



COUNCIL FOR
**WATERSHED
HEALTH**

PROJECT COORDINATOR - ReDesignLA

Position is open until filled. Interviews begin July 12, 2024

ABOUT THE COUNCIL FOR WATERSHED

Council for Watershed Health (CWH) is a non-profit organization founded over 25 years ago by Dorothy Green to advance the health of our region's watersheds, rivers, streams and habitats both in natural areas and urban neighborhoods. We do this through research, education, and inclusive engagement.

ABOUT THE POSITION

CWH is expanding its ReDesignLA Team. CWH's ReDesignLA Program is a successful mentor-mentee model of recruiting, training, engaging, and building the capacity of Community-Based Organizations (CBOs) and Tribal Partners interested in implementing green infrastructure and climate resiliency projects in under-resourced neighborhoods. We're hiring a Project Coordinator who will support planning for climate resiliency, coordinate with agency partners, and strengthen partnerships with local CBOs and Tribal Partners. If you're well-rounded, a creative problem solver, and have the following competencies and experience, we encourage you to apply.

PRIMARY RESPONSIBILITIES AND DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING: COORDINATION 70%

- Assist in building trusting relationships among CWH, cohort members, and agency partners that result in stronger and collaborative ReDesignLA projects.
- Coordinate and support implementation of grant tasks and deliverables in partnership with agencies and ReDesignLA members through scheduling and preparing meeting materials, coordinating logistics with project partners, meeting note taking, and tracking follow-up actions items. Support project partners with invoicing and budgeting questions associated with Federal and State grants.
- Maintain communication with partners to track planning/grant progress.
- Identify opportunities for future ReDesignLA partnerships and align ReDesignLA activities with other CBO/tribal activities and efforts.
- Assist with research, data input, data analysis that informs the development of technical resources
- Gain knowledge of climate planning and green infrastructure project design principles.
- Gain understanding of agency goals and priorities, and identify shared goals with ReDesignLA partners.
- Develop and apply meeting facilitation skills.
- Assist with tracking ReDesignLA grant contracts, subcontracts, and their associated deliverables/budgets; support generation and tracking of invoices, task accomplishments, submitted applications, and ReDesignLA's leveraged funding across all partners.

OUTREACH, EDUCATION, ENGAGEMENT 10%

- Work with other ReDesignLA Coordinators and Project Manager to plan and coordinate cohort meetings and events.
- Contribute to the planning and coordination of outreach and education events, e.g. project tours, tabling at community events/CBO-led events.
- Create and/or contribute to the development of plans and project educational materials.
- Track and update agency partner workshops, meetings, other activities/events in the ReDesignLA calendar.
- Develop technical resources and materials for ReDesignLA and project partner education/engagement activities.

GRANT WRITING 10%

- Track and update funding opportunities in the ReDesignLA calendar and grants database.
- Track status of application components and fulfillment of grant application requirements.

- Coordinate ReDesignLA grant application partners to compile necessary information.
- Support the writing and editing of grant Request For Proposal (RFP) sections.
- Compile and organize funding application related documents.
- Package and support submittal of grant application.
- Gain knowledge to support development of project budgets.
- Develop competency to lead grant applications.
- Write ReDesignLA grant reports and for grant/reporting TA needs.
- Help maintain portfolio of ReDesignLA grant language.

OTHER DUTIES 10%

- Support coordination across CWH with other agency partnerships. Ensure there is ample communication between other teams and ReDesignLA team.
- Support the coordination of CWH-led webinars, symposia, and other events.
- Implement special projects and support other organizational activities as assigned.
- Other duties as assigned.

COMPETENCIES, EXPERIENCE, AND SKILLS

- 2+ years of relevant experience.
- Demonstrated writing and editing skills relevant to outreach materials and grant applications.
- Excellent interpersonal and networking skills; an adept communicator online and in-person.
- Strong writing and communication skills.
- Experience communicating to and collaborating with a variety of interested parties (eg. CBOs, Tribes, agency and municipal representatives).
- Excellent time management and organizational skills; an eye for detail; and ability to coordinate multiple deadlines simultaneously.
- Ability to think critically and solve problems creatively.
- Ability to work both independently and as part of a multi-disciplined team.
- Knowledge of MS Office.
- Willingness to learn social media management, Cloud products, and web design applications such as Wix and Canva.
- Experience working with climate vulnerable communities within Los Angeles County.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Urban Planning and/or Policy, Landscape Architecture, Social Work/Sciences, English, Communications, Journalism, Environmental Science or related field from an accredited four-year institution.
- Knowledge and experience working on local water issues and/or working toward social justice/equity.
- Experience with a non-profit or Community-Based Organization, Tribal partners, community engagement, public relations, and/or customer service.
- Experience with Adobe Creative Suite.
- Fluency in Spanish or other language.

POSITION TYPE, EXPECTED HOURS OF WORK, BENEFITS AND COMPENSATION

- Full-time, 40-hour work week; evening and/or weekend work may be required.
- CWH offers a competitive benefits package with fully covered medical/dental/vision insurance, and retirement plan with employer contribution.
- Salary range: \$54,000-\$62,000 per year.

PHYSICAL DEMANDS

- Communicates verbally in English with CWH Staff and the public in face-to-face and online settings. Must be able to exchange information in these settings and promote a positive and collaborative image.
- Regularly operates a computer and phone for communication.
- Operates office equipment such as computers, printers, copiers and projectors.
- Valid CA driver's license and/or the ability to travel to locations outside of the office.
- May be required to move/position supplies and materials of up to 50 Lb. Intermittently moves materials, shifts items up to 25 lbs. for brief to moderate durations of up to 5 minutes.
- Must be able to work outdoors occasionally in heat, direct sun, wind, rain, and cold.

WORK LOCATION AND SUPERVISION

Main Office is in Pasadena, CA with access to offices throughout LA County. CWH staff is currently working remote with regular in-person meetings and events; this position requires regular meetings in-person throughout LA County. Reports to Project Manager - Community Planning; supervises assigned interns.

HOW TO APPLY

Email cover letter, resume, three references, and samples from previous work that demonstrate writing long form (e.g. report, brochure, etc.) and short form (e.g. blog or social media, etc.) to: Human Resources - hr@watershedhealth.org - Subject Line: Project Coordinator - ReDesignLA

CWH is an equal opportunity employer and committed to fostering an inclusive workplace. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, veteran, disability status, or any other bias prohibited by applicable law.

*CWH strongly encourages people from underrepresented communities to apply.
CWH may modify/update this position announcement.*