



**WOONASQUATUCKET RIVER
WATERSHED COUNCIL**

WRWC seeks a Manager for the new Olneyville Resilience Hub

Job Title: Resilience Hub Manager

Job Type: Full-time (40 hrs./week). This position is grant-funded for two years, with the intent to secure ongoing funding.

Salary: \$55,000

Benefits: WRWC provides 90% coverage of employee insurance, full dental coverage and competitive leave benefits.

Location: Providence, RI (Olneyville Neighborhood)

WRWC enthusiastically encourages residents - especially Black, Latinx and indigenous residents-of Providence communities surrounding the Woonasquatucket River - Olneyville, Manton, Hartford, Valley, Silverlake - to apply.

Overview: Resilience hubs are neighborhood centers that are designed to coordinate culturally sensitive, multilingual services to better meet the needs of diverse groups of community members. In addition to the day-to-day benefits, hubs can provide a safe place for temporary relief during days of extreme heat or operate as centers for distributing necessities such as food and multilingual information after disaster events such as floods. Year-round, they can offer space and programming for community-building efforts that increase resilience when emergencies occur.

Job Summary:

The Woonasquatucket River Watershed Council (WRWC) seeks candidates who are fully bilingual Spanish & English language speakers with lived experience in frontline environmental justice neighborhoods for the Resilience Hub (RH) Manager position. The RH Manager will work collaboratively with WRWC's community programs staff and resident leaders, the City of Providence's Department of Sustainability, Department of Recreation, and Providence Emergency Management Agency (PEMA). Preference will be given to residents of Olneyville and/or other Central Providence neighborhoods.

The RH Manager will:

- 1) Manage relationships with community, personnel, and partners to ensure high community impact and successful operations,
- 2) raise awareness for resilience hubs,
- 3) coordinate year-round wrap around services specific to the community's needs, and
- 4) assist in emergency response and recovery during and after disruptions.

Job Duties & Responsibilities:

The Resilience Hub generally operates under three modes: Normal Days, Disruption Days, and Recovery Days. Most often, the Hub operates in Normal Day mode, with responsibilities as follows:

- Empower resident oversight/ownership of Hub operations:
 - Support community to identify needs, priorities, and goals.

- Coordinate, support, and promote partner services and programs, which can include youth programs, adult education, workforce development, food distribution, PEMA emergency and hazard response training, and more.
- Lead the Community Resilience Committee (CRC), a cohort of residents that meets regularly to identify priorities, activate the Hub for community use, manage partnerships, and ensure smooth Hub operations.
- Collaborate with stakeholders (e.g., non-profits, local businesses, City staff)
- Help PEMA and other partners to engage, train and manage dedicated Hub volunteers.
- Identify, develop and maintain trusted channels for communication during disruption and recovery days
- Oversee engaging and culturally relevant social media:
 - Help community and partners develop posts,
 - Ensure all media posts appeal to those most in need,
 - Ensure Hub social media and other outreach center the languages and apps used by residents, and
 - Manage a master list of contacts for social media and press for use during emergency events and recovery days.
- Track supplies and maintain inventories, separating emergency supplies from those for day-to-day use, continuously update supplies in response to community need.

During Disruption Events and Recovery Days, the Hub Manager will have additional duties that include primary responsibility for information outreach, data collection and coordination of on-site services.

Work Hours: Mon-Fri, 11-7pm EST. Some evening and weekend hours may be required in order to successfully engage with community members before, during and after disruptions.

Desired Qualifications:

- Spanish and English language fluency
- Lived experience in frontline urban neighborhoods
- High School diploma; at least some higher education is preferred
- Experience empowering community leadership and advocacy
- Experience managing multiple projects independently and efficiently
- Experience collaborating productively and equitably with community and community-based organizations
- Strong interest in the safety and empowerment of culturally diverse residents

Employment Training:

The selected candidate is required to:

- Complete the FEMA Professional Development Series of classes, and ICS 300/400 within 6 months of hire.
- Complete emergency and safety trainings as directed within 6 months of hire.

Interested applicants should send resume and cover letter to nuevasvoces@wrwc.org