Position: Justice40 Hub Outreach Coordinator

About:
The Justice40 Initiative is a part of President Biden’s Executive Order, Tackling the Climate Crisis at Home and Abroad, creating a government-wide initiative with the goal of delivering 40 percent of the overall benefits of relevant federal investments to disadvantaged communities and tracking performance toward that goal through the establishment of an Environmental Justice Scorecard.

The Deep South Center for Environmental Justice and the Bullard Center for Environmental & Climate Justice at Texas Southern University have organized 22 Regional Hubs in 10 U.S. states that will be managed by leaders of community-based organizations. 22 Regional Hub Leaders have received training that will help bolster the capacity of community-based organizations to secure funding for environmental justice projects in their communities.

The Deep South Center for Environmental Justice is seeking 7 individuals to support Justice40 programming as Hub Outreach Coordinators.

This is a 6-8 month independent contractor position.

SCOPE OF WORK | $1,000/MONTH | $25/HR | 10 HOURS PER WEEK

- Reports directly to J40 Hub Capacity Manager
- Facilitates the delivery of customized consultant services to Regional HUB Leaders
- Schedules and Manages focus groups with DSCEJ’s J40 consultants and Regional Hub Leaders focusing on the areas of:
  - Education & Capacity Building
  - Technical Assistance
  - Fed/State/Local Funding Assistance
  - Grant Writing/Management Assistance
- Consults with J40 Hub Capacity Manager on progress of Regional Hub Leaders.
- Schedules Bi-Monthly check ins with Regional Hub Leaders focusing on the following areas:
  - Progress/Status: Recruited/additional HUB Members
  - Progress/Status: Fed/State/Local Connections
  - Progress/Status: Roadmap Reporting
- Facilitate the engagement of DSCEJ staff, consultants, and/or partners to strengthen efforts by Regional Hub Leaders to meet targeted project milestones.
- Informs Regional Hub Leaders about federal funding opportunities (provided by DSCEJ).
● Assists Regional Hub Leaders to track federal funds directed to their state and local governments (information will be provided by DSCEJ).
● Assists Regional Hub Leaders with accessing DSCEJ tool kits and informational resources, as well as research data assistance by the Bullard Center for Climate and Environmental Justice.
● Documents all project activities, time and effort in monthly reports to the J40 Hub Capacity Manager.

NOTE: The Outreach coordinator will ensure that our team of consultants has any information/data needed ahead of the focus group. The consultant will be responsible for the organization of the focus group agenda, goals and output.

EMAIL RESUMES TO: FUZIEHJ@DSCEJ.ORG. Please include “Hub Outreach Coordinator” in the subject line.