

Community Outreach Coordinator

About The Watershed Project

The Watershed Project (TWP) is a nonprofit organization based in Richmond, California whose mission is to inspire Bay Area communities to understand, appreciate and protect our local watersheds. Along with our many community and local group partners, through educating, community organizing, restoring creeks, shorelines, and native plant communities, and implementing vital green infrastructure projects, TWP is committed to building environmental resiliency and equity in the San Francisco Bay Area.

Position Overview

Under supervision of the Community Engagement Manager, the Community Outreach Coordinator will develop and cultivate relationships with community members and local groups in Richmond and surrounding West Contra Costa County communities, especially low-income communities of color facing disproportionate climate change impacts. The Community Outreach Coordinator, with the support of TWP program staff, is responsible for leveraging these relationships to ensure TWP includes and uplifts community voices in our work, and partners with community members to take action to improve watershed and community health.

This position may be part-time or full-time, between 24-40 hours per week, depending on the availability and skill set of the candidate. Please see below for details.

Responsibilities

Responsibilities for a part-time position may include, but are not limited to:

Community Outreach and Engagement (40%)

- Inviting Richmond, North Richmond, San Pablo, and other West Contra Costa County community members to participate in projects such as development for parks, gardens, trails, creeks, shorelines, and climate resiliency actions in their communities.
- Planning, organizing, and facilitating public events for community engagement, such as community workshops, block parties, and participation in design charrettes, surveys, and community discussions and panels.
- Cultivating long-term relationships with community groups and individuals through regular communication.
- Attending and participating in targeted community meetings.
- Translating between English and Spanish as needed at community events.
- Tabling at fairs, festivals, and other events to promote The Watershed Project's work.
- Networking and relationship-building with other organizations, non-profits, governmental agencies, elected officials, neighborhood councils, schools, etc., at local and regional scales.
- Keeping track of program activities for grant reports.

Communications and Marketing (20%)

- Developing outreach materials such as flyers, posters, and door hangers.
- Creating content for community-facing web pages about projects and events.
- Writing articles for the monthly Ebb & Flow newsletter.
- Translating outreach materials from English to Spanish.

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Additional responsibilities for a full-time position may include:

Volunteer Coordination and Program Support (40%)

- Recruiting groups and volunteers to participate in stewardship events such as clean-ups, planting or weeding.
- Organizing and supporting staff and volunteer stewardship events such as urban greening workdays, trash assessments, and large community events such as MLK Day, Earth Day, and Coastal Cleanup Day.
- Responding to inquiries related to volunteer opportunities.
- Keeping track of relationships with volunteers and community contacts using spreadsheets and/or databases such as Salesforce.

Desired Qualifications

The ideal candidate will possess some of the following knowledge, skills, and experience:

- “People person”; passion for cultivating relationships with community groups and individuals in Richmond and surrounding West Contra Costa County communities. An existing relationship to Richmond/North Richmond (e.g. someone who has lived or worked here) is a big plus. Must bring experience working with communities of color.
- Mission-driven; commitment and desire to improve the well-being of our environment and our communities, especially low-income communities of color.
- Effective verbal and written communication skills in English and Spanish are required.
- Comfort with a variety of communication methods including phone (texts or calls), emails, video conferencing, and in-person.
- Experience communicating with the public and participating in community events.
- Flexibility, enthusiasm, dependability, and the ability to work effectively with many different types of people.
- The ability to take individual responsibility and to work effectively as part of a collaborative team.
- Organization and attention to detail.
- Familiarity with or ability to learn computer applications such as Microsoft Office Suite and Google Suite.
- Basic graphic design skills; ability to create messaging and visuals for outreach materials.

Physical Requirements

- Fingerprinting and proof of COVID-19 vaccination required after hire. Fingerprinting costs will be reimbursed.
- Requires flexibility to work weekends (particularly Saturdays) and evenings for community events that may occur during those hours.
- Regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day.
- Work involves walking on uneven or muddy terrain.
- A valid California Driver’s License is highly desirable.

Work Environment and Values

Work is performed in an outdoor and office setting. Office location is at the Richmond Field Station in Richmond, CA, with field sites primarily in West Contra Costa County and Oakland.

TWP is an equal opportunity employer that strives to recruit a diverse workforce and provide an equitable and inclusive

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workplace for all. We strongly encourage people with a variety of backgrounds and lived experiences to apply and thrive within our growing team. We seek qualified and passionate individuals regardless of age, ancestry, color, creed, cultural background, ethnicity, gender identity or expression, marital status, military obligations, national origin, parental status, physical ability, race, religion, sexual orientation, socioeconomic status, or veteran status.

Compensation

This is a part-time or full-time Salary Non-Exempt position with a full-time equivalent (FTE) salary of \$43,000-45,000 per year. Employees who work 60% FTE or more are eligible for benefits. The Watershed Project offers excellent benefits, including:

- Medical and dental insurance
- Paid vacation time (10 days per year) and sick leave
- 12 paid holidays per year
- 403(b) retirement plan
- Paid professional development opportunities
- Flexible work schedule
- Friendly, dedicated, and supportive coworkers

To Apply

Please email a resume and cover letter, describing your interest and experience relevant to this position, to jobs@thewatershedproject.org and include "Community Outreach Coordinator" in the subject line. **Applications received by Monday, January 2 will be prioritized for review**, although we will keep the position open until filled. We hope our new team member will start in February, but this timeline is flexible based on mutual availability. Please visit TheWatershedProject.org/Green-Careers for up-to-date information.

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