



Workforce Development Program Manager

About The Watershed Project

The Watershed Project (TWP) is a nonprofit organization based in Richmond, California whose mission is to inspire Bay Area communities to understand, appreciate and protect our local watersheds. Along with our many community and local group partners, through educating, community organizing, restoring creeks, shorelines, and native plant communities, and implementing vital green infrastructure projects, TWP is committed to building environmental resiliency and equity in the San Francisco Bay Area.

Position Overview

The Workforce Development Program Manager is responsible for managing The Watershed Project's Green Collar Corps internship program and supporting the Greening Urban Watershed Apprentice's professional development and high school internship programs.

The Watershed Project's Green Collar Corps (GCC) program provides paid job training, career exploration, and part-time employment for youth and young adults (17-24 years old) in Richmond, San Pablo, and Oakland. The program's goal is to support the personal and professional growth of local young people, especially those who are underrepresented in the environmental field (such as Black, Indigenous, and other youth of color) and who cannot afford to take unpaid internship opportunities. Created in 2009, our GCC program now usually employs 3-5 young adults annually, giving them the skills and experience they need to pursue environmental or other careers. The GCC program is 9-months long—typically, running from October to June. GCC interns are expected to stay for the entire duration of the program, and they are invited to return for a second year to gain a more in-depth experience and take on leadership roles. Interns work across all of TWP's program areas with introductions to diverse environmental careers and hands-on experiences, but select a combination of Special Interest Pathways to focus on. The four pathways are: Greening Urban Watersheds, Community Engagement, Environmental Monitoring, and K-12 Education.

The Watershed Project's Greening Urban Watersheds (GUW) Apprenticeship Pathway is a specialized, mentor-guided program designed for individuals with some-to-no prior experience in environmental restoration who want to deepen their expertise and take on leadership roles in the field. GUW Apprentices will refine their knowledge of stormwater management, native plant restoration, green infrastructure, and environmental stewardship through their direct involvement in restoration projects, skill-building workshops, and individualized mentorship. This program is designed to advance career development by enhancing leadership skills and providing hands-on training in ecological restoration techniques.

Reporting to the Greening Urban Watersheds Sr. Program Manager, the Workforce Development Program Manager is the primary supervisor for the GCC interns and young adult members.



This role is responsible for recruiting and supporting all GCC members; leading and/or supervising them during field workdays across various restoration sites in Richmond, cleanups, and volunteer events; leveraging the expertise of TWP program staff to provide relevant training and experiences for GCC interns; collaborating with the Education managers to develop environmental content knowledge workshops as part of the GCC training curriculum; working across each TWP department to determine intern schedules and ensure everyone is receiving adequate intern support.

Responsibilities

Responsibilities may include, but are not limited to:

GCC Program Management (60%)

- Develop recruitment materials, conduct outreach, and work with the leadership team hire a cohort of 3-5 GCC members each year.
- Work with TWP staff and GCC each term to organize members' schedules such that the GCC commitment does not conflict with other commitments, members experience a variety of hands-on projects and progression toward their individual goals, and that the program offers a mix of work experience, job training, and community building.
- Meet regularly with the Executive Director, Program Director, and Program Managers to identify appropriate and relevant projects that align GCC members' interests with TWP's goals.
- Work with TWP staff to create, prepare, and facilitate regular trainings for GCC members on a variety of topics to facilitate team-building and skills development.
- Evaluate program success through surveys and other feedback, and make adjustments accordingly. Keep track of program activities for grant reports.
- Support GCC members with administrative tasks such as submitting timesheets and reimbursement requests.
- Conduct regular check-ins with interns to evaluate performance and track progress towards personal and professional goals.
- Manage GCC program budget and keep records of expenses.
- Assist with content development for grant proposals as needed to secure funding for the GCC program.

Field and On-Site Supervision (30%)

- Supervise and participate in field workdays with GCC members, such as restoration (planting, weeding, mulching, watering), trash cleanups, water quality monitoring, field trips with K-12 students, and community outreach/events.
- Assist in planning and facilitating community volunteer events such as restoration workdays and cleanups as it relates to managing GCC involvement and project management.



Greening Urban Watersheds Apprenticeship and High School Internship Support (5%)

- Provide GUW Apprentices with professional development support through check-ins, goal-setting, workshops.
- Support Apprentices' professional development with other departments via calendar coordination.
- Coordinate with staff overseeing high school student internships to ensure integration with other workforce development programs.

Communications and Partnership Development (5%)

- Regularly create or coordinate content about the GCC program for TWP's social media accounts and newsletter.
- Foster relationships with new and existing partner organizations (e.g. local community colleges and high schools, partner non-profits) through regular communication, updates, and collaboration on joint projects.
- Growing Green Collar Corps Alumni Network by posting updates, communicating with partners, attending and recruiting speakers for job boards and hiring fairs as needed.

Required Qualifications

- Organization, preparation, and coordination skills. Calendar coordination/scheduling skills are a big plus.
- Passion and experience mentoring, supporting, and working with youth (especially young adults ages 17-24).
- The ability to relate and provide culturally relevant programming to youth from Richmond, San Pablo, and Oakland. An existing relationship to these communities (e.g. someone who has lived or worked here) is a big plus. Must bring experience working with communities of color.
- Must be able to have difficult conversations that arise when managing young people during the early stages of their professional development.
- The ability to take individual responsibility and to work effectively as part of a collaborative team, including responsiveness and clear verbal and written communication.
- Flexibility, enthusiasm, dependability, and the ability to work effectively with many different types of people.

Desired Qualifications

The ideal candidate will possess some of the following knowledge, skills, and experience:

- Passion for outdoor field work and comfort with leading groups in an outdoor setting
- Bilingual in English and Spanish is a big plus
- Comfortable using Canva
- Experience with file, reimbursement, and timesheet management
- Experience with hiring and recruitment processes
- Familiarity with or ability to learn computer applications such as Google Suite, Box, and Zoom



Physical Requirements

- The expected work week for this position is Tuesday through Saturday. Depending on program and event schedule, workdays may occasionally be shifted to Monday instead of Saturday.
- TB test and proof of COVID-19 vaccination required after hire.
- Livescan required after hire. Fingerprinting costs, if applicable, will be reimbursed.
- A valid California Driver's License, clean DMV record, and access to a vehicle is required.
- Work involves walking on uneven or muddy terrain in inclement weather (hot, cold, or storm events) as needed. Work requires squatting and kneeling, climbing ladders, and working on steep slopes.
- Lifts, carries, and positions objects weighing up to 50 pounds.
- CPR and First Aid certification is a plus.

Work Environment and Values

Work is performed in a joint office and outdoor setting. Office location is at the Richmond Field Station in Richmond, CA, with restoration sites throughout Contra Costa County, Oakland, and San Francisco.

TWP is an equal opportunity employer that strives to recruit a diverse workforce and provide an equitable and inclusive workplace for all. We strongly encourage people with a variety of backgrounds and lived experiences to apply and thrive within our growing team. We seek qualified and passionate individuals regardless of age, ancestry, color, creed, cultural background, ethnicity, gender identity or expression, marital status, military obligations, national origin, parental status, physical ability, race, religion, sexual orientation, socioeconomic status, or veteran status.

Compensation

This is a full-time, Salary Non-Exempt position with an hourly rate of \$31.25-32.69 (\$65,000-68,000 annual salary). The Watershed Project offers excellent benefits, including:

- Medical and dental insurance
- Paid vacation time (10 days per year) and sick leave
- 14 paid holidays per year
- Paid holiday closure between Christmas Eve and New Year's Day
- 401(k) retirement plan
- Paid professional development opportunities
- Flexible work schedule
- Friendly, dedicated, and supportive coworkers

To Apply: Please email a resume and cover letter, detailing your interest and experience relevant to this position, to jobs@thewatershedproject.org and include "Workforce Development Program Manager" in the subject line. Applications received by **June 19th** will be prioritized for review, although we will keep the position open until filled. We hope our new team member will start in August 2026, but this timeline is flexible based on mutual availability. Please visit TheWatershedProject.org/Green-Careers for up-to-date information.