



Alternatives for Community & Environment (ACE) is looking for a full time employee to join our team as the Coordinator of the Environmental Justice Assistance Network (EJAN), a pro bono legal and technical assistance program that will provide services to communities and residents experiencing environmental injustices. Alternatives for Community and Environment (ACE), is relaunching the program later this year in partnership with the Boston University School of Public Health, Conservation Law Foundation, and Slingshot Action.

ACE is a non-profit community-based organization in Roxbury, a Black neighborhood in Boston. ACE builds the power of communities of color and low-income communities to eradicate environmental racism and classism, create healthy and sustainable communities, and to achieve environmental justice. Our Environmental Justice Legal Services program (EJLS) provides direct legal representation and technical assistance to clients (community groups, organizations, and coalitions) and legal support for ACE organizing campaigns through a community lawyering model. To achieve our mission, we must also connect community members with additional legal and technical expertise. This is the purpose of EJAN. The EJAN Coordinator will report to and be supervised by the Director of EJLS.

**The EJAN Coordinator will have the following responsibilities:**

- Build a network of legal and technical professionals to join the pro bono program through recruitment at law firms, bar associations, and the private sector;
- Recruit technical professionals to join the pro bono program;
- Plan trainings to educate attorneys and technical professionals on how to work with community experts;
- Undertake outreach to community groups and organizations to identify potential clients;
- Oversee the the screening and intake process for potential clients;
- Check in regularly with matched attorneys and clients to ensure that cases are progressing smoothly;
- Manage administrative tasks including upkeep of information in a shared database;
- Assist the Director of EJLS with grant proposals to support EJAN;
- Draft content for written reports to funders, volunteers, and ACE's membership pertaining to EJAN;
- Write emails, features, and social media posts about EJAN progress for members and donors; and
- Work with partner organizations to manage, sustain, and grow EJAN.

**2201 Washington Street, Suite 302• Roxbury, MA 02119**

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**The following skills are recommended for the position:**

- Familiarity with Microsoft Office;
- Strong interpersonal skills;
- Experience in advocacy on issues impacting low-income communities and environmental justice populations;
- Strong Writing Skills;
- Proficiency or fluency in Spanish or Haitian Creole

A law degree is not required for this position. Experience with community organizing and/or collaboration with residents in Roxbury or other environmental justice populations is preferred.

ACE offers a competitive salary, health care, paid vacation, and retirement benefits. ACE's office is based in Boston, MA.

Bilingual Roxbury residents, people of color, indigenous people, immigrants, LGBTQ and gender non-conforming people, and women are strongly encouraged to apply.

<b>Job Type</b>	<b>Salary</b>	<b>Benefits</b>	<b>Schedule</b>
Full time (35 hours per week)	\$45K base depending on experience	<ul style="list-style-type: none"><li>● 401K</li><li>● Health and dental insurance</li><li>● Federal and state holidays</li><li>● 3 weeks paid vacation</li></ul>	<ul style="list-style-type: none"><li>● Monday - Friday with some evening and weekend commitments</li></ul>

To apply: send a cover letter and resume to Sofia Owen, Director of Environmental Justice Legal Services at ACE: [sofia@ace-ej.org](mailto:sofia@ace-ej.org).

We will accept applications until the position is filled.