



The Watershed Project is Hiring

About the Positions

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.

We are currently seeking applications for two positions, described in detail below: Restoration Coordinator and Community Outreach Coordinator. Each of these positions is part-time (50-60%, or 20-24 hours per week). Candidates who are qualified for both positions and seeking full-time employment are welcome and encouraged to apply for both.

Work Environment

Work is performed in an office and outdoor setting. Office location is at the Richmond Field Station in Richmond, CA, with restoration sites primarily in West Contra Costa County and Oakland. Until COVID-19 restrictions ease, most office tasks will be performed remotely and all outdoor field work will be performed only with small teams, masked and socially-distanced.

Compensation

These are Salary Exempt positions at a full-time equivalent (FTE) salary of \$43,000 per year. Employees who work 60% FTE or more are eligible for benefits. The Watershed Project offers an excellent benefits package which includes medical, dental, vacation, sick leave and 403(b) retirement plan.

To Apply

Please email a resume and cover letter, detailing your interest and experience relevant to one or both of these positions, to jobs@thewatershedproject.org and include which position(s) you are applying for in the subject line. First round of applications will be reviewed on April 5, 2021.

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Community Outreach Coordinator

Position Overview

Under supervision of the Program Director, the Community Outreach Coordinator will take the lead in developing and cultivating relationships with community members and local groups in Richmond and surrounding West Contra Costa County communities. 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.

Responsibilities

Responsibilities may include, but are not limited to:

Community Outreach and Engagement (65%)

- Recruiting Richmond and North Richmond community members to participate in projects such as planting trees and gardens in front of their homes, testing their tap water quality, and sharing their desires for community improvements through interviews and surveys.
- Recruiting groups and volunteers to participate in stewardship events such as clean-ups, planting or weeding.
- Supporting volunteers during large community events such as MLK Day, Earth Day, and Coastal Cleanup Day.
- Cultivating relationships with community groups and individuals through regular contact and communication.
- Attending and participating in targeted community meetings.
- Keeping track of relationships with community contacts using spreadsheets and/or databases such as Salesforce.
- Tabling at fairs, festivals, and other events to promote The Watershed Project's work.

Communications and Marketing (35%)

- 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.

Desired Qualifications

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

- Passion for cultivating meaningful and authentic relationships with community groups and individuals in Richmond and surrounding West Contra Costa County communities. Must bring experience working with communities of color.
- Effective verbal and written communication skills in English and Spanish. Comfort with a variety of communication methods including phone (texts or calls), emails, video conferencing, and in-person.
- Demonstrated interest in improving and protecting environmental and community health.
- Flexibility, enthusiasm, dependability, and the ability to work effectively with a diverse range of people.
- Experience communicating with the public and participating in community events.
- 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

- Regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day.
- Work involves walking on uneven or muddy terrain. Work requires squatting and kneeling.
- Frequently lifts, carries and positions objects weighing up to 25 pounds.
- A valid California Driver's License is highly desirable.

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Restoration Coordinator

Position Overview

Under supervision of the Greening Urban Watersheds Program Manager, the Restoration Coordinator sees to the critical restoration of natural landscapes to mimic natural watershed processes which direct urban runoff to vegetated green infrastructure systems that reduce, filter or slow stormwater runoff. The Restoration Coordinator is responsible for the design and installation of native and drought-tolerant landscaping in rain gardens, bioswales and habitat gardens, as well as overseeing the urban forestry program. This highly visible position requires strong internal collaboration with other TWP program staff, as well as collaborative external relationships with project partners, including municipal representatives, community groups and the general public.

Responsibilities

Responsibilities may include, but are not limited to:

Restoration Project Management (60%)

- Overseeing TWP landscapes and fostering stewardship of completed projects.
- Implementing, consulting and leading an urban forestry program, which includes a comprehensive tree care program for successful establishment of planted trees.
- Identifying and coordinating appropriate restoration projects with input from other staff.
- Developing planting plans and plant lists for projects.
- Ordering and maintaining plants for restoration or construction projects.
- Preparing the scope of work for and facilitating field workdays.
- Training and supervising staff and/or volunteer work crews in landscape and tree planting tasks.
- Transporting tools, supplies and plants, including trees, to planting sites.

Outreach and Communications (25%)

- Explaining the ecological benefits and functions of various habitats in our project areas to the public.
- Developing relationships with municipal partners and community groups.
- Attending and participating in targeted community meetings as needed.
- Preparing and leading training presentations on maintaining native vegetation landscapes and trees for the general public, agency maintenance staff, and TWP staff.
- Supporting and establishing programs/activities for large community events such as MLK Day, Earth Day, and Coastal Cleanup Day.

Coordination and Reporting (15%)

- Managing urban forestry inventory spreadsheet.
- Writing project schedules and reports.
- Tracking progress of projects, including budget expenditures.
- Assisting other departments (i.e. Education, Healthy Watersheds, Capacity Building), by providing subject matter expertise as it relates to their projects (e.g. consulting on appropriate trees, plants for project needs, identifying invasive plant species, etc.).

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Desired Qualifications

Qualified candidates must demonstrate:

- Passion for outdoor field work and public education/interpretation.
- Experience with native plant landscaping and gardening work, tree planting, and tree care.
- Familiarity with native California and drought tolerant flora.
- Experience leading work groups (especially volunteers).
- Flexibility, enthusiasm, dependability, and the ability to work effectively with a diverse range of people.

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

- Interest in watershed health and ecology.
- Experience with project management and tracking expenditures.
- Degree and/or certification in a related field (biology, horticulture, etc.) preferred.
- Familiarity with or ability to learn computer applications such as Microsoft Office Suite and Google Suite.
- Bilingual in English and Spanish a plus.

Physical Requirements

- 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.

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