and/or activities in the community, including long hours.
- Non-governmental position.
- Position includes paid federal holidays and paid sick and annual leave time. Health insurance is not included in this position; however, candidates will receive a stipend of \$100 per pay period (bi-weekly) to offset their health care needs.
- Candidates are expected to have their own reliable transportation to and from the office and community events.

## Key Responsibilities & Tasks:

- Read, understand, and adhere to the Environmental Justice (EJ) Principles, the Jemez Principles, and the Valle de Oro Environmental and Economic Justice Strategic Plan (EEJSP).
- Coordinate the implementation of projects, programs and priorities outlined in the EEJSP.
- Facilitate monthly meetings, ongoing communications, and decision making processes amongst EEJ Leadership Team members and perform other administrative tasks to support the team's success.
- Work with the EEJ Leadership Team to conduct regular review, evaluation/assessment, and strategic planning processes to assess priorities and the impact of the EEJ Strategic Plan.
- Develop and maintain EEJ Strategic Plan timelines and budgets, and work with Leadership Team members to secure ongoing investment and adequate funding for Plan implementation, including active or future related projects.
- Report on and represent the work of the EEJ Leadership Team and Strategic Plan at refuge staff meetings, events such as the quarterly refuge Community Update/Open House, and relevant community events in host communities.
- Lead efforts to document and tell the story of the EEJ Leadership Team's collective work, including internal work (e.g., archiving photos, contributing to grant reports, etc.) and external storytelling work (e.g., blogs, multi-media stories, news articles, community accountability reports, etc.).
- Work with the EEJ Leadership Team, fellow staff, and partners on EEJSP priorities and programs, including but not limited to;
  - Build relationships with community members in Mountain View, South Valley and Pueblo of Isleta to engage in decision-making and the development of the refuge;
  - Continue integrating environmental and economic justice into the refuge visitor experience, Visitor Center, and youth education and youth conservation corps programs - including through the Environmental and Economic Justice Library and Resource Center collection, EJ Toxic Tour, and Art and Power Gallery;
  - Help forward the development of EEJ training and curriculum materials to co-train staff, partners, interns, and volunteers;
  - Co-coordinate and co-host our annual EJ Community Days during the month of April;
  - Help coordinate appropriate and legal forms of advocacy to protect environmental and public health of the refuge and the immediate community / ecosystems we rely on;
  - Help build partnerships to support the work of the EJ Air Network, Friends Nature Store, Conservation Careers Center, and other refuge related projects/programs; and
  - Support the work of the Environmental Justice Air Monitoring Network, a grassroots air quality program that has emerged as a key priority of the EEJSP. This includes some administrative and management responsibilities for the three person EJ Air Staff.

## Qualifications:

- University degree (Bachelors or advanced degree) in relevant field **OR** Associates Degree/High school diploma/GED and significant experience in environmental justice, social justice, or community organizing/engagement work.
- Familiarity and experience with the environmental justice movement in New Mexico and/or justice movements in the communities you live, work, play, pray, and learn in.
- Strong writing, communication, organizational skills, and professional attitude.
- Comfortable working with and leading groups - including public speaking, facilitating meetings and events, and coordinating volunteers and other team members.
- Able to communicate and work well with diverse communities and languages.
- Computer skills such as e-mailing, research, word processing, spreadsheets, and creating flyers.
- Must be able to work interdependently, this will be determined after a 90-day accountability period.
- Bilingual in English and Spanish preferred but not required.
- Background working with diverse cultures and peoples in NM, including engaging with sovereign and indigenous Nations and with land-based or agricultural communities.
- Local residents from New Mexico are encouraged to apply.

## How To Apply:

- Please email your resume and cover letter to [emily@friendsofvalledeoro.org](mailto:emily@friendsofvalledeoro.org) no later than **Monday February 12th, 2024 at 5:00 pm**
- Interviews will be held the week of Feb 19-23th. Ideally, a job offer will be made by Feb 26th, and the chosen candidate will begin the week of March 11-15, 2024.

