



Air Alliance Houston believes everyone has a right to breathe clean air and where you live, work, learn, and play should not determine your health. The mission of Air Alliance Houston is to reduce the public health impacts from air pollution through applied research, education, and advocacy.

## **Advocacy and Legal Director**

### **JOB DESCRIPTION**

The Advocacy and Legal Director is a practitioner of environmental justice with an exceptional ability to create and co-steward relationships and partnerships for Air Alliance Houston that result in sustained and improved air quality and public health for communities of color and working class neighborhoods in the broader Houston region. The Advocacy and Legal Director coordinates and implements the legal and policy activities that advances Air Alliance Houston's mission and programmatic goals. The Advocacy and Legal Director will be a visible community champion, advocate for policy and legislative change, coalition builder and campaign manager.

Reports To: Executive Director

Status: Full-Time

Supervises: Legal interns (note that the supervisory role may change depending on additional funding and AAH's ability to add new staff positions)

### **KEY RESPONSIBILITIES**

#### **Legal Work and Enforcement**

- Serve as in-house counsel on legal issues affecting the organization
- Appear before local, state, and federal courts and administrative bodies on behalf of Air Alliance Houston and the communities it serves
- Monitor active cases that may include environmental citizen suit litigations, permit challenges, challenges to environmental reviews, air pollution suits, etc. at the local, state and federal level
- Conduct legal research and formulate strategies that assist communities in investigation and enforcement of permit applications and compliance with the Clean Air Act and other environmental laws
- Coordinate with other environmental groups on policy and legal enforcement of air pollution and environmental issues in the Houston area
- Commence and advance enforcement lawsuits with other environmental partners
- Formulate settlement positions and monitor post settlement compliance
- Draft public comments on permit hearings, rulemakings, permit applications, and environment review documents



- File local, state and federal information request

### **Advocacy and Policy Development**

- Develop Air Alliance Houston’s Environmental Justice Leadership Lab – a hub that will serve to facilitate training to impacted residents about the policies that govern sources of air pollution, community organizing, policy advocacy, and other community-identified topics
- Provide technical and educational support for advocacy and legal efforts to local communities and partner organizations
- Work closely with the Executive Director to develop campaign strategies, priorities and objectives, which includes research and analysis of legal and policy opportunities
- Advance strategic campaign work utilizing legal and policy expertise
- Monitor state and federal legislative bills and agendas for policies and regulations that have an impact to Air Alliance Houston’s strategic objectives
- Lobby, testify at public hearings and develop policy papers
- Initiate, maintain and expand strategic relationships with constituency groups, environment organizations, advocates and funders
- Support organizational discussion and decision-making about long-term objectives for Air Alliance Houston’s growth and expansion
- Participate in government and administrative process to develop an awareness of issues, advocate and advance Air Alliance Houston’s priorities

### **Administrative and Operational Procedures**

- Direct staff and volunteers on program development, community activities and execution of advocacy work plans
- Work with communications staff with legal updates, responding to press inquiries and maintaining relationships with the public and reporters
- Serve as spokesperson for campaigns, participate in conferences and forums on behalf of Air Alliance Houston
- Work with the Executive Director to explain legal actions and policy development to the Board for approval

### **QUALIFICATIONS AND REQUIREMENTS**

#### **The ideal candidate will have/be:**

- A law degree from an ABA-accredited law school and admission in good standing to the State Bar of Texas (or ability for admittance)
- Three or more years of experience in litigation, with a strong preference for direct work experience with administrative and/or environmental law
- Strong familiarity with the Clean Air Act and other relevant laws, including knowledge, experience and background with air quality issues
- Experience in environmental policy, grassroots advocacy, building diverse partnerships, advocacy, communications, and/or working with nonprofit, government, or corporate entities is preferred



- Demonstrated commitment to racial justice
- Demonstrated ability to interact effectively with lawmakers and elected officials
- Commitment to, and strong skills related to, collaboration, strategic thinking, interpersonal relational skills, teambuilding, technology, diplomacy, diversity and equity
- Highly motivated to address air quality and environmental injustices
- Excellent legal research and writing skills
- Experience in speaking publicly with a diverse set of audiences, including the media
- Proficiency using Microsoft applications (Word, Powerpoint, etc.) and willingness to learn how to use other organizational tools such as Community Check Box Evaluation System, Google applications (e.g., Drive, Docs, Sheets, Slides, and Forms, etc.)
- Excellent project management skills
- Bilingual a strong plus (but not required)
- Deep commitment to advancing the mission and goals of AAH

**Compensation:** \$75,000 to \$85,000, plus benefits (including group healthcare, paid holidays & leave). This is a full-time, at-will, exempt position. Salary depends on qualifications and experience.

To apply, please send a resume and cover letter explaining your interest to [info@airalliancehouston.org](mailto:info@airalliancehouston.org), Subject Line “[NAME]: Advocacy and Legal Director Position”, by June 1, 2021. Emails with questions are welcome - no phone calls, please.

*All qualified applicants will receive consideration without regard to race, color, national origin, sex, religion, age, disability, political belief, sexual orientation, gender identity, veteran or military status, genetic information, and marital or familial status.*