

Community Organizer

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 Organizer develops and cultivates relationships with community members and local groups in Richmond, North Richmond, San Pablo, and surrounding West Contra Costa County communities, especially low-income communities of color facing disproportionate climate change impacts. The Community Organizer, 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.

Responsibilities

Responsibilities may include, but are not limited to:

Community Outreach and Engagement (80%)

- Mobilize Richmond, North Richmond, San Pablo, and other West Contra Costa County community members to be active participants and advocates for climate resiliency projects in their communities such as improved access to nature, development of parks and trails, watershed stewardship, and resilience to sea-level rise and other climate change impacts.
- Cultivate long-term relationships and build trust with community groups and individuals.
- Plan, organize, attend and facilitate public events for community engagement, such as community meetings, workshops, neighborhood festivals, block parties, advisory groups, design charrettes, community surveys, and community discussions and panels.
- Provide real-time interpretation between English and Spanish in community meetings and other communication channels.
- Network and build relationships with other organizations, non-profits, governmental agencies, neighborhood councils, schools, etc., at local and regional scales.
- Keep track of program activities for grant reports.

Communications and Marketing (20%)

- Develop public-facing educational materials on climate change, environmental justice, and community activism.
- Create outreach materials such as flyers, posters, and door hangers, and generate content for community-facing web pages and articles for the monthly Ebb & Flow newsletter to enhance project engagement.
- Translate outreach materials from English to Spanish.

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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 through trust and mutual respect. 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.
- 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 in communicating with the public and participating in community events.
- Flexibility, enthusiasm, dependability, and the ability to work effectively with many different types of people.
- Organization and attention to detail, and the ability to work both independently and collaboratively.
- Familiarity with or ability to learn computer applications such as Microsoft Office Suite, Google Suite, and Canva.
- Basic graphic design skills; ability to create messaging and visuals for outreach materials.

Physical Requirements

- Work days are typically Tuesday through Saturday to support weekend community programs, but allow for some flexibility based on program schedule. Requires flexibility to work some evenings for community 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.
- Work involves walking on uneven or muddy terrain.
- A reliable method of transportation to The Watershed Project office and field sites in West Contra Costa County. 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.

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 Non-Exempt position with a salary of \$48,000-\$51,000 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

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- 403(b) retirement plan
- Paid professional development opportunities
- Flexible work schedule
- Friendly, dedicated, and supportive coworkers

To Apply

Please email a resume and written or video cover letter, describing your interest and experience relevant to this position, to jobs@thewatershedproject.org and include “Community Organizer” 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 for up-to-date information.

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