



Programs Assistant Position Description

Title : Programs Assistant

Location : Partial Remote (must be located Between Baltimore, MD and Northern Virginia).

Occasional travel to event sites is required.

Reports to : Executive Director

Salary: \$50,000

Health benefits: \$6,000 annual stipend to cover health insurance, vision, dental and related expenses, paid evenly throughout the year. Visit <https://www.healthcare.gov/> to find more information on health care costs.

Vacation: three weeks paid time off (to be approved by manager)

35 hour work week, all federal holidays paid time off. This is a full time, exempt position, with flexible work hours, including occasional weekends.

About Defensores de la Cuenca: Defensores de la Cuenca (Watershed Defenders) is a Latino-led 501(c)(3) nonprofit that connects Latin@/e and Spanish speakers to nature through shared experiences and opportunities to preserve and defend the Chesapeake Bay watershed for a healthier mind, body, and soul. We are building a network of Latin@/e leaders who are taking action to support Madre Tierra, our Mother Earth. We create family friendly events that are welcoming and inviting to ensure the Latin@/e participants have fun and make positive connections to nature. We share information about the many ways the environment impacts us and how we impact the environment.

Our approach: Defensores's team of Latin@ leaders uses our community connections, cultural competency, native language, and lived experiences to engage a hard-to-reach audience. Our engagements take a step ladder approach, always cognizant of the barriers that keep many members of the Latin@/e community from participating. We create welcoming and inviting experiences in the community for all and invite them to continue in our programs.

About La Academia de Defensores and the Embajadores de los Árboles programs: *La Academia de Defensores* is a paid adult training program that builds the capacity of participants around watershed-related issues through workshops, hands-on activities, and participant-led capstone projects. Similarly, our *Embajadores de los Árboles* program invites participants to serve as paid ambassadors for trees through increasing their knowledge of trees, helping to find hosts/locations for trees, and shepherding their success over the duration of the program.

Defensores de la Cuenca is seeking a highly motivated individual who is passionate about engaging the Latin@/e community, to bring resources and opportunities that support personal growth and capacity while supporting participants' needs and priorities. This position will be leading the administration, development, and implementation of our two programs. The position will work closely with the Executive Director, the operations assistant, collaborators, and program participants.

Preferred Experience and Qualifications

- Experience and interest working closely with the Latin@/e immigrant community.
- Personable and comfortable collaborating with different personalities and work styles
- Must be bilingual (written and spoken)
- Must be comfortable speaking in front of audiences
- Must be have reliable transportation and valid driver license
- 3-5 years of experience in program operations, administration, and/or development, with preferred focus of nature or environmental themes; program management experience in the non-profit, government, or another relevant field
- Extremely well-organized, detail-oriented, and able to self-manage deadlines
- Exceptional communication and presentation skills, and the ability to articulate our value proposition to internal and external stakeholders with passion and energy
- Content curriculum design experience, creating engaging, dynamic workshops
- Strong leadership skills to manage participants with collaborative partner support
- Capacity to manage data using Google Sheets, Excel, and willingness to learn and become proficient in new programs
- Passion for Defensores' mission of developing a network of Latin@/e leaders in the environment
- Team-oriented and cares equally about helping people as attaining excellent results
- Excited to work diligently in a startup environment with multiple priorities and comfortable meeting tight deadlines if necessary

The majority of this position will be focused on assisting with the development of, and leading the implementation of, *La Academia de Defensores* and *Embajador de los Árboles* programs. These programs recognize and remove barriers to participation for the Latin@/e community in the environmental field by providing training modules for Spanish dominant participants. Tasks include, but are not limited to:

- Support all aspects of programs to ensure that the operations are consistent and efficient across the organization's service area.
 - Assisting in the development and implementation of a recruitment strategy, practices and activities
 - Specifically, assist with the participant intake and training processes, including review of applications, scheduling and tracking relevant calendar events, and other related tasks.
 - Regularly communicate with participants, partners, and collaborators about program expectations, schedule, processes, goals, and achievements (including hosting the program orientation)
 - Support with the distribution and delivery of program supplies and site visit logistics of in-person activities
 - Review and update curriculum for appropriate content and prepare related materials for presentations, hand-outs, and website access
 - Speaker/presenter logistics for activities and workshops
 - Creating surveys and tracking metrics/other measurable outcomes
 - Monthly check-ins with participants to keep them on track and answer questions

- Coordinating with participant mentors
- Troubleshooting any issues that may arise concerning participants, partners, collaborators, etc.
- Documenting processes for future growth and implementation of programs across the Chesapeake Bay Watershed
- Assist in establishing and updating existing program guidelines, policies, and processes as needed, and provide input to strategic planning
- Complete an assessment of each cohort and their measurable outcomes to include capstones projects, people who received direct training from Defensores, indirect training/engagement from participants, capstone projects and/or trees planted, number of people involvement and/or engaged to include additional partners, volunteers, and/or local governments
- Creating or assisting the ED with content creation around the programs
- Setting up interviews with participants, partners or others involved with the programs to learn more about their experiences with the program

We strongly encourage leaders of color, women, and those who identify as LGBTQ+ to apply. Please submit your resume, and a brief cover letter detailing relevant experience and interest in the position via email to: info@defensoresdelacuena.org. Please title your email: Programs Assistant. You may be asked to provide a writing sample during a subsequent round as well as professional/personal references.