



**GREEN-MPNA**

**Getting Residents Engaged in Empowering Neighborhoods  
(GREEN)**

**Madison Park Neighborhood Association (MPNA)**  
1901 E. 4th Street, Suite 100 Santa Ana, CA 92705  
[madisonparkna@gmail.com](mailto:madisonparkna@gmail.com)  
[mpnagreen.org](http://mpnagreen.org)

Facebook:  
[MPNA.GREEN.SANTAANA](https://www.facebook.com/MPNA.GREEN.SANTAANA)  
Instagram:  
[GREEN.MPNA](https://www.instagram.com/GREEN.MPNA)

<b>Position Title:</b> Environmental Justice Coordinator	<b>Reports to:</b> Environmental Justice Programs Manager
<b>Work Schedule:</b> Full-time (40 Hours), Scheduled Programming M-S After school/Evenings, Selected Saturdays, Remote & In-Person Work.	<b>FLSA Status:</b> Non-Exempt
<b>Pay Range:</b> \$21 Hourly, based on experience and qualifications.	
<p><b>GREEN (Getting Residents Engaged in Empowering Neighborhoods) Programs</b></p> <p><b>Mission Statement-</b> Our organization empowers residents to improve the quality of life in the Madison Park neighborhood and the surrounding South-East Santa Ana communities. GREEN promotes youth educational development, health equity, and a safe and green environment. GREEN is a fiscally-sponsored project of One OC.</p> <p>GREEN has built exemplary programs including a set of elementary, middle school, and high school STEM programs; an array of wellness programs; and community actions for environmental justice. This position will provide program coordination, management, and implementation experience relating to, but not limited to, air monitoring, pollution in Santa Ana, grassroots environmental justice, resident engagement and citywide policymaking.</p> <p><b>Position Summary:</b> Assist the EJ Programs Manager in managing the resident-driven community air monitoring network and resident steering committee (CUAL: Comunidad Unida Aire Limpio). Develop, engage, and strengthen programs as well as bridge connections with community residents, volunteers, partner organizations, UC Irvine, the City of Santa Ana, non-profits, and other key stakeholders.</p>	
<p><b><u>Essential Functions/Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>Effectively interact with coworkers, volunteers, partners, stakeholders and community members</li> <li>Facilitate existing and new partnerships with key contacts</li> <li>Create marketing content for meetings and events</li> <li>Ensure the goals of the CUAL Committee and GREEN-MPNA are met</li> <li>Performs other duties as assigned</li> </ul> <p><b><u>Community Organizer Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>Work with a team of researchers, resident committee members, and volunteers to ensure programs run properly and goals are met</li> <li>Organize meetings with CUAL participants, presenters, and key stakeholders</li> <li>Plan and execute community forums in Santa Ana's EJ Communities</li> <li>Collaborate with the Program Manager in developing curriculum for community residents to understand systems of power and decision making at the City, School District, and County levels</li> <li>Work closely with the EJ Programs manager in developing and implementing sustainable grassroots organizing management and leadership strategies</li> <li>Evaluate and measure the effectiveness of management and leadership strategies</li> <li>Assist the Program Manager with the collection of data for programs and grant reports</li> <li>Maintain team drive with updated files and electronic records</li> <li>Recruit local high school students in our programming</li> </ul>	



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**Education and/or Experience Required**

- Bachelor degree or professional experience in a field related to assigned responsibilities

**Skills and Abilities**

- Organized, detail-oriented, and able to multi-manage programs
- Bilingual, Spanish strongly preferred
- Cultural competency in Latinx communities
- Exceptional community service skills and interpersonal skills with all ages
- Strong organizational, problem-solving and analytical skills
- Ability to manage priorities and workflow
- Excellent written and oral communication skills plus strong public speaking skills
- Must be proficient in Microsoft Word, Excel, PowerPoint, and basic social media
- Ability to accomplish and complete tasks under time constraints and deadlines
- Ability to master basic math skills, and budget programs.
- Ability to think logically in following procedures and instructions.
- Ability to accept constructive criticism

**Working Conditions**

**Physical Demands**

The physical demands described here are representative of those the employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; climb stairs; sit; use hands and -fingers, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, or crouch. Capability to lift 25 lbs.

**Work Environment**

Work from a local elementary school while programming is taking place. Off-site visits with local community partners and remote work from home. Must have reliable transportation.

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The above statements describe the general nature and level of the work being performed for this position and are not an exhaustive list of all duties and responsibilities. GREEN and the advisory board reserve the right to amend and change responsibilities to meet business and organizational needs.

**Please send your resumes to [mpnacorg@gmail.com](mailto:mpnacorg@gmail.com) and [madisonparkna@gmail.com](mailto:madisonparkna@gmail.com)**