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## Policy Coordinator

April 2, 2024

### Organization Background

Founded in 1969, the Missouri Coalition for the Environment (MCE) is Missouri's independent citizens' environmental organization for clean water, clean air, clean energy, and a healthy environment. We envision a future where the people of Missouri, regardless of race, income, or geography, live in and demand a clean, safe, and protected environment, now and for generations to come. We work to achieve this vision through our mission of educating, organizing, and advocating in defense of Missouri's people and their environment.

Our values, listed below, direct the mission-driven activities we undertake to achieve our vision.

**Collaboration** – We learn from, nurture, and support other organizations and individuals working for environmental justice and protections. We recognize that we are stronger together.

**Equity and Inclusion** – We are committed to being inclusive in our work with partners, geographies, communities, and one another, and celebrate the contributions of our staff, supporters, partners, and volunteers. We acknowledge historical inequities and make intentional efforts to dismantle racist and other unjust systems.

**Integrity** – Our actions reflect our vision, our mission, and our values. We commit to continual learning, evaluation, reflection, and growth. The information we provide is accurate, reliable, factual, and science-based.

**Sustainability** – We are devoted to the environment because people are a part of nature and reliant on its biodiversity, stable climate, and unpolluted habitats for our survival.

**Tenacity** – We relentlessly champion the protection of Missouri's people and their environment.

### Position Overview

The Policy Coordinator reports directly to the Policy Director and is a key member of MCE's committed, enthusiastic, and driven team that works to make a significant and lasting impact in the lives of Missourians and the environments in which they live, work, and play through policy advocacy. The Policy Coordinator is responsible for helping to create and advance MCE's policy agenda with other members of the Policy team, and communicating with MCE members, partners, allies, policymakers, and other decision makers about MCE's policy advocacy work. In prioritizing both proactive and reactive policy advocacy activities, the Policy Coordinator must factor in decision making whether a policy being considered has the ability to advance or hinder racial equity for communities in Missouri. Program activities might shift depending on funding and issues, but this work must always be centered around people and environmental justice.

## Duties and Responsibilities

- Partner with the MCE's Leadership Team (Executive Director, Policy Director, and Outreach Director) to inform our policy work, educate Leadership Team on relevant issues, and position MCE as a thought leader in our field
- Work with Policy Director and other Policy Staff to inform MCE's policy agenda
- Analyze draft legislation, regulations, and proposed permits related to MCE's policy priorities, as directed by Policy Director
- Conduct government document review, including submitting Freedom of Information Act and Missouri Sunshine Law requests, as needed
- Collect, organize, and analyze data from government agencies, science-based organizations, and citizen science projects to inform our policy agenda, as needed
- Identify, develop, and nurture relationships with partners, ally organizations, policymakers to advance MCE's policy priorities; participate in, build, and (co)lead coalitions as needed
- Develop (with support from Policy Director and communications team) blogs, e-alerts, social media content, and other electronic communication materials on issues relevant to MCE's policy priorities
- Coordinate educational events for MCE members, funders, and members of other coalitions we (co)lead to understand the current policy issues MCE is working on and the roles they can play in the effort, as needed
- Serve as a spokesperson on relevant policy issues and representing MCE at a variety of public events and forums
- Work with MCE's Outreach team to execute cross-departmental activities that empower communities with policy priorities that align with MCE to effectively advocate for their desired policy change.
- Execute other policy- and advocacy-related tasks as identified
- Review and disseminate citizen science opportunities to community members, including procedures for collecting data, as needed
- Work with Policy Director, other Policy staff and Policy interns to translate academic research into policy briefs and other materials intended for legislative and regulatory audiences.
- Articulate MCE's policy positions and agenda at relevant meetings of government stakeholder groups, government task forces, commissions, and committees
- Develop (with support from Policy Director and Communications Specialist) and distribute public comments, fact sheets, support letters, and other tools to educate policymakers and MCE members/partners on issues relevant to MCE's policy priorities
- Serve as a resource for policymakers and regulatory agencies on issues related to environmental justice, environmental health, conservation, and sustainable agriculture
- Testify regarding bills in the Missouri Legislature, as needed



- Engage other staff, MCE board and advisory board, and MCE members in our advocacy work, including but not limited to providing “lunch ‘n learns” or webinars around relevant policy issues and legislative/regulatory processes
- Track all engagement with individual members in Salesforce as well as in our internal outreach and advocacy activity dashboard.
- Write content for MCE’s Annual Report, semi-annual Alert Newsletter, fundraising efforts, the website, and more
- Attend and participate in weekly staff meetings
- Submit monthly board reports
- Participate in MCE’s annual fundraiser and other office-wide events, such as Chats for Change, Annual Meeting, St. Louis Earth Day Festival, holiday parties, and staff retreats
- Manage project-related tasks from grant funded projects with other members of the MCE team, which includes regularly meeting with community partners, tracking work in a project reporting document, and assisting with developing regular reports to funders.

## **Required Skills and Abilities**

- Basic understanding of the health, environmental, and socioeconomic impacts of the industrial agriculture system is a plus
- Experience with the regulatory and legislative processes
- Excellent written and oral communication skills
- Demonstrated ability and effectiveness working in a team and independently
- Demonstrated ability to collaborate with multiple stakeholders to further a shared goal
- Valid driver’s license, satisfactory driving record, and proof of auto insurance required
- Experience with basic computer programs, such as Microsoft Office, Google Suite, Zoom, and social media applications
- Self-directed and organized to develop and carry out a work plan
- Flexible to adjust to changing circumstances and schedules
- Highly motivated to work with local community groups to come up with advocacy strategies to address their local environment health concerns
- Cultural competence in working with MCE members, rural and urban stakeholders, and local community leaders
- Experience with government document review and data collection preferred
- Experience organizing events with partners is a plus
- Proficiency in Spanish is a plus

## **Benefits and Compensation**

- \$41,000-46,000 per year depending upon experience
- 176 hours (22 days) of paid time off per year



- 15 paid holidays
- 4 weeks of paid parental leave
- 6 weeks of paid short term disability
- Flexible work hours
- Flexible hybrid office/home work environment
- 100% paid health, dental, and vision insurance
- Contribution from MCE to a SIMPLE Individual Retirement Account
- Mobile phone stipend, \$50/month
- Professional development opportunities

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran status, disabled status, or genetic information.

To apply, please send a cover letter and resume to [mvatterott@moenvironment.org](mailto:mvatterott@moenvironment.org) with the subject line *Policy Coordinator* by May 1, 2024.