



**PCEJ EF Job Description
Community Organizer**

Job Title: Community Organizer

Organization Background: The People's Collective for Environmental Justice (PC4EJ) is a community-centered nonprofit organization that advances environmental justice across California's Inland Empire. PC4EJ was created to confront systemic pollution, environmental racism, and the disproportionate health burdens facing Black, Latino, Indigenous, and immigrant communities, especially those living near freight corridors, warehouses, and industrial hubs in cities like San Bernardino, Bloomington, and Colton.

Through grassroots organizing, community education, policy analysis, research, and civic engagement, PC4EJ equips frontline residents with the tools to understand environmental harms and lead meaningful change. Rooted in EJ principles, the collective works toward clean air, safe neighborhoods, and a just transition to healthier, more resilient communities across the Inland Empire and beyond.

Full or Part-time: Full Time, Exempt
How Many Hours a week: Average 40 hours/weekly
Location Hybrid

Reports to: Community Organizing Team Lead
Starting Salary/Benefits: \$70,304 plus general benefits

Application Process: Interested applicants, please fill out the google form at www.pc4ej.org/careers

PCEJ considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, or disability.

For any questions or clarifications, please reach out to PCEJ at contact@pc4ej.org

Job Description Summary: The Community Organizers work with the Organizing Team and under the supervision of the Organizing Team Lead to grow and strengthen PCEJ's outreach and leadership development. Core responsibilities include building relationships and community power through leadership development, workshops, events, and actions; developing outreach plans and education campaigns; mobilizing and organizing towards action; and co-creating solutions to environmental justice issues that impact the region. Candidates should have 3-5 years of experience in community organizing, preferably in the communities of San Bernardino, Colton, Bloomington, and the surrounding region.

Job Duties and Responsibilities:

Community Organizing

- Building relationships and leadership development
 - ◆ Engage the community at large as a member of PCEJ, building trust and inviting people to learn more about our work through tabling, interviews, presentations, etc
 - ◆ Co-develop and sustain a membership outreach plan for PCEJ general meetings and a local community organizing plan that involves door knocking, phone banking, canvassing, 1-1 meetings, group meetings, workshops, etc
 - ◆ Maintain relationships and build community power through leadership development strategies (workshops, events, actions, etc.)
 - ◆ Work with community leaders to grow their capacity on building campaigns, power mapping, policy education, and community organizing through workshops, group meetings, and 1-1's
 - ◆ Holding and facilitating community meetings in local communities where they are assigned to work
 - ◆ Attend government, municipal, and agency meetings as needed (ex. local city council meetings, planning commission, South Coast Air Quality Management District, etc.)
 - ◆ Collaborate on PCEJ actions and advocacy efforts through participating in planning and strategizing meetings, coalition meetings, presentations, etc
 - ◆ Represent PCEJ in partner events, tabling, presentations, coalitions, etc
 - ◆ Collaborate with partner organizations and allies working on social and environmental justice issues and events
 - ◆ Expand capacity for mutual aid and

Other work assigned

- Attend all PCEJ internal meetings and trainings
 - ◆ Work collaboratively with the rest of the teams at PCEJ to develop strategies, coordinate, and implement projects and campaigns
 - ◆ Weave in policy and communications efforts into all work
 - ◆ 5% of all work is devoted to fundraising

Required Skills & Qualifications:

- Resides in San Bernardino, Colton, Bloomington, or the surrounding area
- Proven experience of 3 - 5 years and understanding of the role of a grassroots organizer
- Strong understanding of IE community issues and passion for social change
- Excellent organizational skills, multi-tasking abilities, communication, and interpersonal skills
- Proficient in computer skills and social media
- Capable of producing results with minimal oversight; embracing and willingness to tackle diverse tasks and support team efforts
- Carries a professional demeanor, capable of developing and executing comprehensive engagement strategies
- Strong interpersonal skills; good judgment and discretion, with the ability to build rapport with diverse and intersectional constituents.
- Familiarity or willingness to learn alongside various communities
- Familiarity or willingness to work in a nontraditional remote working environment are skills best suited for this work commitment
- Flexibility for non-traditional hours of work, and a commitment to embody and represent PC4EJ values at all times
- Willingness to travel locally, regionally, and nationally
- A proactive, solutions-oriented approach, resourcefulness, and creativity are needed.
- Possess the ability to adapt quickly to changing situations and communicate with grace.
- A commitment to healthy time management skills and collective care practices.
- Bilingual in Spanish and English preferred

Employment Requirements:

- Applicants must be 18 years or older
- Able to travel to job sites / reliable transportation