



January 3, 2022

Position: New Voices/Nuevas Voces Program Coordinator

WRWC seeks native Spanish language speaker active on the frontlines of the Green Justice Movement to join our leadership team. Environmental education or science degree, and community organizing experience preferred.

We enthusiastically encourage residents--especially Black, Latinx and indigenous residents--of communities in the Woonasquatucket River Watershed--Providence, North Providence, Johnston, Smithfield, North Smithfield and Gloucester--to apply.

The Woonasquatucket River Watershed Council (WRWC) New Voices Program Coordinator (NVC) is a vital team member for the organization integrating neighborhood residents with Woonasquatucket River Watershed work, with a special focus on the black, indigenous, and people of color (BIPOC) communities we serve. The NVC also leads WRWC's New Voices/Nuevas Voces initiative focused on building climate preparedness and leadership among residents of Olneyville in the floodplains of the Woonasquatucket River.

New Voices/Nuevas Voces:

- Develops close and impactful relationships with residents participating in paid cohorts who:
 - ✓ Learn about the science and impact of climate change that directly affect their neighborhoods, and resilience practices that prevent and prepare them for increased flooding, urban heat island, etc.
 - ✓ Connect to assets and resources and build environmental consciousness where they live
 - ✓ Hone leadership skills
 - ✓ Contribute their priorities and passions to help direct WRWC's work and the work of the City of Providence, State and Federal agencies
 - ✓ Step up into positions of community leadership and get paid for post-program service

Other Primary responsibilities:

- Oversee all aspects of the New Voices/Nuevas Voces program (full description of duties below)
- Complete progress reports as dictated by funding sources – may be monthly, quarterly or semi-annually, etc.
- Hire and train skilled staff to help run New Voices/Nuevas Voces, as necessary
- Work with other WRWC staff to integrate New Voices/Nuevas Voces cohort members and graduates, and other watershed residents, into other WRWC programs, and vice versa, including but not limited to:
 - ✓ WRWC River Rangers (our Greenway and River stewardship team)
 - ✓ WRWC Education Program
 - ✓ WRWC Board of Directors, Advisory Board and Committees
 - ✓ WRWC Recreation & Bicycle Programs
 - ✓ WRWC Flood Resilience Project
 - ✓ WRWC Green Infrastructure Development Program
 - ✓ WRWC Clean Days Program & Centredale Manor Superfund Site Cleanup Process
- Attend meetings and stay active as a WRWC representative to the Central Providence Health Equity Zone

- Participate in WRWC organizational activities as needed such as:
 - ✓ Outreach/Tabling Events
 - ✓ Neighborhood Celebrations
 - ✓ Staff/Board Events

Position qualifications:

- You are a natural born networker with excellent and demonstrated written and verbal communication skills in English and Spanish
- You possess management experience and can provide references from people who reported to you as well as from people you reported to
- You have excellent organizational skills
- You have experience with program tracking, record keeping and reporting
- You are a people person who also has experience managing programs and leading groups
- You have experience with and enjoy working as part of a team
- You are comfortable working with diverse groups of people
- You are able to work some evening and weekend days
- You have a valid driver's license and an excellent work ethic
- You have a willingness to learn and grow as part of an organization that is also learning and growing

Preferred qualifications (not required):

- Preference will go to an individual who has lived and/or worked in the neighborhoods of Providence that surround the Woonasquatucket River – Olneyville, Manton, Hartford, Valley, Silver Lake, Elmhurst, Smith Hill.

Details: Full time, salaried position, 40 hours per week, \$40,000 - \$50,000/yr depending on education and experience.

To Apply:

Email cover letter and resume to Clare Brown, she/her/hers, cbrown@wrwc.org.

Or mail to:

WRWC

45 Eagle Street, Suite 202

Providence, RI 02909-1082

Attn: Clare Brown

We will accept applications through January 31, 2022.

WRWC is an equal opportunity employer. We do not discriminate against employees based on race, color, religion, sex, national origin, age, disability or genetic information.

The mission of the Woonasquatucket River Watershed Council (WRWC) is to create positive environmental, social and economic change by revitalizing the Woonasquatucket River, its Greenway and its communities.

Additional description of what it takes to manage the New Voices / Nuevas Voces program:

- Program development, learning session and activity execution
- Preparing computer/access technology, curriculum and other materials for cohort members
- Assuring in-person or distance sessions are accessible for all cohort members (purchasing and lending out computers and hot spots), assuring food and child care is available for in-person sessions, assuring all sessions are comfortable and provide language access to all cohort members
- Recruiting and communicating with cohort members at minimum on a weekly basis
- Tracking cohort participation
- Assuring that cohort members are paid within a week of service by working closely with WRWC's Finance Director
- Organizing and hosting "Undoing Racism" workshops for cohort members, WRWC staff, board and partners
- Developing relationships with partners and guests to cohort learning sessions and activities
- Assuring cohort members and graduates play a vital role in developing priorities for WRWC, and connect to other vital roles such as becoming members of Providence's Racial and Environmental Justice Committee
- Coordinate with WRWC Education Team to integrate Environmental Leaders Program into New Voices/Nuevas Voces
- Purchasing all necessary program supplies and equipment
- Assisting with program fundraising as needed by collaborating on grants with Executive Director & Grants Manager
- Work closely with Grants Manager to create excellent reports for all grants related to this program
- Take photos of everything to build an archive, to post often to social media and to help develop media releases as appropriate