**WOONASQUATUCKET RIVER**
**WATERSHED COUNCIL**

**Position:** Community Programs Director

**WRWC enthusiastically encourages residents--especially Black, Latine and indigenous residents--of communities in the Woonasquatucket River Watershed--Providence, North Providence, Johnston, Smithfield, North Smithfield and Glocester—to apply.**

The Woonasquatucket River Watershed Council (WRWC) Community Programs Director (CPD) is responsible for integrating watershed residents into all aspects of WRWC programming, with a special focus on black, indigenous, and people of color (BIPOC) residents. The CPD helps ensure that WRWC is a welcoming place to all the community members we serve. The CPD also coordinates all Community Programs. These Community Programs are focused on building climate preparedness and leadership among residents of Olneyville, a neighborhood of Providence through which the Woonasquatucket River runs and is on the front lines of a range of environmental justice issues.

This is a senior level oversight, administrative, and capacity-oriented position for a new area of WRWC's work. Much of the work involves supporting a robust, community-oriented team.

**Primary responsibilities:**
- Convene and coordinate Community Programs Team including program facilitators, assistants, and other staff as needed
- Coordinate and help develop programs and learning sessions with Community Programs Team, and other advisors and partners as needed. Community programs include: Nuevas Voces, Climate Champions/Campeones, monthly speakers program, and other new programs and projects
- Oversee recruitment of cohort members for all Community Programs
- Assure in-person and/or online program sessions are accessible for all cohort members
- Assure excellent, regular communication with current and past cohort members and expanding resident leader community
- Track cohort participation in learning sessions and activities
- Assure timely monthly compensation and compensation tracking of community leaders for all compensated activities, working closely with WRWC's Finance Director
- Organize and help host "Undoing Racism" or other Diversity, Equity, Inclusion, Justice & Belonging (DEIJB) workshops for cohort members and WRWC board and staff members
- Develop strong relationships with partners speakers and guests for Community Program learning opportunities
- Connect/help place Community Program resident leaders in meaningful jobs, boards, decision making bodies at the local, state, and regional levels

- Celebrate full participation of cohort members with a meaningful graduation ceremony
- Coordinate the purchase of all necessary program supplies and equipment
- Assist WRWC grants and fundraising teams in developing proposals to assure adequate funding for Community Programs
- Collaborate with other WRWC directors to evaluate and report on Community Programs as dictated for both internal use and reporting to partners and funders
- Develop photo/video log of program participation and successes
- Hire and train skilled staff for Community Programs
- Complete annual performance reviews for team members
- Support the efforts of other WRWC programs and the full WRWC team to integrate Community Programs into their work. These other programs and teams include River Rangers, education, recreation, bicycle programs, restoration/flood resilience, board members, and more
- Participate in all regular WRWC staff directors' and full staff meetings
- Coordinate participation by Community Programs team, cohort members, and resident leaders and/or participate in sharing WRWC Community Programs successes and lessons learned at local, regional, and national panels, workshops, and conferences
- Work with communications team to assure all WRWC communications reach all community audiences in appropriate languages
- Support staff connected to the Olneyville Resilience Hub and Vecina Online Information Hub as requested by project leads working with dedicated outside teams

**Qualifications:**
- Excellent and demonstrated written and verbal communication skills in both English and Spanish
- Five or more years of proven program management experience
- Proven organizational skills
- Experience with record keeping and reporting
- Experience managing projects and leading groups
- Experience and enjoyment working as part of a team
- Competency in Microsoft Office software
- Comfort and enjoyment working with a diverse group of people
- Ability to work flexibly 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.

**Compensation and Benefits:**
- Salary: $50,000-$65,000 depending on skills and experience
- Full time employees will be eligible for all benefits including paid time off (vacation, sick days, and organization holidays). You may participate in all benefit programs that the WRWC establishes and makes available to eligible employees. Currently, the WRWC offers medical and dental insurance. Other benefits include a retirement plan with company contribution.

**To Apply:**
Email cover letter and resume to Community Programs, [nuevasvoces@wrwc.org](mailto:nuevasvoces@wrwc.org), with subject line: Community Programs Director application.

Or mail to:
Community Programs
WRWC
45 Eagle Street, Suite 202
Providence, RI 02909

**The deadline for applications is February 15, 2024. Applications will be reviewed on a rolling basis.**

**About the WRWC**
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.
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.