



**WOONASQUATUCKET RIVER
WATERSHED COUNCIL**

Job Title: Nuestros Bosques (NB) Program Coordinator

Job Type: Part-time (25-30 hrs./week as needed to meet project goals). This position is grant-funded by one source for as long as the funding is in place, or up to three years (whichever comes first) with intention to secure additional resources as soon as possible.

Salary: \$25/hour

Benefits: May be added with future funding or potential future transition to full-time position

Location: Providence, RI (Olneyville Neighborhood).

Hours: Hours are flexible, so long as they support project completion and goals and occur in times that work for community tree leaders, staff members and contracted partners. Work hours will require set in-office hours during regular business day hours and some evening and weekend hours as needed for community and partner programming.

Program Overview: WRWC's Nuestros Bosques "Reforestation, New Trees and Capacity to Sustain" program, funded through the Hispanic Access Foundation, centers on community-led stewardship of our urban forest. Primary program activities will include the implementation of an urban forestry practitioner program for local residents, the community-led planting of a Miyawaki method mini-forest, and the improvement of organization-wide tree stewardship systems. This project seeks to expand and improve the health of Providence's urban forest by planting and stewarding trees along the Woonasquatucket River Greenway, on streets, and in sites identified by community members, within the lower Woonasquatucket River Watershed.

Job Summary: WRWC seeks candidates who are fully bilingual Spanish & English language speakers who have been directly impacted by environmental injustices for the NB Program Coordinator position. This position will provide much needed administrative, organizational, and logistical support across project components and tasks, in collaboration with community tree practitioners, staff and partners. The Program Coordinator will work closely with other staff to facilitate sustained progress toward program objectives and will ensure cohort members are meeting program expectations and having their needs met.

The Nuestros Bosques Program Coordinator will:

- 1) Build and nurture relationships with and across community, staff, and partners to ensure successful task completion and high community impact in line with project goals.
- 2) Ensure staff, partners, and community members are unified and on track by managing project components, roles of teams and partners, and overarching project goals.
- 3) Work with the Greenway Operations Manager, and the Executive, Grants and Finance Directors to support consistent, clear and unified project tracking and organization of information, outputs and artifacts on the shared server to ensure smooth function, invoicing and reporting.
- 4) Support the development and implementations of cohort-based programming by assisting with event logistical coordination, managing participant needs and stipend distribution, and reviewing curricular content.
- 5) Serve as liaison between the various WRWC teams working on the project, the community tree teams, and contracted partners to provide helpful information and guide their activities in line with the project plan and its many opportunities for shared decision making and problem solving.

- 6) Support the communications team to ensure all project events, trainings and stewardship opportunities are clearly communicated in two languages to community and stakeholders in a timely and consistent manner to foster robust engagement and tree equity where it is needed most.

Job Duties & Responsibilities: This is a new endeavor designed to add capacity for collaboration across community residents, WRWC teams and project partners. Specific duties are still to be determined but likely will involve significant portions of time on computers using a shared drive and applications, significant time leading and participating in meetings and training sessions, outreach and information gathering/sharing, and significant portions of time providing support to community residents and staff teams.

Required Qualifications: Spanish and English language fluency. Ability and willingness to work a flexible schedule, including some weekends and evenings.

Desired Qualifications

- Lived experience in frontline urban neighborhoods
- Leadership and administrative experience in environmental organizations and communities
- Ability to take initiative and maintain communication with other project leads to ensure project stays on track
- Excellent business communications skills; and fluency with common business applications
- Experience empowering community leadership and advocacy
- Experience managing multiple tasks and accountabilities independently and efficiently
- Experience collaborating productively and equitably on teams and with community and community-based organizations

Preferences: Preference will go to an individual who has lived and/or worked in the communities (North Smithfield, Glocester, Smithfield, North Providence, Johnston and Providence) and the Providence neighborhoods (Olneyville, Manton, Hartford, Valley, Silver Lake, Elmhurst, Smith Hill) that surround the Woonasquatucket River.

To Apply:

Email cover letter and resume to Rebekah Greenwald, rgreenwald@wrwc.org.

Or mail to:

WRWC
45 Eagle Street, Suite 202
Providence, RI 02909-1082

Attn: Rebekah Greenwald, Director of Grants

We will accept applications on a rolling basis ending September 16, 2025.

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.