



## **Job Description**

**Title:** Community Solutions Coordinator

**Organization:** Community Water Center

**Location:** Watsonville, CA

### **ORGANIZATION**

The Community Water Center (CWC) acts as a catalyst for community-driven water solutions through organizing, education, and advocacy in California. We seek to build and enhance leadership capacity and local community power around water issues, create a regional movement for water justice in the Central Coast and the San Joaquin Valley, and enable every community to access safe, clean, and affordable drinking water.

The Center employs three primary strategies in order to accomplish our goals:

- Educate, organize, and build the capacity of low-income communities and communities of color to address local drinking water challenges.
- Advocate for systemic change to address the root causes of unsafe drinking water in California.
- Serve as a resource for information and center of expertise on community water challenges.

Since opening our doors in 2006, CWC has worked with local residents from dozens of California communities to improve access to safe, clean, and affordable water. Over the years CWC has trained many community residents as clean water advocates and provided technical and legal assistance to numerous local water boards and community-based organizations struggling with how to manage efficient and accountable water systems in their communities. Our work in partnership with ally organizations has helped pass the nation's first Human Right to Water Law, helped secure more than \$2 billion dollars in funding for drinking water, advanced multiple groundbreaking legislative and regulatory policies that help advance the cause of water justice, raised the visibility of California's unjust drinking water reality in the media, and most importantly empowered community members themselves to advocate for change.

CWC's team is passionate, dynamic, and believes in the cause of water justice and making real change that is driven directly by impacted communities themselves. Our organizing and advocacy work, community collaborations, and organizational culture all reflect a concern for equity, mutual respect, appreciation for diversity, and environmental and social justice. As CWC continues to grow, we are looking for candidates who share our values, bring a passion for achieving our mission, and contribute to making change in our society.

CWC is headquartered in Visalia, California and has offices in Watsonville and Sacramento.

**Position Description:**

The Community Solutions Coordinator is a full-time exempt position that will be primarily responsible for providing technical support, analysis, and resources to assist communities in making informed decisions on the best drinking water solution(s) for their needs. The Community Solutions Coordinator is expected to work directly with the Community Organizers and other CWC staff and interns; and will coordinate with government agencies, affiliate organizations, and community partners. The Community Solutions Coordinator will also be supporting the development of draft plans for communities in the Central Coast to develop interim and long-term solutions to water access challenges and tools for communities to understand and engage in the process of decision-making. They will work closely with Community Organizers to ensure these plans are communicated effectively to community partners and provide opportunities for community engagement and action. This position will require travel to communities throughout the Central Coast and Sacramento as needed. (CWC staff are not currently travelling due to the COVID emergency.)

The Community Solutions Coordinator is expected to report to the Director of Community Solutions in the Watsonville office. All employees at CWC are “at will.”

**Major Responsibilities**Community Solutions:

- Provide technical analysis, informational materials, and other resources to assist communities in making informed decisions on interim and long-term solutions for their needs, including:
  - Understanding of drinking water quality and potential health risks.
  - Planning and evaluation of potential solutions, such as consolidation with a nearby water system, treatment options, and local drinking water infrastructure improvement projects.
  - Effective engagement and communication with local and state agencies on project planning.
  - Understanding and engaging with government programs to regulate or mitigate impacts to groundwater supplies that also serve as community drinking water sources.
- Coordinate with staff and community partners to develop strategic plans of action, and proactively identify and troubleshoot barriers to community solutions.
- Coordinate and support effective implementation of interim and long-term solutions with community partners, government staff, and CWC staff, including the development of work plans and tasks for priority communities.
- Using the best available data and local knowledge from community partners, coordinate with staff to proactively identify communities and geographic areas to focus outreach and engagement efforts.
- Coordinate with staff on the development of informational materials and communications strategies.

- Coordinate the administration of technical assistance projects, including developing and tracking project budgets, submitting funding applications and scopes of work to the State Water Resources Control Board, and providing regular progress reports.
- Support the development, tracking, and reporting of project outcomes and performance metrics.
- Coordinate the procurement of vendors and consultants, and oversee the development of scopes of work, deliverables, timelines, deadlines, and specific tasks.
- Supervise consultants and vendors to ensure contracted work is in the best interest of CWC, meets community needs, is of high quality, and is completed on time.
- Build relationships, alliances, partnerships, and coalitions to support CWC's campaigns and projects.

#### Sustainable Groundwater

- Lead CWC's efforts in the Central Coast to support the development of, and community participation in, effective and equitable sustainable groundwater management.
- Develop, present, and disseminate materials and best practices related to sustainable groundwater management activities, policies, resources, and programs.
- Work closely with CWC's SGMA Policy Advocate, Director of Community Solutions, and Community Organizers to continue and grow CWC's engagement in Groundwater Sustainability Agencies (GSAs) located in the Central Coast and the development and updates to their Groundwater Sustainability Plans (GSPs). This may include attending and providing public comment at GSA meetings, drafting GSP comment letters, and hosting bilingual (Spanish/English) community workshops.

#### General Duties

- Foster an environment that promotes trust and cooperation amongst staff, management, community members, and affiliate organizations.
- Attend and actively participate in staff, management, planning; and program meetings; reporting processes, and staff retreats.
- Actively participate in CWC activities such as donor drives and fundraising events.
- Other duties as assigned by the Executive Director and other Directors.

*Note: Nothing in this position description restricts CWC's right to assign or reassign duties and responsibilities at any time.*

#### **Required Qualifications:**

- Experience reviewing technical analyses and information in public, private or non-profit sectors, preferably related to the environment, health, and/or social justice; and synthesizing technical information for non-technical audiences.
- Strong verbal and written communication and presentation skills, with sensitivity to appropriate delivery depending on target audience.
- Fluency in English and Spanish.
- Outstanding organizational skills.
- Ability to work effectively and collaboratively with diverse organizations, groups, and individuals.

- Ability to work independently and in a team setting.
- Experience working with low-income communities and/or communities of color.
- Ability to be detail-oriented and think analytically, creatively, and critically.
- Ability to analyze drinking water technology information, develop cost estimates, and develop tools to optimize choices in interim solution systems.
- Valid Driver's License.
- Ability to travel within California and work some nights and weekends.
- Proficient with basic computer skills including, at minimum: Microsoft Office, Google Apps, and ability to troubleshoot basic software and computer equipment problems.
- Bachelor's Degree.

**Preferred Qualifications:**

- Engineering, Environmental Science, or related degree (strongly preferred).
- Management and oversight of project contractors (e.g. consultants working on specific technical aspects of a larger environmental project).
- Experience working on drinking water projects and/or public policy.
- Experience in project planning, management and evaluation.
- Experience working with management and analysis of databases, including geospatial data (GIS).

**Starting Date:** Open until filled

**Salary:** (based on experience and qualifications).

**Application:**

To apply, email resume and cover letter to: [heather.lukacs@communitywatercenter.org](mailto:heather.lukacs@communitywatercenter.org)

**Benefits:**

We offer a comprehensive compensation and benefits package which includes: medical, dental, and vision insurance; generous vacation, family and sick leave, and holiday policies; flexible work schedule; professional development opportunities and more. (Benefits guidelines and eligibility vary based on tenure and employment status, among other factors.)

Community Water Center is committed to providing equal opportunity to qualified job applicants and employees and does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical disability (including pregnancy), mental disability, medical condition, marital status, sex, age, sexual orientation, citizenship, military service status or any other characteristic protected by applicable federal, state or local law.

To learn more about the Community Water Center and our programs, visit our website at:

[www.communitywatercenter.org](http://www.communitywatercenter.org)