



### Programs Coordinator 2022-2023 Job Description

**Groundwork Southcoast (GWSC)** is an environmental justice organization. We work at the intersection of environment and community by investing in youth leadership. **The Programs Coordinator** is a part of a growing team that will be a part of leading our Green Team youth employee programs in Fall River and New Bedford.

#### Leadership, Stewardship, and Engagement (80% of work):

1. Recruit and Retain: Green Team (14-21yr old employees; 9-12hrs in school year and 15-20hrs in summer)
2. Leadership Development: Once trained on utilization- use GWSC curriculum to provide workshops to youth
3. Stewardship and Outreach: Once trained- ensure completion of community outreach and environmental activities

#### Groundwork Southcoast Coordination (20%):

1. Attend all required meetings, foster team coordination, and complete all daily tracking such as CRM, timesheets, etc.
2. Be a part of growing our organization including being willing to do other duties as needed

#### Required:

- Living in/ or having experience in environmental justice neighborhoods (low income areas with vacant lots or places that seem polluted), especially the North End of New Bedford or the Flint/Corky Row of Fall River
- Previous youth development experience and comfortable working outside year-round and lift more than 40lbs repeatedly
- Comfortable with Zoom and online based software such as Google Drive and skilled in project planning and implementation
- Have a valid driver's license, safe driving record, and ability to drive youth; acceptable CORI & SORI;
- Center and foster racial, social, and environmental equity and justice in all aspects of programming

#### Preferred:

- Previous youth employment experience
- Familiar with growing food, landscaping, Green Infrastructure, and trail maintenance
- Speaking English and a second language Spanish/Portuguese/Cape Verdean Creole/ K'iche

*If some of this sounds like you even if it isn't a perfect fit- please apply! Some of our best team members began as folks who didn't think they were qualified enough to apply at first.*

**Compensation:** Annual salary of \$40,000.00-\$50,000.00. This is a grant funded annual position reporting directly to the Director of Programs who is currently also the Executive Director. Employee benefits include employer payment of 75% of health and dental insurance, HRA reimbursement benefits tied to the health insurance, access to voluntarily participate in a FSA, an employer-matched 403B retirement plan, and paid-time off. This is an exempt, full-time position requiring after-school hours and some evening and weekend hours, very occasional overnights for national conferences, etc.

**Hiring Policy:** City of New Bedford and Fall River residents and Green Team Alumni are strongly encouraged to apply. GWSC is an equal opportunity employer, committed to maintaining and growing a team that reflects the environmental justice communities we serve with a particular focus on: centering the cultures in our community, Black, Indigenous, People of Color, immigrants, low-income, women, gender non-binary, and neuroatypical folks.

**To apply:** Applications will be reviewed on a rolling basis. Please submit letter of interest and resume to: Groundwork Southcoast: [jobs@groundworksouthcoast.org](mailto:jobs@groundworksouthcoast.org) OR fill out this application: <https://forms.gle/yaEQEg7JwJo4muXv9>



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