

Hoosier Environmental Council

Environmental Justice Center Manager



About the Opportunity

The Hoosier Environmental Council, Indiana's leading, statewide environmental educator and advocate, is seeking a full-time Environmental Justice Center Manager. At HEC, we are growing our Environmental Justice Program, including work to help address the environmental, climate resiliency, and energy needs of communities around Indiana. The Environmental Justice Center will support community groups by providing a forum to create networking opportunities, provide technical assistance, training for community groups, and advocacy support on environmental justice issues.

The Environmental Justice Center Manager will be a pivotal member of the team developing and managing the HEC Environmental Justice Center and carrying out environmental justice programming. This will be an opportunity to make a positive impact for Hoosiers, especially those living in disadvantaged communities, and to help advance environmental justice policies in Indiana.

Principal Responsibilities

Job responsibilities of the Environmental Justice Center Manager will be to:

- Create inclusive and accessible adult learning environments, virtually, in person and hybrid.
- Develop and implement environmental justice programs, particularly education and outreach campaigns.
- Assist in advocating for policy to advance environmental justice in Indiana.
- Maintain and grow partnerships and coalitions.
- Maintain and grow environmental justice web content.
- Occasionally represent HEC at community events.
- Track and document program related metrics.
- Write reports documenting the work accomplished.
- Assist in writing grant applications.

Preferred Qualifications

In addition, the ideal candidate will have:

- A bachelor's degree and at least six years related work experience, or advanced degree with at least four years of direct experience.
- At least two years of experience with adult learning design, and best practices in adult education and training required.
- Proven ability to foster collaboration across diverse constituencies.
- Proven ability to organize workshops, conferences, and trainings, and lead effective discussions at varying levels.
- Demonstrated experience in building community.
- Understanding of, and ability to manage for, justice, equity, inclusion, privilege, and power dynamics among groups.
- Excellent verbal and written communication skills.
- Strong leadership skills with the ability to independently develop solutions and problem solve in ambiguous or unfamiliar situations.

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- Strong communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Computer literate including familiarity with Microsoft Office 365.
- Ability to work with a broad range of segments of society.
- Self-motivated and able to work independently.
- Collaborative when working in a team setting.
- Knowledge of environmental justice issues.
- Previous experience in program development, training, website management, community organizing, or project management considered a plus.
- Ability to travel throughout Indiana.

About HEC

The Hoosier Environmental Council (HEC) was founded in 1983 and is an independent 501(c)3 not-for-profit organization serving the State of Indiana. HEC's goal is to make Indiana a better place to live, work, and play. In pursuit of these goals, HEC engages in the core activities of advocacy and education to support quality environmental policy and practice across the state. HEC aims to work in harmony with nature and people, creating lasting partnerships that will benefit both. By bringing issues to the forefront and encouraging an open discussion about Indiana's environmental well-being. HEC helps shape laws, create jobs, protect the environment, and improve quality of life. Learn more at <https://www.hecweb.org>.

To Apply

This is an exciting and critical time to work at HEC. Indiana is seeing increasing opportunity and demand from business leaders, public sentiment, faith communities and federal, state, and municipal dollars to address issues related to climate change, the environment, and environmental justice. HEC is a meaningful platform, and this is a pivotal time for someone like you to make a difference. To apply, send your resume and cover letter to careers@hecweb.org. Competitive benefits and salary available.