For Immediate Hire
Project Associate with Environmental NonProfit
The Center for Creative Land Recycling

California residency is required. This is a full-time position.

About the Organization
The Center for Creative Land Recycling’s mission is simple: drive responsible, equitable, and sustainable development on land that’s already been used. By cleaning up and building on underutilized and potentially contaminated land (sometimes known as “brownfields”), communities preserve open space, remove environmental contaminants, and create the kinds of vibrant neighborhoods where we all want to live. CCLR is a national organization with its headquarters in California. New state and federal funding is driving land reuse across the country, and CCLR is going through an exciting stage of growth. To learn more about CCLR, visit www.cclr.org.

Position Overview
Reporting to senior staff, the Project Associate (PA) will support CCLR’s communications and delivery of educational services under contracts with CA Department of Toxic Substance Control (DTSC) and U.S. Environmental Protection Agency (EPA). In this capacity, the PA will be responsible for supporting communication and outreach efforts to draw in applicants for grant funding in disadvantaged communities. The ideal candidate will have a track record in organizing in-person events and webinars, have excellent organization, time management, and communication skills and have experience in project management. The PA will work with the whole team, but primarily with the Program Manager to support both DTSC’s ECRG (Equitable Community Revitalization Grant) and Technical Assistance Grant (TAG) programs under DTSC’s Clean Up in Vulnerable Communities Initiative.

Essential Duties and Responsibilities include the following:

For the Equitable Community Revitalization Grant (ECRG):

- **Outreach/Education:** Work with CCLR’s Communications Manager to promote events including drafting event description, session blurbs, event graphics, and developing the e-blasts in Mailchimp. Candidate will help organize promotional and outreach campaigns and engage in timely distribution of ECRG/TAG grant program information through all media channels - email, website, social media, and promotional online and in-person events.

- **Material development and dissemination:** Candidate will assist program and technical staff to develop collateral material around specific topics related to equitable brownfield development and ECRG/TAG awardee success stories.

- **Manage Logistics:** Manage all logistics surrounding the organization and execution of online and in-person events for DTSC’s ECRG and TAG programs, including:
  - Set up and oversee online registration
  - Add webinars to CCLR’s website (wordpress)

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- Identify and prep the appropriate online platform for virtual events
- Support grant applicant technical assistance sessions
  - **Prepping Speakers and Staff**: Ensure speakers and event staff are prepared and understand their roles, responsibilities, and deliverables. This includes scheduling and leading dry-runs, drafting event playbooks, and sending reminder emails.
  - **Community Engagement**: Work on expanding our outreach list and conduct phone or in-person meetings with community partners.
  - **Event Execution**: For in-person events, oversee and direct all on-the-ground activities. For online events, manage the back-end of the chosen virtual platform (Zoom, GoToWebinar, etc.)
  - **Tracking and Evaluation**: Work with the Program Manager to track the number and type of events CCLR organizes and evaluate event success using online and printed surveys.
  - **Program Reporting**: Create a monthly dashboard of metrics for DTSC from CCLR’s Salesforce. Use Clickup or project management software to insert tasks/deliverables by date.

**For The Technical Assistance Grant (TAG) program development:**
This program provides small grants to support communities with environmental justice concerns to hire a qualified technical advisor and engage in citizen science and/or community involvement to address brownfield properties. The PA will support TAG in much the same way as with the ECRG including organizing webinars and conducting outreach, but will be more active in application development and scoring and providing grant support assistance in consultation with technical staff.

**The ideal candidate will have the following experience and qualifications:**
- B.A. or B.S. in Communications, Urban Planning, Social or Environmental Sciences, or other related studies that have contributed to knowledge of the land reuse field.
- A minimum of two years of proven project management and/or program design/development experience.
- Experience with a range of communications, meeting, project management, and graphic design software such as Clickup, Salesforce, Calendly, Mailchimp, SurveyMonkey, Zoom, and Canva.
- Ability to prioritize multiple tasks, meet firm deadlines and work independently.
- Personal and professional experience with and commitment to social and environmental justice.
- Demonstrated knowledge and experience in grassroots organizing and/or educational, community-oriented events around land reuse and social/environmental justice.
- Superior oral communication, writing, editing, and proofreading skills.
- Self-starter with strong experience working independently.
- Bi-lingual preferred.

**Position: This can be a remote position** but residence in California is required. Candidates must have regular access to the technology needed to execute the role.

**Compensation and Benefits**
Applications will be reviewed on a rolling basis. This is a full-time, non-exempt staff position. The salary range for this position is flexible, yet will be between $25 - $33 an hour with consideration based on

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experience and qualifications. Benefits include health care reimbursement, paid vacation and sick leave, and IRA retirement savings account with employer match.

CCLR is an equal opportunity employer that highly values diversity. We seek talented and qualified individuals regardless of age, ancestry, color, creed, ethnicity, gender identity, marital status, military obligations, national origins, physical abilities, race, religion, socio-economic status, sexual orientation and veteran status.

TO APPLY: please send your cover letter and resume to info@cclr.org with your name and Project Associate in the subject line. Your application will not be considered without a cover letter.