



**WOMEN'S VOICES  
FOR THE EARTH**  
OUR HEALTH. OUR FUTURE. TOXIC FREE.

## **Community Engagement & Organizing Fellow**

Spring 2019

Type: Contract

Term: January 02 - May 31, 2018

Location: New York City

**Women's Voices for the Earth (WVE) is a growing, progressive national organization that works to eliminate toxic chemicals impacting women's health by changing consumer behavior, corporate practices, and government policies.**

Through our fellowship program, WVE provides an opportunity for youth leaders, community activists, and others to gain first-hand experience working on issues of environmental health and justice. Fellows work with our professional staff to develop a variety of personal and professional skills. Our fellows make a lasting contribution to the development of WVE's programs and enhance the organization's capacity to fulfill its mission.

Women's Voices for the Earth is seeking an energetic and personable part-time, fellow to assist with community engagement and social media, as well as advance policy and legislative proposals and issue advocacy campaigns relating to menstrual health in the New York City Area. The Community Engagement & Organizing (CEO) fellow will gain valuable experience in policy advocacy, planning special events, community outreach, media and communications, and more. The CEO fellow will have the opportunity to work closely with our Communications and Programs team in a dynamic, women-led non-profit setting.

This temporary-position runs from January - May 2019 for a special, short-term project. The CEO fellow works a flexible, part-time weekly schedule of 15-25 hours during business hours to be determined. WVE is offering a monthly stipend of \$1,200 and the opportunity to work with a dynamic team!

The fellow must be based in New York City, NY, and may have opportunities to travel.

### **Primary community engagement & organizing fellowship duties include:**

- Lead local relationship-building and cultivate meaningful collaborations with constituents, partners, and women, environmental, reproductive, and other social justice movement organizations/ groups that work with impacted communities;
- Help develop, implement and evaluate WVE's recruitment and engagement strategies;
- Assist with planning, logistics, and execution of community outreach activities and events, such as tabling, flyering, phone-banking, and public speaking;
- Help develop, research, and disseminate relevant information to national and local partners, policymakers, the media, and communities;
- Participate in weekly team and advising meetings, and if needed, in-person coalition meetings, events, and conference calls.

### **Qualifications**

- Understanding and analysis of the systemic nature of oppression, particularly the intersection of gender, race, sexuality, and class;
- Commitment and desire to create social, economic and political opportunities for women, femmes, and impacted communities;
- Passionate about public health, gender equity, activism, environmental justice/ health, public policy, community organizing, human rights, reproductive justice/ health, social justice, and/ or media and communications;
- Experience recruiting for and organizing events that were school, community or activism-related;

- Experienced and comfortable with public speaking and workshop facilitation, in front of both small and large audiences;
- Interest in on-the-ground and online organizing and advocacy, including social media campaigns, graphics, and other digital communication strategies/techniques;
- Knowledge of Wordpress, Adobe Creative Suites, and graphic design programs;
- You love knowing about the coolest and newest apps, memes, trends and events.

### Requirements

- Commitment to Women’s Voices for the Earth’s mission, vision, and strategic plan goals;
- Comfortability and passion for sparking culture and policy change that de-stigmatizes the way we talk about, understand and experience safe, affirming, affordable, and healthy periods;
- Access to personal laptop/ phone, reliable internet connection, and reliable transportation;
- Outstanding communication (written, verbal, visual), interpersonal & problem-solving skills;
- Excellent attention to details and organizational skills;
- Demonstrated abilities to communicate, multitask & shift priorities; aptitude for working under tight deadlines;
- Active familiarity with social platforms, especially Facebook, Instagram, and Twitter;
- Strong familiarity with Microsoft Office programs (Word, Excel, PowerPoint) and willingness to learn other software including databases;
- Exhibit creativity, resourcefulness, accountability, and flexibility – must be able to work with remote supervision/ coaching;
- Ability to serve and engage with a diverse continuum of women and people of color including but not limited to ability, age, education, familial status, gender identity, gender expression, immigrant status, incarceration status, race, sex, sexual orientation, and socioeconomic status.

To apply, please send to Ash Chan at [ashc@womensvoices.org](mailto:ashc@womensvoices.org) with “NY Community Engagement & Organizing Fellow” in the subject line:

- Resume
- Cover letter
- 2-3 references

**Applications close at 5P EST, Friday, 14 Dec 2018.**

*Note: Due to the high volume of applicants, only those who qualify will be contacted regarding the next steps. All applications must be complete with the required materials to be considered. No phone calls, please.*

*WVE strives to integrate values of equity and fairness into our work, which includes bringing an intentional gender justice and racial justice analysis to our programmatic work and organizational structure. We are seeking candidates who have a commitment to engage in this ongoing process and work with us to create a just and inclusive work environment and world. WVE provides all people with equal employment and volunteer opportunities. Women, people of color, LGBTQIA+ people are strongly encouraged to apply.*