



WOONASQUATUCKET RIVER WATERSHED COUNCIL

Greenway Volunteer and Event Coordinator

The Woonasquatucket River Watershed Council (WRWC) seeks a Greenway Volunteer and Event Coordinator. This is a full-time position with benefits based in Providence, Rhode Island. The Greenway Volunteer and Event Coordinator works with the WRWC Greenway staff and River Rangers to plan and execute Clean Day and other events aimed at maintaining and improving the Greenway, engaging community members, and communicating with the general public about the Woonasquatucket River Greenway and related projects.

We enthusiastically encourage 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.

Duties and Responsibilities:

- Develop and organize Woonasquatucket River Greenway events and activities, including Clean Days, family and community activities, and other programming throughout the year
- Collaborate with the WRWC Communications manager to create and share digital content to support events and initiatives
- Develop relationships with community groups, businesses, and organizations in the Woonasquatucket River Watershed
- Communicate with community members about events and initiatives, and recruit volunteers through speaking at community events, door knocking, and participating in local media coverage
- Document River Ranger and Greenway projects
- Maintain River Ranger, Greenway, and volunteer events photo and video library
- Maintain and coordinate all online Greenway event registration and waiver systems
- Welcome volunteers and manage in-person registration process during Greenway events
- Collaborate with Development team to plan corporate/community group volunteer team events
- Solicit in-kind donations (food and supplies) to support Greenway events
- Support WRWC's advocacy efforts to advance clean water, litter, and related issues

Desired Qualifications:

- English-Spanish bilingual fluency
- Excellent written, graphic, and oral communication skills
- 2-3 years of work experience relating to communications, event planning, or volunteer engagement

- Skill in building relationships with volunteers and community partners
- Ability to positively represent the WRWC and its mission to partners and the general public
- Strong organizational skills, attention to detail, and ability to manage multiple projects
- Flexibility and willingness to work effectively with multiple team members
- Proficiency with Microsoft Office programs, including Word and Excel
- Proficiency with graphic design, social media platforms, and photo/video editing
- Facility with a range of social media platforms
- Ability to photograph/video events
- Ability to travel and work evenings and weekends as necessary
- Enthusiasm for working with the general public and WRWC team members
- Ability to build relationships with a wide range of people

Compensation and Benefits:

- \$39,000-\$42,000 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 Peter Dear, he/him/his, pdear@wrwc.org with subject line: Greenway Volunteer and Event Coordinator application.

Or mail to:

Violet Windham
WRWC
45 Eagle Street, Suite 202
Providence, RI 02909

Please apply before February 12, 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.