Community Capacity Specialist

Main Point Person: Adrienne Hampton, Climate Justice Policy Manager

Position Location:
This position is flexible to work from home and an in-person hybrid schedule. We ask applicants to live or work in the Greater Seattle area by date of hire. Our office is located at 7400 3rd Ave 98108 (3 steps, 1 floor, no push button, 1 all gender bathroom, etc).

Position type: Full time, 37.5 hours per week, non exempt

Salary: $25/hr

Benefits:
23 days paid time off, 11 paid holidays, flexible, family-friendly schedule, medical (zero-deductible HMO and PPO options), retirement, dental, short- and long-term disability, life, and AD&D insurance, with RVC covering over 90% of the costs of the insurance package. Transit ORCA card available as well.

Start date: 6/6/2022. This position is a collaboration between RVC and Duwamish River Community Coalition (DRCC)

Who is DRCC?
Established in 2001, the Duwamish River Community Coalition (DRCC) provides resources, knowledge, and action to build a more just and equitable environmental future. DRCC elevates the voice of those impacted by Duwamish River pollution and other environmental injustices for a clean, healthy, equitable environment for people and wildlife. We promote place-keeping and prioritize community capacity and resilience.

What are DRCC Values?
Place based/Place-keeping, people power, community centered, transformation, justice/truth to power, adaptive, service/reciprocity and accountability.

What is our Working Culture Like?
DRCC is a small and mighty team that centers a dynamic and highly interdisciplinary environment. We host a bright, energetic and highly collaborative environment. Beyond monitoring the cleanup of Seattle's Duwamish River, we are guided by the voice of our community which is negatively affected by the environmental, social and economic impacts of pollution and climate change. Our staff are holistic in their work and we value relationship building with the community and each other. Due to the nature of our intersectional work, we all take the time to familiarize ourselves with issues relevant to communities and our colleagues’ respective programmatic focuses. We maintain an open-ended sense of curiosity, while most importantly, we center community experience and community voice in all the work we do.

Who is RVC?
RVC strengthens the power of Black, Indigenous, and people of color in order to create a more equitable society through capacity-building, leadership development, and operations support. We accomplish this through our core programs and services as well as through leading partnerships with community members and organizations of color. These members and organizations provide support services
tailored to the strengths and needs of the communities they serve. For this reason, people of color are encouraged to apply to our job postings.

**Summary of the Position**
This position will be an essential part of the DRCC Team. The fellow will work closely with Adrienne, Climate Policy Manager, and Maggie, Community Engagement and Communications Specialist. We seek someone who is passionate about community organizing, knowledge sharing as well as responding to and working to resolve emerging community needs – mostly issues that stem from living and working in an environmental justice community.

Overall, the position will be responsible for supporting the coordination of proposed public policy initiatives, plans, requests and processes (at city, county, state and federal levels) which impact the Duwamish Valley, while raising awareness of such actions through meaningful engagement within the community in a variety of ways.

The Fellow will be heavily involved with DRCC programs, community engagement, and strategic communications to support advocacy and strategic partnerships in order to advance health equity in the Duwamish Valley! DRCC has defined programs and also responds to emerging needs on the fly! The position will increase awareness of existing issues and strategies in place so that issues can be addressed with recommendations from the community. The fellow will listen to emerging community concerns and support anti-displacement activities or direct advocacy. We hope this role brings creativity, professional development, lived experience and expertise to the vision of the role, programs, and DRCC.

In addition, the fellow will be fully engaged in RVC training opportunities, checking in with your RVC Coach and most importantly taking PTO when desired.

**Context and Key Guidance for the Fellow (the DRCC Guiding Platform)**

- **Safe environment**: we aim to eliminate community exposure to environmental hazards.
- **Placekeeping**: we aim to do our part in increasing jobs, capacity to cope and adapt so the community can stay in place.
- **Grow meaningful involvement**: Continue to grow and be led by community capacity and development- including the Youth!
- **Elevate Community Decision Making**: Support community, government and all decision makers to make decisions together.

*Our culture is really about playing to the strengths of the folks we hire and so we invite your ideas for new opportunities or initiatives which align with community priorities.*

**Major roles and responsibilities include:**
**Support Community Education Programs (50%)**
- Co-lead programmatic strategy with DRCC staff such as Duwamish River Superfund, Duwamish River Festival, Climate justice + Clean Air Program, Duwamish Valley Youth Corps, Maritime Highschool, and online/in person community events
- Help produce fact sheets to interpret technical information on topics that emerge such as the Duwamish River Superfund sites site for the general public
- Co-coordinate the Duwamish Valley Clean Air Program action plan strategies and its related partners, including tracking progress
• Co-convene community gatherings related to air filter distribution and community cleanups
• Increase community awareness of existing DRCC campaigns
• Help support ongoing educational programs and advocacy efforts, which include educational boat, kayak, and land tours, community presentations, public workshops and meetings on cleanup proposals
• Develop, create, and inspire effective communication tools to bring community information to grow understanding on issues affecting the Duwamish Valley
• Design a holistic community engagement plan for community advocacy and leading cohort/collective

Advocacy (25%)
• Build community capacity to identify priorities of interest for policy, regulation and planning change through a community-centered engagement approach
• Build relationships + outreach efforts to Duwamish Valley neighbors, youth, partner organizations, and representatives of government to develop relationships on issues related to the Duwamish Valley
• Help develop and pull together stories and narratives from community members to inspire transformative change and community driven decision making
• Support Duwamish Valley community education and organizing efforts by ensuring language accessibility in multilingual Khmer, Vietnamese, Somali, ASL and/or other primary languages

Frontline Support (10%)
• Readiness and willingness to address emerging community requests and needs, and building the on the ground relationships with community leaders
• Willingness to pitch in and support shifting needs in-person including including community outreach and mobilization
• Fundraise or allocate resources to provide financial assistance to Duwamish Valley community members

Organizational Operations + Fellowship Commitment (15%)
These are organization-wide responsibilities. All staff hold the following responsibilities:
• Commitment to our mission and our values, leading with a cross-cultural understanding
• Engage in deep professional development such as the RVC Community Impact Fellowship Program (10-12 hours a month) + additional trainings identified by you and/or your supervisor
• Submit and track program expenses based on DRCC protocol.
• Collaborate with staff in making key strategic decisions affecting DRCC's future
• Participate in weekly staff meetings (Tuesday morning), attend community events, and otherwise contribute to strengthening the deep roots within our community, both internally and externally
• Assist in organizational fundraising efforts
• Help maintaining a healthy and safe work environment

Desired Candidate Qualities
• Passion for and commitment to environmental, climate, public health and social justice work
• Desire to further local equity and justice efforts
• Experience with Google Suite as well as Microsoft Office Suite
• Demonstrated ability to engage diverse communities, inspire volunteers, and organize collective action and campaigns
• Good communication skills for positive and clear knowledge sharing
● Comfortable in building relationships with community and partnering with a diversity of individuals and partners
● Knowledge of issues impacting the Duwamish Valley and/or desire to adapt to emerging issues and situations brought up by community
● Comfortable working in a dynamic, high energy and highly collaborative environment
● Comfortable learning about technology that can help with communication (google doc, canva, squarespace, etc)
● Fluency/proficiency in a language other than English, preferably: Spanish, Khmer, Somali, or Vietnamese
● A humble nature and know when to ask for help and advice from others
● A great sense of humor and a friendly environment.
● Passion for working in the nonprofit sector and frontline communities
● Ability to work some evenings and weekend

Contact information: Adrienne Hampton, she/her/hers, adrienne@drcc.org.

Physical Job Requirements  Work requires being able to sit for prolonged periods of time due to computer work. Some outdoor and community events that would require lifting and moving items less than 30lbs, lifting, driving, carrying things, standing for a long period of time, community cleanup events, kayaking and public speaking, interacting with people to support with coordination and planning.

Reasonable Accommodations The American with Disability Act of 1990 (ADA) makes it unlawful to discriminate against a qualified individual with a disability in all parts of the employment process. You may request reasonable accommodations at any time. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation.

Background Check A criminal history background check may be conducted on the final candidate prior to beginning employment. Those who supervise other staff, those who work with minors and/or other vulnerable populations either inside or outside of the organization, and those who have access to the organization’s funds will be asked to complete a background check. A criminal background will not automatically eliminate you from consideration.

Equal Opportunity Employer
RVC and DRCC is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request. To request assistance or accommodation, please contact Adrienne, adrienne@drcc.org