

### **Announcement—Program Coordinator**

*The GEC does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations. At the GEC, we don't just accept difference—we celebrate it, we support it, and we thrive on it for the benefit of our initiatives and Georgia's natural resources.*

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### **Summary**

GEC was founded in 1990. Its mission is to assure a clean environment and healthy economy for citizens of coastal Georgia. GEC engages residents who live, work, and play in neighborhoods near hazardous waste sites and active polluting industries; have poor air and water quality; or who face impacts from climate change. GEC advocates for environmental justice and works to empower affected citizens by organizing them around a united vision for change.

GEC is recruiting a motivated and organized professional to assist in coordinating Brunswick and the greater Glynn County around local environmental health concerns (air quality, resilience, etc.). Over the past 34 years, the GEC has helped organize communities around environmental justice concerns and provided crucial environmental health services to coastal Georgia.

The Program Coordinator position will work to build community power and network with community leaders and residents of Brunswick's environmental justice community. The ideal candidate will have grassroots organizing experience, knowledge of Georgia's environmental challenges, especially those facing coastal regions, and experience building relationships with a wide variety of constituencies. Responsibilities include: outreach and dialogue with diverse communities and communities disproportionately subjected to environmental harms; networking with a wide variety of stakeholders to grow broad community support for solutions; organizing public outreach events, training workshops and partner meetings; and developing communication materials to support all activities.

The Program Coordinator must report directly to the organization's main office in Brunswick; remote work is subject to the discretion of the Executive Director.

### **Primary Tasks and Responsibilities**

- Engage with local leaders from state and local government, universities, environmental organizations, and residents within the EJ community to build consensus around local environmental pollution concerns.
- Engage and build leadership among communities disproportionately affected by environmental hazards and those with health and other social risk factors (i.e., those with risk factors that make them less resilient to disaster).
- Conduct outreach to churches, community centers, neighborhood planning assemblies, etc.
- Organize program and logistics for various sized meetings (e.g., coalition-building and partnership meetings, training workshops for the EJ community, and public outreach events).
- Give presentations and serve as a resource to grassroots activists, community leaders, and other advocacy groups to provide information and resources related to Brunswick's legacy pollution and actively polluting industries, and climate/health related topics.
- Elevate the voices of the EJ community and motivate action through civic engagement and awareness campaigns.
- Develop communications to feature community voices via GEC's e-newsletter, Facebook site, social media accounts, and written press releases, articles, and flyers/postcards.

**GLYNN ENVIRONMENTAL COALITION**  
**Program Coordinator – Position Announcement**

### **Required Education and Experience**

- Bachelor’s degree or equivalent education or work experience in a relevant field.
- ~1 year of organizing or volunteer experience with a demonstrated record of excellence and accomplishments.
- Basic office skills and knowledge of Microsoft Office, Zoom, and Google Drive; competent social media skills across platforms including but not limited to Facebook, Instagram, and Canva.

### **Preferred Qualifications**

- Passionate about working to alleviate environmental injustices.
- Excellent interpersonal and cultural sensitivity to respectfully work with the EJ community
- Highly skilled in building relationships, trust, and motivation.
- Excellent organization and time management skills with ability to prioritize and manage multiple tasks in a fast-paced environment.
- Ambitious individual who self-motivates, creative problem-solver, and a self-starter.
- Excellent oral and written communication skills; comfort with public speaking, giving presentations, hosting events, and engaging community and partner groups.
- Ability to work independently and as part of a team.
- Virtual and in-person event planning experience.
- Education, work, or volunteer experience related to community campaign canvassing, environmental justice and other environmental issues.

### **Additional Details**

- Full-time, \$45,000 to \$50,000 annually, compensation commensurate with experience.
- Due to the nature of the work, early morning, evening, and weekend work *is required* to facilitate meaningful community engagement.
- Reliable transportation is necessary to travel locally around Brunswick for community engagement.
- The position will remain open until filled and work will start as soon as allowable.

### **How to Apply**

Interested individuals should submit a complete application via email to [gec@glynnenvironmental.org](mailto:gec@glynnenvironmental.org) with “Program Coordinator - Application” in the subject line.

A complete application includes:

- **One (1) PDF file** no more than five (5) pages in length containing:
  - A cover letter describing relevant professional/personal experience, interest, and preferred compensation
  - A resume or CV
  - Three references

Application materials *must be merged* into **one (1) PDF file** totaling no more than five (5) pages in length. *Incomplete applications will not be considered.*

Completed applications can be submitted via email to *Within 72 hours, you will receive an email confirming receipt of your application.* **If you do not receive a confirmation email, please call 912-466-0934** (your email likely has gone to spam).

For questions about this opportunity, please contact Rachael Thompson by emailing [gec@glynnenvironmental.org](mailto:gec@glynnenvironmental.org) or calling 912-466-0934.