



JOB POSTING
Community Organizer

Tookany/Tacony-Frankford Watershed Partnership (TTF)
Posted February 6, 2018

Based at:

Tookany/Tacony-Frankford Watershed Partnership
Globe Dye Works
4500 Worth Street
Philadelphia, PA 19124

Reports to:

Executive Director, TTF
Philadelphia Watershed Coordinator, TTF

Hours: Full time salary (40hrs./week.) Pay commensurate with experience.

Job Purpose:

The Community Organizer will work with the TTF Philadelphia team to develop and maintain community relationships, maximizing TTF's community outreach efforts. This individual will serve as liaison to community groups, stakeholders and elected officials within our Philadelphia watershed neighborhoods. The Community Organizer will represent TTF on the Philadelphia Water Department's District 4 planning team, scheduling and hosting community meetings around relevant projects, and will lead community outreach initiatives such as our storm drain marking campaign.

Key Responsibilities:

- Schedule and plan community meetings in coordination with PWD District 4 Green Stormwater Infrastructure planning staff.
- Attend regular District 4 planning meetings at the Philadelphia Water Department.
- Maintain existing and develop new relationships with community members and organizations, schools, municipal and public agencies, businesses, environmental and educational organizations, and other stakeholders and partners regarding upcoming Green Stormwater Infrastructure projects and clean water issues across the watershed. Develop these relationships through email, phone calls, and in-person visits.
- Attend and present at community and other meetings on behalf of TTF.

- Take notes and provide timely reports as required.
- Maintain and continually improve TTF's database of community contacts.
- Promote events and our work through social media and on-the ground marketing, coordinating these efforts with the TTF team.
- Gather, develop, and provide resources, including educational materials and teaching tools, to community members.

Qualifications and Requirements:

The ideal candidate will have a degree in a related field and experience in community outreach and environmental education.

TTF is seeking:

- Energy and enthusiasm
- A commitment to the environment and community development
- Strong interpersonal skills
- Strong project and time management skills
- Strong written and oral communication skills; Spanish speaking a plus
- Ability to work as part of a team as well as to take individual initiative
- Proficiency in computer usage, including Constant Contact, Word, Excel, Powerpoint
- Familiarity with TTF's Philadelphia neighborhoods, particularly the Upper North and Lower Northeast - Germantown, Mt Airy, Olney, Logan, Lawncrest, Feltonville, Juniata & Frankford.
- Familiarity with Philadelphia's Green City Clean Waters plan and clean water issues.
- Occasional weekend and evening hours required
- Valid driver's license and access to a vehicle

TTF Watershed is dedicated to building a culturally diverse organization and strongly encourages applications from minorities and women.

How to Apply

Please send a cover letter and resume to:

Mr. Robin Irizarry
Philadelphia Watershed Coordinator
Tookany/Tacony-Frankford Watershed Partnership
Robin@ttfwatershed.org

Deadline: March 14, 2018

No phone calls please.