



**Position Posting:
Climate Equity Coordinator**

Eastside Community Network is seeking a person for a coordinator position in its Climate Equity Department. Experience with environmental issues is not required, though openness to learning about new topics is. Successful candidates will be able to demonstrate their knowledge of the eastside of Detroit and willingness to learn about climate resiliency. Resumes should be submitted to rackerman@ecn-detroit.org and will be reviewed on a rolling basis until the position is filled. Expected salary in the range of \$35,000-\$40,000.

Position Title: Climate Equity Coordinator

Reports To: Director of Climate Equity

Position Terms: Full Time with Health, Dental, Vision and Life Benefits

Position Scope: Coordinate projects for the Climate Equity department on issues relating to climate change, environmental justice, and sustainability with main duties centering on composting and flooding issues

Baseline Qualifications:

- Knowledge of community needs, priorities, and leadership
- Passion for Detroit and advocating for positive change in the city
- Experience working in Detroit communities, especially the eastside
- Strong organization and logistical management skills
- Comfort with using technology (email, video conferencing, Microsoft Office Suite, etc.)
- Open to building knowledge around climate resiliency, environmental justice, and other related topics
- Excellent communication and relationship-building skills
- Proven ability to engage and interact with diverse populations
- Proven ability to take initiative and work independently
- Willingness to develop new skills and knowledge as needed

Desirable Qualifications:

- Resident of Detroit's Eastside
- Experience in climate, environmental justice, sustainability, or other environmental work, especially waste management, composting, flooding issues, and/or other water issues
- Familiarity with Detroit city government officials and programs

Key Responsibilities:

- Supporting ECN's Climate Equity work with specific focus on community composting and flooding
- Coordinating project work, payments, schedules, budgets, and meetings with partner organizations
- Outreach and education efforts with residents across the eastside
- Expanding knowledge of sustainability and climate change issues
- Organizing, attending, and participating in community meetings hosted by ECN and other groups
- Preparing materials, taking notes, and creating next steps for meetings
- Connecting residents to available resources
- Providing administrative support as needed
- Undertaking other project tasks as required