



Job Description Outreach and Restoration Coordinator

About The Watershed Project:

The mission of the Watershed Project (TWP) is to educate and inspire communities to protect their local watersheds. We produce well-respected programs in six areas: Healthy Watersheds, Greening Urban Watersheds, Wild Shorelines, Watershed Education, Capacity Building, and Environmental Careers.

Our community programs focus on engaging all watershed residents, adults to students, in hands-on projects that help them understand their role in our watersheds, appreciate the natural processes, plants, and animals that share these watersheds with us, and what positive actions they can take to become stewards.

Summary of current projects for 2019 requiring watershed outreach and education:

- West County creek restoration projects (Rheem, Wildcat, San Pablo)
- Curb appeal drought tolerant garden installation (North Richmond)
- North Richmond Urban tree canopy project
- North Richmond urban greening master plan

About the Position:

The Outreach and Restoration Coordinator will advance our mission to create more resilient communities by helping us reach out to the public and getting residents involved in projects that benefit the community. Under the direction of the program staff at TWP, the coordinator will lead residents in installing rain gardens and bioswales, habitat gardens, and planting trees. Specific responsibilities include:

- Explaining the ecological benefits and functions of various habitats in our project areas to the public. Current and planned projects include creeks, bioswales and rain gardens, habitat gardens, and trees
- Developing relationships with community groups and individuals
- Attending and participating in targeted community meetings
- Preparing presentations on maintaining Green Urban Infrastructure for the general public and maintenance staff
- Preparing scope of work for community workdays
- Facilitating community workdays
- Identifying and coordinating appropriate restoration, education and other projects with input from other staff
- Developing planting plans and plant lists for projects
- Ordering and maintaining plants for construction projects
- Training and supervising paid and volunteer work crews in gardening and tree planting tasks
- Transporting tools, supplies and plants, including trees, to planting sites

- Managing urban forestry database
- Tracking progress of projects, including statistical reporting on as built projects, and budget expenditures
- Supporting large community events such as MLK Day, Earth Day, and Coastal Cleanup Day

In addition, the coordinator will have the opportunity to contribute to overall organizational support:

- Writing articles for and editing the monthly Ebb & Flow newsletter
- Social media posts to promote and celebrate our work in the community
- Community outreach for large events
- Other duties as needed

Required Qualifications:

- Excellent oral communication skills and leadership ability
- Experienced with community outreach and organizing
- Experienced leading work groups
- Experienced with project management and tracking expenditures
- Experienced with native plant gardening and landscaping work
- Experienced with tree planting and tree care
- Clean DMV record and fully insured and registered vehicle that can be used for transporting trees, tools, plants, supplies, and equipment
- Able to work with diverse groups of people (age, gender, race, ethnic origin)
- Able to lift 50 pounds

Desirable Experience and Qualifications:

- Bilingual in English and Spanish
- Experienced using concrete saw for sidewalk cuts
- Possess tools and equipment for carrying out above tasks

At this time, the position is 60% of full time, but may expand in the coming year.

Compensation

The Watershed Project offers competitive compensation, DOE, and an excellent benefits package that is scaled to the full time percentage which includes medical, dental, vacation, and 403(b) plan. You can learn more about the Watershed Project at www.thewatershedproject.org.

To apply:

Email a resume and cover letter to info@thewatershedproject.org **OR**

Mail a resume and cover letter to:

The Watershed Project
 1327 S. 46th St. Bldg 155
 Richmond, CA 94804

Application Deadline: March 22, 2019