



Program Manager, Clean Energy Hub

ABOUT US

West Harlem Environmental Action a/k/a WE ACT for Environmental Justice is a non-profit, community-based advocacy organization that works to build healthy communities by ensuring that people of color and/or low-income residents participate meaningfully in the creation of sound and fair environmental health and protection policies and practices. **WE ACT is a nationally recognized leader in the environmental justice (EJ) movement and is known for its work in the areas of children’s environmental health; government accountability; and climate, energy and environmental justice.**

WE ACT is the only national EJ organization with a permanent presence in Washington, DC. Our federal policy strategy includes advancing and reforming new national policy, practices and regulations; supporting policy implementation and regulatory efforts of existing policy to ensure accountability; convening coalitions, organizations and researchers to drive a shared national EJ agenda.

WE ACT prioritizes the voices of longstanding community members, communities of color, lower-income communities and, most importantly, those who have been historically marginalized and subjected to environmental and other forms of racism and exclusion. In accordance with the Jemez Principles, we believe that communities must speak for themselves. We work at the intersection of community engagement and activation, policy, research and education. WE ACT leverages our place at the table to push system actors, including elected officials, Big Greens, coalitions and allies to center racial justice and equity.

ABOUT THE ROLE

We are seeking a Program Manager to support the Manhattan Clean Energy Hub. This role focuses on coordinating program implementation, managing partner relationships, and supporting community engagement efforts, while ensuring grant objectives and milestones are met in a timely and effective manner. The position requires a detail-oriented professional to support with program coordination and contribute to expanding the community’s access to clean energy resources.

Key Responsibilities

- Support the Manhattan Clean Energy Hub program; assisting in the implementation of community outreach and engagement efforts to raise awareness about clean energy solutions for underserved communities.
- Contribute to the development and implementation of community engagement strategies.
- Represent the Clean Energy Hub at community events, meetings, and local coalitions as needed.
- Support the development of culturally relevant educational materials and resources.
- Coordinate with partner organizations to ensure alignment with program goals.



- Assist with partner onboarding, training logistics, and ongoing coordination.
- Track program progress, milestones, and deliverables to support grant compliance and reporting.
- Ensure timely and accurate data entry in Salesforce, including bi-weekly updates and event engagement tracking.
- Identify referral opportunities; maintain a referral database and assist in connecting community members to services beyond core partner offerings.
- Facilitate coordination across internal teams (i.e. comm and support cross-department collaboration).
- Support outreach efforts in Northern Manhattan.
- Assist in maintaining partnerships with local organizations and coordinating community events.
- Collaborate with the communications team to support updates to the Hub website.

ABOUT YOU

The ideal candidate brings a deep commitment to environmental justice and experience working with frontline communities to advance equity in clean energy and climate resilience.

Required Qualifications:

- Bachelor's degree and or 2–4 years of experience in program management, community engagement, and energy/climate justice work.
- Experience with program output data collection, tracking, analysis and reporting.
- Excellent communication and presentation skills; able to engage diverse audiences.
- Proficiency in Microsoft Office Suite, Google Workspace, and CRM/database tools.
- Strong organizational skills, ability to manage multiple tasks, track progress, and meet deadlines.

Preferred Qualifications:

- Proficiency in Spanish preferred.
- Experience working with environmental, housing, or energy efficiency programs.
- Familiarity with NYSERDA's programs and initiatives, including the Regional Clean Energy Hubs, and a deep understanding of the state's climate goals.

COMPENSATION & BENEFITS

This is a full-time (grant-funded position) hybrid position based in New York City, full-time with a salary of **\$70,000.00-\$80,000.00**. WE ACT offers a generous suite of benefits, including comprehensive health care (medical, dental and vision), flexible spending account, life insurance, pre-tax transit program, retirement programs and paid holidays and vacation. WE ACT follows a hybrid work policy.



OUR COMMITMENT TO EQUITY, DIVERSITY & INCLUSION

WE ACT is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities and LGBTQ communities. We are committed to transparent and equitable recruitment, hiring and promotion processes that foster inclusion and belonging. If you've read this job description, are excited by it and can see yourself in this role, we hope you apply. If you need a reasonable accommodation during the application or interview process, please email Evelyn Joseph at Evelyn@weact.org.

HOW TO APPLY

To apply, please send an email to Karla.Cordero@weact.org with "**Program Manager, Clean Energy Hub**" in the subject line a resume and cover letter.

Submission in a combined PDF file is preferred. This position is open until filled and applications will be reviewed on a rolling basis.