

Request for Proposals (RFP): MASE Environmental Justice Coordinator

Date Posted: 12/15/24

Submission Deadline: 1/31/25

Contract Term: 1-year, with potential for extension based on performance

Location: New Mexico (Remote/Hybrid options available, with travel required)

Compensation: Contractors should submit a bid proposal detailing their requested compensation for the term.

Organizational Overview:

The Multicultural Alliance for a Safe Environment (MASE) (www.swuraniumimpacts.org) is a coalition of uranium-impacted communities located on federal trust Indian lands in the southwestern United States, particularly in New Mexico. MASE works to restore and protect natural and cultural environments while fostering intercultural engagement and promoting environmental justice. Our efforts include policy advocacy, community education to address the effects of uranium mining and to safeguard public health and the environment.

Project Overview:

MASE is seeking proposals from qualified individuals or organizations to serve as Environmental Justice Coordinator. The coordinator will support MASE's mission by leading key initiatives, managing organizational operations, and strengthening partnerships with community organizations. The contractor must have a strong understanding of environmental justice principles and demonstrate cultural sensitivity, particularly in collaborating with Navajo and Pueblo communities.

The coordinator will work closely with MASE leadership and Core Group Committees advocating for policy changes, and ensuring program goals completion. Travel throughout New Mexico, including to locations such as Gallup and Window Rock, by the coordinator to engage with stakeholders and implement community-based initiatives will be required.

Contract Term and Evaluation:

This contract is for a 1-year term, with the potential for extension based on the contractor's ability to meet key milestones and deliverables.

Contractor performance will be evaluated by an advisory board composed of MASE leadership members at designated checkpoints during the contract period. Extension options will be offered based on progress toward strategic goals and the contractor's contribution to MASE's mission.

Scope of Work:

1. Program Management (50%)

- Coordinate and facilitate monthly MASE meetings (virtually or in person) to ensure collaboration across the network.
- Organize MASE retreats, including logistics for facilities, accommodations, travel, and participant engagement.
- Oversee all MASE programs, ensuring alignment with organizational goals and strategic plans.
- Strengthen partnerships with community organizations advocating for environmental and health protection from federal and state agencies.
- Support the development and achievement of MASE Core Group objectives, assisting with event planning and advocacy initiatives.
- Contribute to policy recommendations and organizational priority setting in alignment with MASE's mission.

2. Fiscal Management (20%)

- Develop, recommend, and oversee the organization's budget in collaboration with MASE's Fiscal Agent.
- Prepare and submit grant applications, funding proposals, and reports, ensuring compliance with funding regulations.
- Identify and pursue supplemental funding opportunities, such as donor outreach and fundraising events.

3. Advocacy and Public Relations (20%)

- Function as a spokesperson for MASE at public meetings, legislative sessions, and community events, representing MASE's mission and priorities.
- Foster relationships with key stakeholders, including state, and county governments; community groups; and environmental justice advocates.

- Maintain MASE's online presence by regularly updating the website and social media platforms.
- Develop press releases, public statements, and outreach materials to promote MASE's work effectively.

4. Professional Development and Mentorship (10%)

- Collaborate with MASE leadership to identify professional development opportunities relevant to the contractor's role.
- Participate in training, conferences, and workshops to enhance knowledge and skills in environmental justice and cross-jurisdictional collaboration.
- Contribute to thought leadership by producing a report, white paper, or case study highlighting MASE's work, and outcomes achieved during the contract term.

Travel Requirements:

This position requires frequent travel throughout New Mexico, including to Gallup, Window Rock, and other key locations. Travel is essential for engaging with stakeholders, attending meetings, and implementing community-based initiatives.

Qualifications:

The ideal contractor will possess:

- Extensive knowledge of Environmental Justice principles and their application to uranium-impacted communities.
- Proven experience in community organizing, program management, and network coordination.
- Documented success in fundraising and grant writing.
- Familiarity with local Indigenous cultures, particularly Navajo and Pueblo, and sensitivity to cross-cultural dynamics.
- Demonstrated ability to work effectively with federal, state and county agencies, and community organizations.
- Excellent verbal and written communication skills, including public speaking and stakeholder engagement.
- Experience in conflict resolution or mediation preferred.

Proposal Requirements:

Interested contractors should submit the following by TBD:

1. Cover Letter: Detail your interest in working with MASE and how your experience aligns with the role.
2. Proposed Scope of Work: Describe how you would approach the responsibilities outlined, including specific strategies for achieving program objectives, securing funding, and managing public relations.
3. Bid Proposal: Include a detailed bid for the 1-year contract, specifying requested compensation and any relevant costs.
4. Experience and Qualifications: Provide a resume, CV, or organizational portfolio demonstrating relevant expertise.
5. Professional References: Include contact information for two references familiar with your work in environmental justice or related fields.

Evaluation Criteria:

Proposals will be evaluated based on:

- Alignment with MASE's mission and goals.
- Demonstrated experience in environmental justice, community organizing, and program management.
- Ability to collaborate effectively with federal, state, and county agencies, as well as community organizations.
- Communication and leadership skills.
- Familiarity with local Indigenous cultures and uranium-impacted communities.
- Proposed bid amount and feasibility within MASE's available budget.

Submission Process:

Submit all required documents by 1/31/25 via email to [sgordon@swuraniumimpacts.org]. For additional questions, please reach out to MASE at the same address.