

Youth Employment Program 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

The Watershed Project's Green Collar Corps (GCC) program provides paid job training and part-time employment for youth and young adults (17-24 years old) in Richmond, San Pablo, and Oakland. The program's goal is to support personal and professional growth for local young people, especially those who are underrepresented in the environmental field (such as Black, Indigenous, and other youth of color) and who cannot afford to take an unpaid internship opportunity. Created in 2009, our GCC program now usually employs 3-5 young adults annually, giving them the skills and experience they need to pursue environmental or other careers. GCC members are expected to spend at least one academic year with us, and we encourage them to stay longer in order to gain more in-depth experience and leadership opportunities. Members work across all of TWP's program areas with introductions to diverse environmental careers and hands-on experiences.

Reporting to the Program Director, the Youth Employment Program Manager is the primary supervisor for the GCC youth and young adult members. This role is responsible for recruiting and supporting all GCC members, leading them in field workdays such as planting and cleanups, and leveraging the expertise of TWP program staff to provide relevant training and experience for GCC members.

Responsibilities

Responsibilities may include, but are not limited to:

GCC Program Management (60%)

- Develop recruitment materials, conduct outreach, and work with the Executive Director and Program Director to hire a cohort of 3-5 GCC members each year.
- Work with TWP staff and GCC each term to organize members' schedules such that the GCC commitment does not conflict with other commitments, members experience a variety of hands-on projects and progression toward their individual goals, and at least 2-3 members work together regularly to build community.
- Meet regularly with the Executive Director, Program Director, and Program Managers to identify appropriate and relevant projects that align GCC members' interests with TWP's goals.
- Work with TWP staff to create, prepare, and facilitate regular trainings for GCC members on a variety of topics to facilitate team-building and skills development.
- Evaluate program success through surveys and other feedback, and make adjustments accordingly. Keep track of program activities for grant reports.
- Support GCC members with administrative tasks such as submitting timesheets and reimbursement requests.
- Manage GCC program budget and keep records of expenses.

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Field Crew Leadership (30%)

- Supervise and participate in field workdays with GCC members, such as restoration (planting, weeding, mulching, watering), trash cleanups, water quality monitoring, field trips with K-12 students, and community outreach/events.
- Assist in planning and facilitating community volunteer events such as restoration workdays and cleanups.

Communications and Partnership Development (10%)

- Regularly create or coordinate content about the GCC program for TWP's social media accounts and newsletter.
- Foster relationships with new and existing partner organizations (e.g. local community colleges and high schools, partner non-profits) through regular communication, updates, and collaboration on joint projects.

Desired Qualifications

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

- Organization, preparation, and coordination skills. Calendar coordination/scheduling skills are a big plus.
- Passion and experience mentoring, supporting, and working with youth (especially young adults ages 17-24).
- The ability to relate and provide culturally relevant programming to youth from Richmond, San Pablo, and Oakland. An existing relationship to these communities (e.g. someone who has lived or worked here) is a big plus. Must bring experience working with communities of color.
- Passion for outdoor field work and comfort with leading groups in an outdoor setting.
- Bilingual in English and Spanish is a big plus.
- The ability to take individual responsibility and to work effectively as part of a collaborative team, including responsiveness and clear verbal and written communication.
- Flexibility, enthusiasm, dependability, and the ability to work effectively with many different types of people.
- Familiarity with or ability to learn computer applications such as WhenIWork, Microsoft Office Suite, Google Suite, and Zoom

Physical Requirements

- Fingerprinting, TB test, and proof of COVID-19 vaccination required after hire.
- A valid California Driver's License, clean DMV record, and access to a vehicle is required.
- Work involves walking on uneven or muddy terrain. Work requires squatting and kneeling.
- Frequently lifts, carries and positions objects weighing up to 50 pounds.
- CPR and First Aid certification is a plus.

Work Environment and Values

Work is performed in an office and outdoor setting. Office location is at the Richmond Field Station in Richmond, CA, with field sites primarily in West Contra Costa County and Oakland. The Youth Employment Program Manager is expected to live locally and work from the office or field locations as needed, but some tasks may be performed remotely.

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

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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 full-time, Salary Exempt position with a salary of \$55,000-\$58,000 per year. The Watershed Project offers excellent benefits, including:

- Medical and dental insurance
- Paid vacation time (10 days per year) and sick leave
- 14 paid holidays per year
- Paid holiday closure between Christmas and New Year's Day
- 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 "Youth Employment Program Manager" in the subject line. **Applications received by Monday, January 1st 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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