



November 30, 2020

Re: Valle de Oro National Wildlife Refuge Environmental & Economic Justice Program Coordinator Position

The U.S. Fish & Wildlife Service (USFWS), Valle de Oro National Wildlife Refuge (NWR), Los Jardines Institute (LJI), and the Friends of Valle de Oro National Wildlife Refuge (FVDO or Friends), collectively forming the Valle de Oro NWR Environmental Justice (EJ) Leadership Team, are hiring a program coordinator. This new program coordinator would support the work of the EJ Leadership Team to grow an Environmental and Economic Justice Program for Valle de Oro National Wildlife Refuge guided by the Valle de Oro NWR Environmental and Economic Justice Strategic Plan (EEJSP).

This position will be hired and managed by the Friends of Valle de Oro National Wildlife Refuge, and the program coordinator's goals or work activities will be determined by the EJ Leadership Team in accordance with the EEJSP, currently being updated for 2021-2025. There is flexibility for this to be a regularly scheduled part-time position, or a sub-contractor position, depending on the needs of the ideal candidate. This position is funded by a grant from the Environmental Protection Agency (EPA) Environmental Justice department and is therefore a short-time position through the grant period, which ends in September 2021. However, the EJ Leadership Team along with this program coordinator will work to identify future funding sources to maintain this position, therefore there is opportunity for it to be extended beyond the grant period.

Attached is a detailed job description including responsibilities and tasks as well as the qualifications we are seeking from our ideal candidate. **Interested applicants should send a cover letter and resume to aryn@friendsofvalledeoro.org with the subject line of "EJ Program Coordinator Application" by the application deadline of 5:00 pm on Monday January 11th, 2021.** If you have any questions, feel free to email Aryn LaBrake at aryn@friendsofvalledeoro.org or any members of the EJ Leadership Team listed below. We encourage interested applicants to review the [summary of the Valle de Oro NWR EEJSP](#), which lists the six goals of the plan and action items.

Sincerely,
Valle de Oro NWR Environmental Justice Leadership Team

Jennifer Owen-White, Refuge Manager, Valle de Oro NWR
jennifer_owenwhite@fws.gov, 505-933-2708

Sofia Martinez & Richard Moore, Co-Coordinators, Los Jardines Institute
ljinewmexico@gmail.com, 505-573-1904

David Barber, President, Friends of Valle de Oro NWR
david@friendsofvalledeoro.org, 505-400-4381

**Valle de Oro National Wildlife Refuge (NWR)
Environmental & Economic Justice Program Coordinator (EEJPC)**

Position Description:

Part-time or sub-contractor position. \$15,000-\$17,000 (February 2021-September 2021)

The Valle de Oro NWR EEJPC will act as a community liaison to grow an Environmental & Economic Justice Program & curriculum outline for the Valle de Oro National Wildlife Refuge. The EEJPC will work closely with the Valle de Oro Environmental Justice Leadership Team (EJLT) comprised of the Friends of Valle de Oro NWR (Friends), Valle de Oro NWR and Los Jardines Institute (LJI).

Responsibilities & Tasks:

- Read, understand and adhere to the Environmental Justice (EJ) Principles, the Jemez Principles, and the EJLT program mission and policies as outlined in the Environmental and Economic Justice Strategic Plan (EEJSP).
- Work with EJLT to develop outreach and communication strategies for input into developing an EJ curriculum and implementation of the EEJSP.
- Work with EJLT to generate a list of community contacts and potential EJ trainers.
- Survey community members on curriculum content at various community meetings, public forums, and through other outreach efforts.
- Maintain contact with and assist consultants on EJ curriculum outline.
- Report on progress to EJLT at its monthly meetings.
- Develop EJ materials for the community, such as flyers, brochures, information sheets, etc.
- Assist in identifying sources and applying for additional funding to support EEJSP goals.
- Assist in organizing the annual Environmental Justice Community Day event and plan to utilize the event as a platform to share curriculum content, educate residents about projects under the EEJSP, and inform ways they can contribute.
- Make community presentations on EEJSP and curriculum.
- Create the final EJ curriculum outline and report.
- Position times are flexible and may include evening and weekend meetings and/or activities.

Qualifications:

- High school diploma and experience in environmental justice, social justice or community organizing/engagement work.
- Good writing, communication and organizational skills.
- Professional attitude.
- Able to communicate and work well with different communities and groups.
- Computer skills preferred, but not required, such as: e-mailing, research, word processing, spreadsheets and creating flyers.
- Must be able to work independently.