



# Nuestra Casa

Building family engagement and the power of community

## Job Description Community Water Coordinator

### **Mission**

Nuestra Casa has been serving the needs of the immigrant Latino/x population who reside within East Palo Alto and the mid-peninsula of the Bay Area since our inception in 2002. Our mission is to uplift Latino/x families in East Palo Alto and the mid-peninsula through community education, leadership development, and advocacy. Nuestra Casa's programming also serves low-income residents and is community-led and informed.

### **Position Summary**

Nuestra Casa is looking for a highly skilled, energetic, and assertive individual to assist us in coordinating our Water Rights Program. Through our Water Rights Program, as a community organizer, the Community Water Coordinator will develop a community-led water rights coalition that supports residents to assess and test their water. As a policy advocate, the Coordinator will hold elected officials accountable and ensure low-income and immigrant communities have a right to safe, clean and affordable drinking water.

The Community Water Coordinator will also contribute to our broader environmental justice efforts serving the East Palo Alto Community. Through our Environmental Justice Program, the Coordinator will facilitate meetings and engage residents in having meaningful conversations around climate justice, air quality and other related topics.

### **Essential Duties and Responsibilities**

The Water Community Engagement Coordinator **is a passionate, skilled and creative position with a high level of experience and autonomy. A successful track record of working with diverse communities is essential as is a long-term commitment to environmental and social justice. The Water Community Engagement Coordinator must exercise a high level of discretion, nuanced strategy, and independent judgment in the following job duties:**

- Community engagement: utilize strategic community building and organizing techniques to encourage community members to actively participate in a collaborative process.
- Community driven and political education: develop activities to deepen the public's understanding of issues identified by the community as well as the political landscape surrounding our policy work at the local and state level.
- Leadership development: provide training for residents and community members to develop skills on public engagement and education.

- Translate, interpret and participate in multimedia campaigns by assisting in the development of culturally appropriate resource guides, articles, and brochures, as well as in the production of flyers for local dissemination.
- Communicate effectively both orally and in writing, ensuring that our community messages promote trust and cooperation.

### **Reporting Responsibilities**

The Water Community Engagement Coordinator reports to the Senior Program Director.

- Ensure that all data collected through community driven efforts including tap water quality efforts are included and reported as required to ensure that performance outcomes are measured appropriately.
- Responsible for ensuring that all agency policies and procedures are followed.
- Document and maintain a thorough record of work performed.
- Perform other duties related to the environmental justice program as assigned by senior personnel.

### **Qualifications**

- Strong passion and commitment to social and environmental justice.
- Basic understanding of the community being served.
- Knowledge of issues immigrants and low-income people.
- Ability to engage a diverse community for social justice.
- Bilingual/bicultural in English/Spanish.
- Fluent in Spanish (oral and written)
- Experience in leadership development and popular education are preferred.
- Ability to navigate challenging situations and ambiguity.
- Strong organizational and communication skills.
- Strong interpersonal verbal communication and writing skills, with sensitivity to appropriate delivery depending on target audience.
- Ability to understand and apply information and acquired skills
- Ability to work effectively as part of a team.
- Flexibility to work evenings and weekends when needed.
- Strong computer skills, including Microsoft Office, Google Apps, and ability to troubleshoot basic software and computer equipment problems
- Bachelor's degree in a related field strongly preferred but all experienced candidates will be considered
- Current California Driver's License in good standing with a personally owned and insured vehicle to drive on work related business
- Ability to pass a background check

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties associated with this position, the employee is regularly required to walk, drive, stand, sit, and climb steps. The employee frequently is

required to use hands and fingers to operate a computer keyboard, mouse and telephone, as well as talk and hear. The employee must occasionally bend, lift, and/or move up to 25 pounds. Specific vision abilities required by this position include vision to drive, vision to walk, close vision, peripheral vision, and ability to adjust focus.

### **Salary**

The salary for the Water Community Engagement Coordinator position will be \$50,000. Upon successful completion of a 6-month probationary period, the position will become permanent. This is a full-time position with excellent health, dental and vision coverage, as well as paid holidays and vacation days.

### **How to Apply**

All interested parties should submit a cover letter and résumé to Miriam Yupanqui at [myupanqui@nuestracasa.org](mailto:myupanqui@nuestracasa.org).

**The Community Water Coordinator position is open until filled.**

*Nuestra Casa is an equal opportunity employer.*