



Job Description

Title: Community Solutions Manager

Organization: Community Water Center

Location: Based in Visalia, CA. All candidates for this position must be able to report in-person to a CWC office at least two days per week. Staff are expected to report in-person for work more than two days a week if needed based on job responsibilities.

The Community Water Center (CWC) acts as a catalyst for community-driven water solutions through organizing, education, and advocacy in California. CWC has offices in Visalia, Watsonville and Sacramento, CA. The Center employs four 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.
- Support low-income communities and communities of color in the development of drinking water solutions through technical assistance projects.
- 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.

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.

Position Description:

The Community Solutions Manager is a full-time exempt position based out of our Visalia office that will be primarily responsible for managing drinking water projects in underserved communities where residents do not have reliable access to safe and affordable drinking water. This position will manage other community solutions staff members; will work directly with the Community Solutions team in the Visalia office as well as other CWC teams focused on advocacy, organizing, communications and policy; and will coordinate regularly with community residents, government agencies, contracted consultants, technical advisors, and affiliate

organizations. This position is responsible for proactively managing and expediting drinking water projects from inception to completion and ensuring that information about drinking water problems and potential solutions is communicated effectively to impacted residents and that projects are responsive to community needs.

This position will report to the Technical Director and will require travel to communities throughout the Central Coast and San Joaquin Valley as needed. All employees at CWC are “at will.”

Ideal Candidate

The ideal candidate will have a passion for applying technical and project management skills to initiate, manage and complete drinking water projects serving low-income communities of color, remove barriers, and advocate for public policy changes based on knowledge gained from project development and implementation. Candidates will excel at this position if they are excited to work collaboratively alongside other CWC staff, impacted community residents, and government and NGO partners to remove barriers to safe and affordable drinking water. Candidates must also excel at communicating technical ideas to diverse and non-technical audiences and be comfortable advocating for public policy and systems change.

Major Responsibilities

(To be carried out directly and/or by guiding supervisees.)

- Manage multiple drinking water infrastructure projects to ensure long-term access to safe and affordable drinking water.
 - Track and manage staff, timelines, budgets, consultants and other program components and resources to most effectively advance ongoing long term water solutions projects.
 - Proactively advance projects by urging key actors to take timely action and provide the necessary urgency to slow moving government processes.
 - Help strategically develop and lead future community solutions work.
 - Identify and address barriers related to access to safe and affordable drinking water and specific project delivery.
 - Track and manage grant and project funding to ensure project success.
 - Develop funding applications, including scopes of work and budgets.
 - Support the development, tracking, and reporting of project outcomes and performance metrics.
 - Identify funding gaps for projects and lead the pursuit of additional sources of funding where needed.
- Assist communities in understanding their drinking water quality and connect them to short-term drinking water resources such as bottled water and hauled water.
 - Develop technical analysis, informational materials, and other resources that are accessible to a non-technical audience on topics relevant to water quality and projects.
- Support CWC’s organizing and advocacy efforts by:

- Participating in community meetings and one-on-one outreach to provide updates on project progress.
- Strategizing with staff and community partners to advocate to advance projects and overcome political or bureaucratic barriers.
- Support CWC's policy advocacy efforts by:
 - Identifying areas where policy changes are necessary to address project barriers
 - Providing technical support such as review of State Water Board policy documents plans relevant to protecting community drinking water supplies
- Supervise community solutions staff members.

General Duties

- Foster an environment that promotes trust and cooperation amongst CWC staff, community members, and affiliate organizations.
- Attend and actively participate in team meetings, strategy development sessions and staff retreats.
- Support and contribute to internal reporting processes; fundraising efforts and staff retreats.
- Other duties as assigned by the Executive Director, your Supervisor and other Directors.

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

Required Qualifications

- Experience reviewing technical analyses and information preferably related to drinking water, wastewater, the environment, health, and/or social justice; and synthesizing technical information for non-technical audiences.
- Project management experience, including oversight of project contractors (e.g. consultants working on specific technical aspects of a larger environmental project), and scope, budget and schedule development and tracking.
- Experience managing other staff as a direct supervisor and/or as the lead of a project team.
- 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, including the ability to make progress on multiple projects concurrently.
- Ability to work effectively and collaboratively with diverse organizations, groups, and individuals.
- Ability to be detail-oriented and think analytically, creatively, and critically.
- Experience working with low-income communities and/or communities of color.
- Ability to accept and provide critical feedback – the ideal candidate would value accountability across the organization.
- Valid California driver's license and the ability to drive on highways.
- Ability to travel within California and work some evenings and weekends.

- Bachelor's Degree.

Preferred Qualifications

- Engineering, environmental science, or related degree (strongly preferred).
- Four or more years relevant professional experience.
- Professional Engineering license in California, or the interest and ability to attain one.
- Experience or familiarity with groundwater quality and management, drinking water wells, drinking water treatment, and piped drinking water systems.
- Experience working on drinking water projects, wastewater projects, and/or public policy.
- Experience applying for grant funding and packaging multiple funding sources to complete projects.
- Experience planning and facilitating meetings with diverse stakeholders.

Starting date: Open until filled

Salary scale: \$85,000 - \$105,000; based on experience and qualifications.

To apply: Email your resume and cover letter to careers@communitywatercenter.org and note (title) position - [your name] in the subject line.

Benefits: We offer a comprehensive compensation and benefits package which includes: medical, dental, vision, and life insurance; retirement contributions; generous vacation, family and sick leave and holiday policies; hybrid (remote and in-person) work location policy; work from home reimbursements; flex-time; professional development opportunities and more. (Benefits guidelines and eligibility vary based on tenure and employment status, among other factors.)

Community Water Center is a 501(c)(3) organization. As such employees may be able to participate in the Federal Public Service Loan Forgiveness Program.

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, gender, 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, visit our website at www.communitywatercenter.org