



**Position:** Community Programs Director

The Woonasquatucket River Watershed Council (WRWC) Community Programs Director (CPD) is a vital team member for the organization integrating watershed residents, with a special focus on black, indigenous, and people of color (BIPOC) residents, throughout all aspects of WRWC programming. The CPD helps assure that WRWC is a welcoming place to all the community members we serve. The CPD also leads WRWC’s New Voices/Nueva Voces program – a program focused on building climate preparedness and leadership among residents of Olneyville, a neighborhood of Providence through which the Woonasquatucket River runs and on the primary front lines for the climate related issues of flooding and urban heat island, and the environmental justice issues of poor air and water quality and access to green space, just to mention a few. New Voices/Nueva Voces:

- Develops deep relationship with residents through cohorts that
- ✓ Learn about the issues of climate change that directly affect them
- ✓ Connects them to resources and prepares them for emergencies
- ✓ Builds leadership skills
- ✓ Assures that their priorities and passions help direct WRWC’s work and the work of the City of Providence, State and Federal agencies that impact their homes/places of work/schools
- ✓ Help place residents in positions of community leadership

**Primary responsibilities:**

- Oversee and carry out all aspects of the New Voices/Nueva Voces program, including but not limited to:
- ✓ Program development, learning session and activity delivery
- ✓ Convening core team to provide input on program development
- ✓ Preparing notebooks, curriculum and other materials for cohorts
- ✓ Assuring either in-person or distance sessions are accessible for all cohort members (purchasing and lending out computers and hot spots if distance learning is required), 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
- ✓ Tracking cohort participation in learning sessions and activities
- ✓ 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/Nueva Voces
- ✓ Purchasing all necessary program supplies and equipment
- ✓ Assisting with program fundraising as needed by working on grants with Executive Director & Grants Manager
- ✓ Grant management and reporting for all grants related to this program
- ✓ Take photos of everything and post often to social media and develop media releases as appropriate

- ✓ Evaluate program internally with core team and externally with cohort members and partners
- Complete progress reports as dictated by funding sources – may be monthly, quarterly or semi-annually, etc.;
- Hire and train skilled staff for New Voices/Nueva Voces, as necessary;
- Work with other WRWC staff to integrate New Voices/Nueva Voces cohort members and graduates, and other watershed residents into other WRWC programs and other WRWC programs into New Voices/Nueva Voces including but not limited to:
  - ✓ WRWC River Ranger Team (our Greenway and River stewardship team)
  - ✓ WRWC Education Program
  - ✓ WRWC Board of Directors and Advisory Board
  - ✓ WRWC Recreation Program
  - ✓ WRWC Bicycle Program
  - ✓ WRWC Flood Resilience Project
  - ✓ WRWC Green Infrastructure Development Program
  - ✓ Centredale Manor Superfund Site Cleanup Process
  - ✓ WRWC Clean Days Program
- Assure that all WRWC communications are appropriately delivered in both English & Spanish and reach news outlets/social media for residents/businesses in all the communities WRWC serves;
- Work collaboratively with the Director of Projects, Director of Education, Greenway Manager, Bicycle Program Director, Development Director, Recreation Directors to further develop and ways to integrate the communities WRWC serves into all of our staff and programming;
- Assist with recruitment, interviewing and hiring community members in all available WRWC positions. These positions will fall under the direct supervision of each program manager;
- Attend meetings and stay active as WRWC’s representative to the Central Providence Health Equity Zone;
- Enter bi-weekly timesheets by mid-day every other Monday (or as requested by WRWC Finance Director);
- Respond to all communications related to job same day in a courteous, respectful manner – could be from WRWC team members, staff members, cohort members, those you supervise, partners, general public, etc. ***There is no such thing as over-communication.***
- Participate fully in all WRWC organizational activities such as:
  - ✓ Community Clean Days
  - ✓ Outreach/Tabling Events
  - ✓ Neighborhood Celebrations
  - ✓ Staff/Board Events
  - ✓ Bi-monthly reports to the board of directors

**Position qualifications:**

- Excellent and demonstrated written and verbal communication skills in both English and Spanish;
- Demonstrated management experience;
- Proven organizational skills;
- Experience with record keeping and reporting;
- Experience managing projects and leading groups;
- Experience and enjoys working as part of a team;
- Able to meet required competency level in Microsoft Office Software;
- Comfortable working with a diverse group of people;
- Ability to work some evenings and weekend days;
- Excellent phone and people skills;

- Valid driver's license;
- Excellent work ethic;
- Willingness to learn and grow;
- Courteous and respectful manner to all. This position represents WRWC both internally and externally;

**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.

Interested applicants should send resume and cover letter to [nuevasvoces@wrwc.org](mailto:nuevasvoces@wrwc.org)