

PROGRAM ASSOCIATE

Position Description

THE OPPORTUNITY

Coming Clean is seeking a Network Program Associate for our busy and thriving national network of environmental health organizations working in strategic partnership with the national environmental justice network, the Environmental Justice Health Alliance for Chemical Policy Reform (EJHA). The Program Associate will improve the functioning and effectiveness of the Coming Clean network by supporting intra-network communication, member onboarding and engagement, and providing logistical support for member gatherings and virtual meetings.

The Program Associate will report to, and take direction from, Coming Clean's Network Manager.

PRIMARY ROLE & RESPONSIBILITY

The Program Associate's primary role and responsibility is to assist in the operation and membership engagement of the Coming Clean Network and to provide logistical support for program convenings. This will include ongoing tasks like maintaining membership records and consistent communication of opportunities, as well as special projects such as assisting with logistics of periodic in-person meetings.

RESPONSIBILITIES

- **Support member engagement in the Coming Clean network** through maintaining internal communication tools and highlighting opportunities for members to participate:
 - Send weekly emails to the network, tracking upcoming meetings, action opportunities, events, member news, and resources
 - Monitor listserv conversations, adding to them as needed, and compiling resources and action items that should be highlighted across the network; assess member communication gaps/challenges, and work with Network Manager to implement any improvements

- Administer our member site (platform: Groups.io), including adding people to the main or sub lists as needed, providing support and troubleshooting for staff and leaders, ensuring that directory and files library stay up to date, etc.
- Suggest topics for Monthly All Members Calls and support with outreach, reminders, note taking, and facilitation as needed
- **Support Network Manager in maintaining member database and evaluating member engagement**
 - Maintain a detailed membership database and map of the network, regularly assessing gaps, setting and monitoring engagement goals and metrics, and identifying opportunities to deepen member engagement
 - Implement periodic membership update surveys, including helping in determining what information we need, data collection and entry, participation reminders, etc.
 - Collect data throughout the year to compile for yearly engagement/participation audit, compiling information such as meeting attendance, listserv participation, actions taken, and other membership activity
- **Support onboarding of new members into the network**
 - Guide members through onboarding process: responding to initial contact requesting membership, sharing onboarding documents, gathering information to upload them into our database, and scheduling orientation meeting with the Network Manager
 - Develop system to streamline extended onboarding/orientation follow up
 - Support updates to membership documents as needed
- **Compile and share member and network accomplishments**
 - Keep record of major milestones reached, spotlight member accomplishments through member spotlights/celebration board, and frame our collective wins in the narrative of the Louisville Charter
 - Support the Program Director in managing annual program plans and program tracking (including information collection from leaders, teams, and members; monitoring the status of priorities and activities; maintaining tracking documents; etc.)
- **Provide coordination and logistics support for program calls and meetings**
 - Schedule Coming Clean Leadership calls and other programs calls as needed, sending agendas and reminders, taking and disseminating call notes, and following up on commitments and action items as needed between calls
 - Provide logistical support and coordination for in-person team meetings, including making travel arrangements for attendees, monitoring of meeting

budgets, identifying meeting venues, interfacing with venue staff, circulating pre- and post- meeting materials and other tasks as needed

- Provide logistical support and coordination for member delegations (to Capitol Hill or similar), including making travel arrangements for attendees, monitoring of travel budgets and other tasks as needed
- Support the Operations & HR Manager in the planning and execution of network-wide convenings

GENERAL RESPONSIBILITIES & EXPECTATIONS

- Participate fully in Coming Clean’s staff team (including staff meetings and calls, joint planning and work tracking, organization-wide events, intra-staff communications, thinking creatively about how to advance Coming Clean’s mission, etc.).
- Communicate clearly and reliably as needed via phone, video conference, email, and in person with Coming Clean and EJHA members, allies, staff, and consultants; pro-actively and constructively raising up challenges and pursuing solutions; and being accountable for achieving task deadlines (or modifying those deadlines with adequate notice if necessary).
- Exhibit professional, courteous behavior; polite persistence; problem-solving skills for routine tasks as well as in urgent situations; promotion of Coming Clean program goals and principles; furtherance of our strategic partnership with EJHA; and alignment with Coming Clean’s mission, goals and objectives.
- Ably represent Coming Clean, and our chemical campaigns and priorities, at strategic gatherings and in presentations.
- Understand and adhere to the Coming Clean Principles, the Principles of Environmental Justice, the Jemez Principles for Democratic Organizing, and the Louisville Charter.
- Some travel is required for this position, including attending staff gatherings and certain program meetings (teams, general meetings, etc.) for on site logistics management and meeting support.

QUALIFICATIONS

- Demonstrated commitment to progressive movement organizing, principled collaboration, and racial justice.
- Experience in, knowledge of, and passion for relevant issues including environmental health, chemical pollution, economic and Environmental Justice, clean energy, sustainable food production, and/or preventing climate change.
- At least 1 year experience in administrative, logistical, or similar support roles.

- Exceptional attention to detail and comfort maintaining and ensuring consistent accuracy of large databases.
- Ability to synthesize large amounts of information into clear and concise notes, action items, and work plans.
- Excellent written and verbal communication skills, and strong listening skills.
- Skill at managing relationships and working collaboratively and respectfully with individuals and organizations of diverse backgrounds, and with diverse priorities.
- Strong personal organization skills and ability to prioritize and tackle multiple projects and tasks at once, within established deadlines and in accordance with long term plans.
- Creative, self-motivated, and able to work independently and as part of a team.
- Ability to travel and attend in-person meetings (within Covid-19 guidelines).