



Position Title: Environmental Justice Program Coordinator

Reports To: Community Development Manager

Start Date: September 1, 2025

Hours: 32 hours/week

Employment Classification: Hourly, Non-exempt

Compensation: Starting at \$29.22 per hour, plus benefits

Benefits: 90% employer-paid medical, dental, and vision insurance, 401K plan with employer contribution, subsidized transit pass, work from home stipend, professional development opportunities, paid time off & up to 14 paid holidays annually, and flexible family-friendly schedule.

Job Announcement

APANO is looking for a motivated, creative, and organized individual to build grassroots power in Asian communities in Oregon and advance environmental, climate, and racial justice. The Environmental Justice Program Coordinator will work in a dynamic team environment to execute program implementation and member education around environmental justice, with an emphasis on climate and energy justice. The ideal candidate is passionate about environmental justice and is excited to build political power and visibility for our communities. They will work in a queer-friendly, multi-ethnic, intergenerational organization. Candidates with language skills in Vietnamese, Mandarin/Cantonese, Tagalog, or other Asian languages are strongly encouraged to apply.

About APANO

APANO envisions a just world where Asians and communities who share our aspirations and struggles have the power, resources, and voice to determine our own futures, and where we work in solidarity to drive political, social, economic, and cultural change.

Position Summary

This Environmental Justice Program Coordinator will work closely with the Community Development Manager to achieve APANO's mission for environmental and climate justice. This position will be responsible for helping implement APANO's environmental justice strategy; organizing and recruiting Asian & BIPOC communities around environmental justice issues; supporting program implementation around community/residential solar and EJ education; representing APANO at various EJ coalitions, tables, and workgroups. The successful candidate will be a proactive self-starter ready to lead on a vision for EJ, with a passion for organizing, and skills working in coalition and building relationships.

Responsibilities:

Environmental Justice Program Implementation (65%)



- Support the implementation of APANO's environmental justice goals and deliverables for our Portland Clean Energy Community Benefits Fund (PCEF) related work.
- Plan and organize community workshops and events around issues of environmental, climate, and/or energy justice.
- Recruit workshop participants and develop appropriate outreach materials.
- Communicate with community members about EJ-related benefits and opportunities.
- Collaborate with project partners and other organizations and agencies in implementation and community outreach & education.
- Implement other environmental justice programming as appropriate.

Community Organizing and Advocacy Support (20%)

- Community organizing in Jade District and East Portland around issues of environmental, climate, and/or energy justice.
- Collaborate with other organizing programs to build a base around environmental justice.
- Support incorporation of environmental justice into broader APANO programming and across departments.
- Represent APANO at community events and meetings and build partnerships as appropriate.
- Support with implementation of major APANO events as well as general advocacy programming.
- Recruit, train, cultivate, and manage volunteers.

Administrative (15%)

- Develop communications content and execute communications plans for environmental justice programs.
- Manage and respond to community members' inquiries (including but not limited to questions about solar projects, community data, program details, etc.), with consideration for data privacy and confidentiality.
- Support with managing translators and interpreters as needed.
- Support with completing grant reports as needed.
- Engage in professional and career development opportunities.

Qualifications:

- Strong attention to detail, strong organizational skills
- Knowledge of Asian and BIPOC community issues and needs, especially issues of displacement and environmental/climate justice.
- Ability to work cross-culturally with a diverse coalition of frontline communities
- Self-motivated, resourceful, and able to adapt to fast-paced environments
- Ability to establish and maintain effective working relationships and to work well in a team environment
- Good written and verbal communication skills with ability to connect across multiple audiences



- Ability to meet deadlines, prioritize, and perform a wide variety of tasks
- Strong computer competency; proficiency in Google Suite and/or Microsoft Office
- Flexible schedule to work both in-office and for evening/weekend events as needed
- Motivation, enthusiasm and a willingness to learn
- Commitment to and vision for APANO's mission

Preferred:

- Ability to speak an Asian language conversationally
- Experience working with Asian and BIPOC communities or groups
- Experience working in environmental justice organizing, including climate and energy justice
- Associates or Bachelors degree in Nonprofit/Community Development, Sociology, Environmental Studies, or related field.

How to Apply

Applications will be reviewed upon receipt and this position will be open until filled. Priority will be given to applicants who submit their application by **11:59pm on Friday, August 15, 2025**.

Applications should be emailed as an attached document (PDF preferred) to jobs@apano.org with subject line "Environmental Justice Program Coordinator".

Complete applications include:

- Cover letter (1 page max) clearly outlining the specific skills, knowledge, and experience you bring to the job and how those are a good fit with the responsibilities of the position.
- A complete resume (2 pages max) detailing relevant experience, work history, education and accomplishments. Alternatively, applicants can fill out this [Employment Application](#) in place of a resume.
- Three (3) references, with contact information, and your relationship to the reference

APANO Communities United Fund and APANO Action Fund are actively seeking to increase representation and develop the leadership of women, LGBTQ+ people, people with lived experience of economic injustices, and other underrepresented groups, including diverse Asian and Asian American communities, both within the organization and the broader racial justice movement in Oregon. APANO Communities United Fund and APANO Action Fund are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation,



gender identity, national origin, veteran or disability status, or any other legally protected classification.