

Tri-Valley CAREs

Communities Against a Radioactive Environment

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*Peace Justice Environment
since 1983*

Summary

Tri-Valley CAREs (Communities Against a Radioactive Environment) is a leading nuclear weapons watchdog organization located in the San Francisco Bay Area with more than 40-year history of influencing U.S. policy at the local and national levels. We are happy to announce that we are hiring a new **Environmental Program Manager**.

We are a 501(c)(3) nonprofit organization with an office in Livermore and a workspace in Tracy. The Environmental Program Manager (EPM) will oversee the group's environmental justice projects, including: 1) increasing the involvement of directly-affected communities in environmental decision making around Lawrence Livermore National Laboratory's main site (located in Livermore) and its Site 300 High Explosives Testing Range (located in Tracy), 2) guiding the organization's work to review, analyze and critique the government's cleanup at the contaminated nuclear sites, communicating with stakeholders, and preparing comments, and 3) coalition building with other EJ organizations, community groups, and stakeholders (including the local Spanish speaking population).

If you have a passion for environmental justice and our mission as well as excellent research and writing skills, strong communication skills, ability to conduct issue advocacy with decision-makers and community members alike, and experience crafting social media and related content, we encourage you to apply!

Additional information follows below and at <https://trivalleycares.org/career-opportunities>

Key Responsibilities

- Oversee Tri-Valley CAREs' environmental grants, both government and foundation, ensuring that activities are carried out on time and on budget, and new grant applications are drafted;
- Oversee the group's environmental monitoring activities, including reviewing complex government environmental compliance documents, incident and accident reports, and Superfund (cleanup) reports;
- Steward the group's Tracy Environmental Advisory Committee and represent the organization in coalitions and networks with other community and environmental justice organizations;
- Assist in the drafting of technical reports, briefing papers, fact sheets, blogs, and other written materials for government officials, media, Tri-Valley CAREs' membership and the public;
- Develop and maintain knowledge of the environmental justice and health impacts of nuclear activities and Tri-Valley CAREs broader mission to achieve nuclear disarmament;
- Participate in meetings with agency, congressional and administration officials who have oversight responsibility for cleanup at nuclear weapons sites;
- Speak at venues ranging from the organization's monthly meetings, local community meetings, occasional public hearings and meetings with state and federal elected officials;

- Assist the group’s public communications, including social media postings and letters to the editor. Make public appearances on organizations’ behalf on environmental topics. This may include occasional canvassing in neighborhoods in the region;
- Organize, facilitate and/or play a leadership role in planning and conducting organizational events and participating/tabling at public events in the region.
- Work under the direct supervision of the organization’s Executive Director and in collaboration with the group’s Bilingual Community Organizer.

Qualifications

- Two years of directly relevant work experience, with preference given to work at an issue-based nonprofit where the position involved responsibility for management of a grant, research, writing, and community organizing. Equivalent experience in another field (government, private company) can be considered but please explain the skills in your cover letter.
- Excellent oral and written communication skills. Spanish language skills are a major plus.
- Demonstrated expertise in supervising volunteers in a collaborative environment.
- Outstanding organizational skills and ability to prioritize diverse tasks and deadlines.
- Experience public speaking, making presentations and community organizing skills.
- Knowledge of environmental policies and environmental justice principles and an eagerness to delve into any additional areas central to Tri-Valley CAREs’ mission.

Compensation and Benefits

Salary: \$30-34/hour depending on experience

Benefits:

- Per the organization’s standing policies, compensation includes joining the organizations Kaiser Silver Health Plan with Delta Dental.
- Ten paid holidays.
- Paid vacation (one week can be taken during the first year with one week added annually up to a total of three weeks at three years).
- Annual retirement benefit of \$1,500 beginning at the completion of the first full year.
- Hybrid work schedule with three days required in the Livermore office and/or Tracy workspace and others available as work from home days.
- A work schedule of 32 hours to 40 hours of employment per week, with appropriately sized scope of work determined in an ongoing bases with the Executive Director.

Application Timeline and Requirements

- Timely application is recommended. The application period for the position will open on October 5, 2024, and will close when the hiring committee finalizes its selection. All applicants will be notified by email.
- Additionally, all applicants can expect a timely communication from the hiring committee that will include any next steps, such as an in-person or virtual interview.
- Submit your resume plus a one-page cover letter specific to the Tri-Valley CAREs Environmental Program Manager position and your interest.

- Include an original writing sample (any topic, no co-authors, two to five pages). An excerpt from a longer piece is fine. Please send something you have already written.
- Include three professional references; at least two of which are direct supervisors with their email and phone.
- Send application materials in PDF to the Executive Director at scott@trivalleycares.org with your last name in titling all parts of your submittal. Only complete applications will be reviewed.

For more information: <https://trivalleycares.org/career-opportunities>