Community Engagement Manager

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 Program Director, the Community Engagement Manager will oversee community engagement in planning projects in Richmond, unincorporated North Richmond, and surrounding West Contra Costa County communities. The Community Engagement Manager’s goal is to ensure meaningful community involvement through methods such as participatory design, space activation, and public education through interpretation and storytelling.

Responsibilities
Responsibilities may include, but are not limited to:

Community Planning Project Management (80%)
- Developing the methodology and strategy (with staff support) and overseeing the implementation of upcoming community engagement efforts, including:
  - Working with artists, tribal consultants, videographers and community partners to create community storytelling materials such as children’s books, videos, interpretive signage, audio recordings, and more.
  - Conducting community meetings, design charrettes, and workshops, and facilitating community workgroups to identify and communicate priorities during community-based planning processes.
  - Coordinating the design and installation of a series of wayfinding and interpretive elements such as signage, murals, decorated utility boxes, and painted street crossings in North Richmond.
- Managing project budgets and schedules; preparing invoices and reports.
- Providing direct supervision and mentorship to the Community Outreach and Volunteer Coordinator.
- Coordinating with the rest of TWP’s Community Planning team and with any project consultants.
- Attending and participating in targeted community meetings.
- Participating in community events that align with community outreach efforts.

Communications and Fundraising (20%)
- Keeping track of relationships with partners and community contacts using spreadsheets and/or databases such as Salesforce.
- Supporting grant-writing for community planning projects.
- Developing outreach materials such as flyers, posters, and door hangers.
- Creating content for community-facing web pages about projects and events.
- Writing occasional articles for the monthly Ebb & Flow newsletter.
Desired Qualifications
The ideal candidate will possess some of the following knowledge, skills, and experience:

- 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.
- Experience with creative storytelling, public education, and/or interpretation.
- Experience coordinating projects involving multiple partners and stakeholders from start to finish, including schedule and budget management.
- Strong written and verbal communication skills in English. Spanish is highly desired.
- Demonstrated interest in protecting and improving environmental and community health.
- Flexibility, enthusiasm, dependability, and the ability to work effectively with many different types of people.
- The ability to work effectively as part of a collaborative team and to take individual responsibility.
- Organization and attention to detail.
- Familiarity with or ability to learn computer applications such as Zoom, Microsoft Office Suite, and Google Suite.

Physical Requirements
- Fingerprinting required after hire.
- Regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day.
- A valid California Driver’s License is highly desirable.

Work Environment
Work is performed primarily in an office setting, based at the Richmond Field Station in Richmond, CA. The Community Engagement Manager is expected to live locally and work from the office or community locations as needed, but some tasks may be performed remotely. Until COVID-19 restrictions ease, all staff are required to wear masks in the office and maintain physical distance to the extent possible.

Compensation
This is a full-time, Salary Exempt position with a salary of $45,000-$50,000 per year. The Watershed Project offers an excellent benefits package which includes medical, dental, vacation, sick leave, paid holidays and 403(b) retirement plan. This is a one-year contract position to start, with the possibility of renewal dependent on funding.

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 Engagement Manager” in the subject line. Applications received by Sunday, March 13 will be prioritized for review, although we will keep the position open until filled. We anticipate conducting interviews in late March or early April, and hope our new team member will start in late April or early May, but this timeline is flexible based on mutual availability. Please visit TheWatershedProject.org/Green-Careers for up-to-date information.

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