

## Environmental Health Policy Manager

**WHAT IT'S LIKE TO WORK FOR ISLES?** Isles strives to provide impactful programs while maintaining a healthy work-life balance and positive, team-oriented atmosphere. Our team consists of more than 45 employees, plus a corps of volunteers and an engaged Board of Directors.

**POSITION OVERVIEW:** This position expands our ability to effectively advocate for and communicate public policies that will energize our efforts to end childhood lead poisoning and achieve healthier homes in Trenton by 2027. You will be part of the Lead Safe Trenton campaign that integrates our lead and healthy homes training, lead hazard control work and community education projects. Your role will be to support the development of dynamic and collaborative public policy initiatives and communication plans to address lead and other environmental health conditions for children and their families.

This position will work closely with the Managing Director of Isles Community Enterprises, the Director of Environmental Health and our current communications department to advance Isles' policy and advocacy goals.

**WHO WILL BE SUCCESSFUL?** The people who thrive on our team are passionate, visionary, curious, creative, open-minded, flexible, self-directed, and willing to learn from mistakes. They are also results-driven, detail-oriented, and responsible.

**RESPONSIBILITIES:** Responsibilities in this position are to:

- ❖ Support the creation and implementation of a comprehensive plan for state and local policy change around lead and healthy homes;
- ❖ Develop relationships with state-wide organizations, regional coalitions, local affiliates and key stakeholders to support healthy homes policy initiatives;
- ❖ Advise NJ Legislature and local governments to generate public policy changes to support lead safety and healthy homes;
- ❖ Support the development and execution of strategies and tactics in collaboration with grassroots leaders to advance policy priorities;
- ❖ Educate elected officials, school personnel and other decision-makers about lead and healthy homes issues;
- ❖ Work with Isles' Communications staff to create content for e-newsletter, policy alerts, and webpage to engage nonprofits, funders and others on policy developments and actions affecting lead and healthy homes, and to create a regular schedule and process for policy communications;
- ❖ Write and edit issue briefs, testimony, policy reports, legislative leave-behinds and other policy-related documents, as well as resources for partnering non-profit organizations;
- ❖ Write and post timely news items and web content on leading policy and advocacy issues.



## QUALIFICATIONS:

### Skills and experience -

- ❖ 5+ years of leadership experience in a related position or field in a non-profit or community-based setting
- ❖ Demonstrated experience in public policy advocacy (grassroots) and analysis of public policy proposals
- ❖ Tactical understanding of all primary social media platforms and marketing
- ❖ Demonstrated experience with media and public speaking
- ❖ Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- ❖ Knowledge or experience in lead and healthy homes field or issues preferred
- ❖ Connections with city, county, state, and federal policymakers preferred
- ❖ Experience with Salesforce preferred

**Ambition and Vision** - ability to take initiative, be proactive, and come up with your own list of projects and priorities; ability to maximize a wide degree of creativity and latitude; self-motivated

**Personality and Eloquence** - Exceptional written and verbal communication skills; must be a confident and persuasive communicator and presenter; ability to represent Isles in a professional and personable manner and build relationships with a wide-range of people through public speaking and networking; ability to use both “head and heart” methods of persuasion, drawing on both data and success stories to demonstrate a point

**Mission-Related Knowledge** - Passion for Isles’ mission, especially related to environmental health

**Positive Workstyle** - Demonstrates a positive and professional attitude; works well with diverse personalities, in a team or individually; has excellent organizational skills, and a high level of attention to detail

## HOW TO APPLY:

Please send a cover letter, resume and recent writing sample to [hr@isles.org](mailto:hr@isles.org). Your application materials should demonstrate why you’re a good fit for this position and what *specific* skills, experience, talents, and interest you’ll bring to the table.