



Position: **Community Organizer for Cool the City, Richmond Campaign**
Classification: **Fulltime, Salaried, Non-Remote**
Reports to: **Executive Director**

About Virginia Interfaith Power & Light

VAIPL, a nonpartisan organization, collaborates among people of faith and conscience to grow healthy communities by advancing climate and environmental justice. VAIPL is a regional affiliate of the national organization Interfaith Power & Light. Our office is in Richmond, VA; however, our campaigns and outreach encompass the state of Virginia.

We are looking for a full-time outreach coordinator to oversee the daily operations of an exciting urban forestry and outreach campaign to address the impact of the urban heat island on Richmond. The ideal candidate will manage grant deliverables and support event planning and execution of a five-year grant.

Responsibilities

- **Community outreach**—Lead the organization's planning, coordination, and execution of tree planting, tree giveaway, and tree maintenance events with community members. Develop plans for community engagement.
- **Recruit** and train 25 tree ambassadors each year.
- **Organizational planning** - Help plan and facilitate outreach and educational urban forestry workshops
- **Project management**—Implement and manage project deliverables within budget and timeframes, including planning, outreach, purchasing, and coordinating materials (trees, soil, tools, etc.) acquisition and delivery. Collaborate with project partners and faith communities to execute project deliverables and manage vendors.
- **Grant management:** Keep accurate records for all expenditures, including travel; develop and submit quarterly summaries and final reports; manage grant partners and grantors; maintain a photo and video journal and a final report/case study; develop and update grant performance metrics.

Qualifications

- Strong community engagement/organizing skills.
- Ability to exhibit strong communication and presentation skills.
- Ability to facilitate team discussions and build consensus.
- Demonstrated ability to effectively communicate and collaborate with communities of faith and various audiences, including advocacy organizations, community advocates, elected officials, high-level public officials, and corporate officials.
- Strong anti-racist and equity background in health, environmental, and/or climate justice, including Experience with and knowledge of constituencies most impacted by environmental injustice.
- 1-3 years of project management experience, preferably in urban gardening or landscaping.
- 1- 3 years experience or knowledge of trees, forestry, or agricultural practices.
- Knowledge and interest in one or more related fields – equity and justice, environment, community development, health equity, adaptation, and urban planning.
- 1-3 years of experience working in diverse coalitions or organizing for environmental issues or political campaigns; relevant coursework or comparable professional experience will also be considered.

Hours & Compensation

- **Schedule:** 32 hours/week (includes frequent weekends and evenings)
- **Compensation:** Starting at 60k (plus mileage travel reimbursement)
- **Benefits:** health insurance, generous paid time off, and all state and federal holidays.
- **Location:** Richmond (No telework)

How to Apply

Please email your resume to fharris@vaip.org. Candidates who apply by August 30 will receive priority consideration.

Women, people of color, persons with disabilities, and LGBTQ individuals are strongly urged to apply.