



**CENTER FOR**  
Sustainable  
Climate Solutions

## **Climate & Racial Equity Program Coordinator Job Description**

The Global Voices program of the Center for Sustainable Climate Solutions is focusing its 2020-21 activities on raising awareness of the intersectionality of racial equity, environmental justice, and climate issues. The Global Voices program organizes opportunities for audiences to directly hear the voices of communities around the world who are being impacted by climate change, in addition to developing informative and inspiring resources to encourage engagement from churchgoers and students. The current programmatic focus for the October 2020-May 2021 period will be on providing online opportunities to learn about how communities of color and other vulnerable communities in the U.S. and Canada experience past, current and future impacts due to climate change.

The Climate & Racial Equity Program Coordinator is a contract position for a qualified and motivated individual with interest in Racial Justice, Climate Action, and Environmental Justice. The Program Coordinator will work with CSCS staff to identify and organize speakers and virtual venues that will expand the Center's outreach to churches, colleges and other groups. The Program Coordinator will work remotely. As an independent contractor, work is based on agreed deliverables rather than a specific time schedule. The position is anticipated to be roughly equivalent to 10 hrs/week.

Position Title:	Racial Equity & Climate Coordinator
Compensation:	\$6200. No benefits are provided with this contracted position, but any travel expenses are reimbursed.
Location:	Remote
Contract Length:	Nov. 1 2020 - May 31, 2021; start and dates have some flexibility
Qualifications:	<ul style="list-style-type: none"><li>Coordinator should have some general knowledge, interest and experience in working with racial equity and environmental justice (and climate issues in particular).</li></ul>

	<ul style="list-style-type: none"> <li>● Coordinator should have strong interpersonal, planning and organizational skills, and be effective at reaching out to organizations for promoting and planning events.</li> <li>● Coordinator should give attention to detail and accuracy, have flexibility, and have strong written and oral communication skills.</li> <li>● Shared commitment to CSCS values and approaches</li> <li>● Ability to work independently while coordinating activities with a team</li> <li>● Familiarity with MCC church constituency preferred.</li> <li>● Spanish fluency is helpful but not necessary.</li> </ul>
Responsibilities:	<p><b>Identifying potential speakers</b>  The program coordinator will identify speakers who can represent a variety of perspectives on racial equity, environmental justice and climate change. Coordinator will assess which potential speakers would represent a range of engaging stories and expertise on these issues. Coordinator works with CSCS staff in effectively organizing speakers into a 'speaker's bureau' that is available for events. Speakers can come from communities around the world impacted by climate change, or from communities within the U.S. and Canada disproportionately affected due to historic and systemic oppression (e.g., black, brown, indigenous, recent immigrant and low-income communities).</p> <p><b>Organizing events</b>  The program coordinator will design and organize a series of online events. Coordinator will work with CSCS and MCC staff in identifying themes and venues that can best attract participants, and that are most effective at engaging those audiences. The program would tentatively plan on at least one online series in the fall/winter. Coordinator will promote speakers as resources for congregations, colleges, etc., and will work with CSCS to respond to requests from groups who would like speakers to participate in their events.</p> <p>Depending on demand, additional events would occur in the spring, or efforts would shift to developing resources (for instance, writing articles based on speaker input).</p> <p><b>Identifying and organizing resource materials</b>  The program coordinator will help identify or create key resources that can be offered to groups wanting to engage with the</p>

intersection of racial and environmental justice (for instance, as follow-up to online events).

**Coordinate with CSCS staff** on intersections with other programs

The program coordinator will report to the CSCS director, and will be in communication with other CSCS staff to identify where activities in other CSCS programs could utilize speakers or resources of this program.

**Program Evaluation Participation**

CSCS evaluates global voices activities; the coordinator will work with CSCS staff to implement evaluation procedures. For instance, events will include follow-up surveys.