

Community Education and Connections 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. TWP is committed to building environmental resiliency and equity in the San Francisco Bay Area and seeks to include and uplift community voices in our work. TWP works collaboratively with partner organizations and community members to take action to improve watershed and community health through educating, community organizing, restoring creeks, shorelines, and native plant communities, and implementing vital green infrastructure projects.

Position Overview

TWP is currently in the early stages of facilitating the creation of two new community-based creek stewardship groups in Wildcat and Rheem Creeks. Both of these new groups aim to pilot models for community-based stewardship of creek restoration and public activation projects. Additionally, we are the coordinator for several regional networks, including the Contra Costa County Water Quality Monitoring Volunteer Program, the Contra Costa County Coastal Cleanup Day Site Captains Network, and the Wildcat-San Pablo Creeks Watershed Council. Collectively, we refer to these networks and creek groups above as “community-based stewardship groups.”

Reporting to the Program Director, the Community Education and Connections Manager works collaboratively with TWP program staff to integrate community education into all TWP projects, with a particular focus on coordinating and educating community-based stewardship groups. This includes a field-based component of working with group members to plan and facilitate community workdays, events, and learning and engagement opportunities. This highly visible position requires strong internal collaboration with other TWP program staff, as well as collaborative external relationships with project partners, community groups, and the general public.

Responsibilities

Responsibilities may include, but are not limited to:

Community Education and Stewardship (40%)

- Work collaboratively with all program staff to integrate community education on topics such as watershed health, climate change and climate resilience, creek and ecosystem restoration, environmental justice, and community activism into all TWP projects. Support program staff by developing educational materials and teaching methodologies to suit their needs.
- Work with TWP’s leadership team to develop strategies to integrate community education into TWP programming.
- Develop learning objectives and educational content and materials such as presentations, webinars, web pages, flyers, and pamphlets for community-based stewardship groups.
- Plan and implement timeline and activities to progress the stewardship group work. Facilitate workshops, trainings, field days, tours, and community science programs to achieve the program and learning objectives. Monitor and evaluate educational outcomes.

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- Collaborate with program staff and community-based stewardship groups to organize and facilitate workdays and community science such as creek cleanups, watershed restoration, and planting activities. Provide educational content for each event and activity.

Network Coordination (40%)

- Develop and implement strategies for creating community-based stewardship groups, including defining objectives, outreach strategies, and membership criteria.
- Work with program staff to recruit members and volunteers, emphasizing inclusivity and working to remove barriers to participation.
- Plan, coordinate, and facilitate community-based stewardship group meetings, ensuring a collaborative and inclusive atmosphere. Work collaboratively with group members to define governance structures, work toward objectives, and foster a sense of community ownership in stewardship groups.
- Organize and conduct workshops, field days, trainings, community science activities, and tours to enhance stewardship members' involvement in creek restoration, environmental conservation, and community science initiatives.

Program Management (20%)

- Plan and implement project timelines, activities, and deliverables with staff support.
- Coordinate meetings and events, manage project budgets and schedules, and prepare invoices and reports.
- Evaluate success of public education activities through surveys and other feedback, and make adjustments accordingly.
- Support grant-writing pertaining to public education and community-based stewardship groups and communicate with funders as appropriate.
- Collaborate with TWP's team and project partners for joint activities.

Desired Qualifications

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

- Demonstrated experience in formal or informal education and/or public messaging and development of adult/community education.
- Experience working with public volunteers, giving public presentations, and facilitating community meetings. Excellent communication and interpersonal skills for effective collaboration with diverse stakeholders.
- Familiarity with environmental conservation or restoration, watersheds, climate change, outdoor public space activation, community science practices, education and communication, or related topics, and a desire to continue learning. A degree in a related field is a plus.
- Passionate about educating and engaging the public on topics related to The Watershed Project's work.
- Commitment to integrating equity, inclusion, diversity, justice, and accessibility into community education and stewardship.

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- Organization and attention to detail, and the ability to work both independently and collaboratively. Some experience in project management, including planning and implementing project timelines, budget, deliverables, and report writing.
- 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 Microsoft Office Suite and Google Suite.

Physical Requirements:

- Flexibility to work some weekends (usually Saturdays) and evenings for community meetings or events.
- Fingerprinting and proof of COVID-19 vaccination required after hire. Fingerprinting costs will be reimbursed.
- Regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day.
- A reliable method of transportation to The Watershed Project office and field sites in Contra Costa County. A valid California Driver's License is highly desirable.

Work Environment and Values

Work is performed in a shared office and outdoor setting. Office location is at the Richmond Field Station in Richmond, CA, with field sites throughout Contra Costa County.

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 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 \$56,000-\$59,000 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, detailing your interest and experience relevant to this position, to jobs@thewatershedproject.org and include "Community Education and Connections Manager" in the subject line.

Applications received by Sunday, February 11th will be prioritized for review, although we will keep the position open until filled. We hope our new team member will start in March, but this timeline is flexible based on mutual availability. Please visit [TheWatershedProject.org/Green-Careers](https://www.thewatershedproject.org/Green-Careers) for up-to-date information.

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