

## **POSITION DESCRIPTION**

**POSITION TITLE:** **Organizing Manager (Full-time)**  
**LOCATION:** Remote: on or Near the Navajo Nation  
**REPORTS TO:** Executive Director  
**SALARY:** \$80,000-\$82,000 plus Benefits  
**CLASSIFICATION:** Exempt



## **MISSION**

Diné C.A.R.E.'s mission is to advocate for our traditional teachings by protecting and providing a voice for all life within and beyond the Four Sacred Mountains. We promote regenerative and sustainable uses of natural resources consistent with the Diné philosophy of life.

## **JOB DESCRIPTION**

The Organizing Manager manages Diné C.A.R.E.'s environmental justice programs; overseeing public education & outreach and community organizing events. The OM will network with grassroots, partners, and allies, building support for Diné C.A.R.E.'s policies that support the retirement of fossil fuels, prevent new resource extraction and advocate for the remediation and clean-up of fossil fuel operations and waste across Navajo Nation lands, adjacent states, and jurisdictions. The OM will supervise organizers. The OM will ensure that Diné C.A.R.E.'s organizing principle of empowering communities is followed and that all program areas promote renewable and regenerative energy strategies to ensure a healthy future for Diné communities. The OM will coordinate the development and implementation of our Diné Organizer Training Program. The OM must be willing to engage with a variety of constituencies, must research, and be a collaborative thought partner and administer Diné C.A.R.E.'s agenda. The OM will keep the organization aware of program activities and will meet regularly with the Executive Director.

## **JOB RESPONSIBILITIES**

1. Program Manager & Leader
  - Manages all Diné C.A.R.E. environmental justice programs.
  - Directly supervises organizers. Will regularly check in with organizers. Provides direction, feedback, assigns tasks and will carry out other performance measures to ensure all staff are meeting marks.
  - Effectively communicate information and provide updates on campaigns and other work.
  - Work as a team player and support all Diné C.A.R.E. initiatives, programs, and projects.
  - Participate in report back to Diné C.A.R.E. on coalition and partner meetings.
  - Represent Diné C.A.R.E. in public meetings and events, promoting campaign initiatives and programs.
  - Mobilize Navajo Nation members and other New Mexico, Arizona, and Utah community advocates to participate in public agency processes; providing public comments before tribal, state, and federal officials.
  - Attend Navajo Nation Chapter meetings, Council Delegate committee meetings, and other relevant department and agency meetings.
  - Attend tribal, state, and federal public agency meetings and build effective relationships with key decision-makers and leaders.

- Collaborate with other Diné grassroots, partner organizations, coalitions, and allies.
- Anticipate and resolve operational and administrative issues, interpret organizational policy and enforce consistency of organizational values, policies and procedures.
- Brings forth new ideas and proven strategies to develop in developing solutions for challenges, as well as opportunities encountered in Diné C.A.R.E. environmental justice programs and Organizing Training Program.
- Research and analyze pertinent environmental justice, energy, and climate materials, articles, and studies.
- Assist in fundraising efforts by participating in donor recruitment and grassroots fundraising events.
- Assist with posting social media updates.

### **IDEAL CANDIDATE**

The Organizing Manager is a team leader, experienced supervisor and organizer, committed to environmental justice. You are focused, resilient, reliable, resourceful, communicative, diplomatic and able to work with a variety of people. You are able to navigate social, cultural and political complexities. In working remotely, you are highly dependable, organized, and able to motivate those under your supervision, collectively meeting organizational goals.

### **COMMITMENT TO SHARED VALUES/CHARACTERISTICS**

**HONORS CULTURE:** Grounded in Diné tradition with our Tádííín.

You are knowledgeable of and will honor the Diné way of life and traditional teachings.

**COSMOS FOCUSED:** Defend all life because all life forms have rights.

You acknowledge the Diné teachings of Ké and that we are related to all living lifeforms, and seek a balance of Hózhó in all aspects of life. You have the capacity to see the big picture.

**PROTECTOR:** Works to protect Diné Bikéyah for future generations. You possess an understanding that all current actions impact future generations. You are a highly skilled professional with credibility in and knowledge of the field of environmental issues and have demonstrated a commitment to diversity and social justice.

**TEAM LEADER:** Knowledgeable and experienced in taking ownership of challenges and are able to lead a team in a respectful and trusting manner. Excellent relationship-building skills.

**COMMUNICATOR:** Speak with the understanding that our words carry the power of prayer. You are able to present compelling presentations, delivering the educational information necessary when debating and advocating for Diné Bikéyah. You are able to address community members, tribal officials and other leaders in a respectful manner, always focused on advocating for Diné C.A.R.E 's goals.

**SOCIALLY & EMOTIONALLY INTELLIGENT:** Reverence for the interconnectedness of all life. As an organizer, you lead and encourage others to focus on strengths to accomplish team goals. Ké relationships are the model of relationship building in such a way to promote trust and respect with others.

**GOAL ORIENTED:** Know that the decisions we make today impact future life. Your work activities are focused on identified objectives and goals always working toward completing timelines, specifically those identified in Diné C.A.R.E.'s Strategic Plan.

**PROBLEM SOLVER & SOLUTION FOCUSED:** You have a strong ability to assess, review and forge pragmatic solutions in environments characterized by ambiguity and complexity – planning, prioritizing, and executing work in a proactive fashion for the benefit of the organization. You also are solution focused when conflict arises.

## **QUALIFICATIONS**

1. Bachelor's degree required. Master's degree preferred.
2. Four years or more experience in community organizing in climate science, renewable energy and/or environmental fields preferred.
3. Two years or more experience in social justice or environmental justice campaigns and movement building preferred.
4. Four years or more of experience in managing and supervision required.
5. Demonstrated commitment to the principles and priorities of Diné C.A.R.E.
6. Diné C.A.R.E. strongly encourages Diné applicants, who have strong connections to tribal communities. All applicants must demonstrate the cultural competence needed to work with our diverse Diné communities and stakeholders. We adhere to the Navajo Nation Preference in Employment Act.
7. Must have basic conversational Diné language skills.
8. Must have knowledge of historical root causes of environmental inequities and current Navajo institutions.
9. Understanding of governmental processes that exist in Navajo chapters, Navajo Tribal government, county, state and federal levels.
10. Must possess the ability to work with diverse partners and stakeholders to build trust and advance aligned goals, opportunities and meet challenges.
11. Accurate and quick to assess problems, strategize solutions and lead the team through problem-solving processes.
12. Must meet deadlines and deliver work on a timeline, including monthly reports.
13. Experience contracting and managing contractors/consultants.
14. Demonstrate analytical and critical thinking skills; develop and present recommendations with supporting rationale.
15. Ability to connect multiple perspectives through a holistic approach in order to reach consensus and develop strategies that balance team needs.
16. Accurate and quick to assess problems, strategize solutions and collaborate with team through problem-solving processes.
17. Possess conflict resolution skills and is solution focused.
18. Demonstrate commitment to social and environmental justice principles and be able to work with diverse constituencies, regardless of race, gender, sexual orientation, national origin or immigration status.
19. Possess strong written and oral communication skills, capable of articulating vision to diverse audiences.
20. High level of professionalism and exceptional interpersonal skills.
21. Proficiency in MS Office Suite (Word, Excel, PowerPoint).
22. Proficiency in web-based collaboration and/or virtual meeting platforms (Zoom, etc.)

## **TRAVEL:**

Must have reliable transportation to travel in the Southwestern region.

Position requires travel statewide and nationally, as needed.

1. Must possess a valid driver's license and possess current insurance.
2. Must be willing to authorize a background and criminal history check.

**TO APPLY:** Send your completed job application documents (letter of intent, resume, and Diné C.A.R.E employment application) to [hire@care.dinecare.org](mailto:hire@care.dinecare.org) by **December 20, 2024.**