

**Advocacy Program Manager
for
Generation Our Climate (“GOC”)
A Program of the Resource Renewal Institute (RRI.org)**

Job Title: Advocacy Program Manager

Department: Generation Our Climate

Location: Fairfax, CA. (Flexible) Travels to locations in the Bay Area as necessary to implement campaign plans

Reports To: Director, Generation Our Climate

Context:

Resource Renewal Institute (RRI) is a 40-year-old 501(c)(3) non-profit organization based in Fairfax, California. RRI has several long standing environmental programs addressing public lands, sustainable agriculture, water management, and multimedia environmental projects.

Generation Our Climate (“GOC”) is a 5-year-old youth-founded program (now at RRI) focused on activating and mobilizing youth to directly engage in climate policy and climate regulation in California. The advocacy efforts are concentrated on youth presenting testimony at the local, regional and state levels of government to demand meaningful and immediate climate protection actions.

Scope:

The Advocacy Program Manager will provide essential support and direct engagement in all related program activities (administration of media platforms, on-boarding of youth, assistance with testimony research and preparation, hearings attendance, logistics, etc.).

In-office hours (Fairfax, CA) will be 8-14 hrs/week at outset, then soon shifted to remote. Some travel in the Bay Area is necessary, with all expenses paid.

Job Activities include but are not limited to:

1. Administration of our media platforms
 - a. Website, Twitter, Facebook, LinkedIn, TikTok
2. Ongoing recruitment and on-boarding of youth volunteers
 - a. Regular communications with the youth that join the “team”
 - i. Phone, text, Zoom/Google Meet

3. Maintain a calendar of targeted government boards, councils and associated committee meetings
 - a. Assist with the prioritizing of hearings and meetings
 - b. Analyze agendas and relevant staff reports to identify hearings to attend
 - c. Communicate with board/council administrative staff to secure time blocks for youth to testify
4. Provide assistance to each student in drafting and preparing their individual testimonies for hearings or public speaking opportunities
 - a. Edit scripts and assist with visual aids
 - b. Assist with presentation rehearsals
5. Onsite support at hearings
6. Preparation of transportation logistics for hearing attendance
 - a. Direct participation in transportation to/from hearings
7. Documentation (photos, brief summaries) of the youth team at the hearing
8. Guidance and assistance for youth follow-up communications with government bodies.
9. Grant writing and related fundraising support to GOC/RRI
10. Measure and evaluate the success of activities with Director and RRI staff to ensure progress towards the program's goals.
11. Perform administrative, clerical, and other miscellaneous duties as assigned by supervisor.

Skills we seek:

We are seeking the following skills and experience:

- Planning and implementing advocacy campaigns, strategic initiatives, or similar efforts with clearly defined goals, which includes strategy, organizing, media relations and contacts with political and business leaders.
- Working knowledge of climate and environmental justice issues affecting California and the Bay Area.
- The ability to coordinate across a variety of social justice issues. Must share a commitment to prioritizing working alongside underserved or historically underrepresented groups.
- Excellent verbal communication skills and demonstrated ability to clearly articulate ideas and easily strike up conversation with diverse groups of people.
- Strong and persuasive writer.
- Ability to work independently, cooperatively, and effectively with public, staff, and volunteers. Strong ability to network, build trust, and build working relationships.
- The ability to develop and build contacts with environmental coalition partners in the Bay Area.

Compensation:

This is a part-time 20-hour-per week, at-will position with a starting hourly rate of \$25/hour. The position may evolve into a full time position.

The Resource Renewal Institute is an equal opportunity employer committed to workforce diversity.

To Apply:

This position does not have an undergraduate education requirement. If you choose to include your education history, please remove your schools from your resume. You may leave your degree (e.g., "B.A. Philosophy"), but please remove any undergraduate and graduate school names.

This anonymous process is aimed at opening this opportunity to more candidates, reviewing applicants on performance assessments and mitigating bias in the decision making process.

Lastly, we are intentionally not asking for a cover letter, so please do not send one in with your application.

For more information please go to: <https://www.generationourclimate.org>

Contact: Daniel Heagerty at ddheagerty@gmail.com

Cell: 503-720-5506