



4649 Sunnyside Avenue N  
Suite 540  
Seattle, Washington 98103

**JOB ANNOUNCEMENT**  
**Environmental Health and Justice Program Manager**  
**Location: Seattle, Washington**

**POSITION SUMMARY**

Toxic-Free Future (TFF) is looking for an Environmental Health and Justice Program Manager to join our team! As part of Toxic-Free Future's campaign team, the Environmental Health and Justice Program Manager is responsible for developing and implementing campaigns and strategies in Washington state and nationwide to reduce and eliminate toxic chemicals from products and in communities. The Program Manager is also responsible for building and managing coalitions, public engagement and advocacy, and communications to support the goals of the program and campaigns.

This position requires solid organizing, project management, communication and advocacy skills. The role also requires self-discipline, flexibility, creativity, positive attitude, and desire to build diverse partnerships and comprehensive campaigns that advance the organization's mission and goals. The Program Manager works in close collaboration with campaign, communications, science and fundraising teams and reports to the Executive Director.

**ABOUT TOXIC-FREE FUTURE**

Toxic-Free Future (TFF) works to prevent toxic chemical use and pollution that harms human health and the environment. Toxic-Free Future is a national advocacy organization working at the state, federal and consumer levels to reduce or eliminate toxic chemicals that harm our health and the environment. TFF believes everyone has a right to be healthy and live and work in toxic-free environments, especially disproportionately impacted Black, Indigenous and people of color (BIPOC) communities, low-income communities, and workers most impacted by the production, use, and disposal of toxic chemicals. TFF takes on reforming flawed regulatory

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systems, winning policy and market changes that protect the most vulnerable. We are a growing organization with a passionate, collaborative and dedicated staff.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Coalition Building**

- Lead TFF's coalition building and public engagement efforts in Washington State to create broad public support for campaigns goals and objectives.
- Foster diverse partnerships and alliances with existing coalition partners, and engage stakeholders including community-of-color led organizations affected by toxic chemicals in their homes and communities to support policy and market campaign goals.
- Engage coalition partners by coordinating testimony, coalition comments on regulatory actions and other activities.
- Cultivate and maintain relationships with key interest groups and individuals, including policymakers and government agency staff.
- Collaborate with program staff on nationwide campaign coalition strategies.

### **Communications, Outreach and Mobilization**

- Monitor legislative and agency action and prepare testimony, comments and other advocacy materials for TFF, coalition partners and the public.
- Work with Communications Director to develop and implement TFF's online engagement strategy including social media, action alerts and petitions.
- Write reports, fact sheets, blogs, action alerts, and other communication tools to support campaign objectives, with support from our communications team.
- Build TFF public presence through public presentations and developing relationships with key reporters.
- Educate and engage TFF supporters through website communications, electronic and written communications, and personal interactions.
- Manage email list data in Salesforce and Salsa.

### **Policy and Advocacy**

- Work with the campaign team to develop policy and project plans to advance program goals, ensuring they are evaluated for equity implications and implement those plans.
- Prepare and present public comments and testimony, and advocate in Legislature and with other elected officials.
- Monitor and comment on agency action that relates to campaign goals.
- Research and analyze issues relevant to campaigns and programs; review relevant professional materials and communications on a continuing basis, provide analysis and serve as subject matter expert in the organization and to other organizations in our national environmental health and justice network.

## **REQUIRED QUALIFICATIONS**

- Bachelor's degree in political science, environmental studies, public administration, social change movements, communications or related field.
- Three years organizing or relevant experience.
- Demonstrated commitment to the mission and vision of Toxic-Free Future.
- Experience and ability to develop and implement a campaign, and mobilize individuals, organizations and others in support of policy and/or market campaigns through a variety of activities.
- Understanding of coalition dynamics and ability to build and lead diverse coalitions.
- Exceptional written and verbal skills and solid grasp of messaging to communicate effective campaign and other organizational goals.
- Strong grasp of the fundamentals of public policy and market campaigns.
- Understanding of state and federal political landscape and legislative process as well as the ability to analyze legislative districts to build grassroots support.
- Results-oriented, flexible, creative thinker able to work in a fast-paced environment.
- Ability to work independently, but also as part of a team sometimes under stressful conditions.
- Demonstrated comfort with technology, familiarity with computer databases and MS Office software, and ability to utilize online resources effectively.
- Valid driver's license.

## **EQUAL OPPORTUNITY EMPLOYMENT, EQUITY AND INCLUSION**

TFF is committed to providing an inclusive environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, political affiliation, amnesty, or status as a covered veteran, in accordance with all applicable federal, state and local laws. TFF believes that diversity and inclusion are critical to our success as an advocacy organization working to protect the health of all citizens from harmful chemicals. TFF seeks to recruit, develop and retain the most talented people from a diverse candidate pool, and foster an inclusive environment. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, leaves of absence, compensation and training.

## **COMPENSATION**

This is a full time, exempt position. Starting salary is \$55,000 – \$62,000 annually, dependent upon skills and experience. We also offer a generous benefits package including

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employer-paid medical, dental and vision insurance, monthly wellness benefit, flexible spending account, paid vacation, 10 paid holidays per year, and a SIMPLE IRA retirement plan with an annual employer contribution.

**TO APPLY**

- Please email a resume and cover letter in pdf format to [jobs@toxicfreefuture.org](mailto:jobs@toxicfreefuture.org).
- Please put Environmental Health and Justice Program Manager in the subject line of the email and address the cover letter to Marlyn Twitchell, Deputy Director.
- Interviews will be conducted on a rolling basis and the position is open until filled.

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