



Puyallup Watershed Initiative

About the Puyallup Watershed Initiative

The Puyallup Watershed Initiative (PWI) launched in 2012 as a new model for community-centered change and aims to improve social and environmental conditions throughout the watershed that comprises more than 1,000 square miles from Mt. Rainier to Commencement Bay. The PWI values transparency, accountability, inclusivity, collaboration, and learning. We seek to demonstrate these values in all our activities and our workplace.

As an organization committed to collaboration and learning, we apply what we learn from our actions, the work of our Communities of Interest, and our community partners to improve upon the past. By sharing what we learn and collaborating with community partners, we hope to help others do the same.

The PWI is committed to all people's right to a healthy environment and to participate in the decisions that most affect their lives. The Initiative is engaged in building a diverse, equitable, and inclusive workplace that honors lived experience and community connections. The PWI strives to create a supportive work environment and regularly reviews internal policies to improve our efforts.

About the Agriculture Community of Interest

The Agriculture Community of Interest (Ag COI) exists to bring diverse voices together to identify needs, coordinate efforts, and channel resources to produce a connected community that fosters viable agriculture in the Puyallup Watershed and greater Pierce County. The Ag COI has four strategies: 1) Build community and local leadership support for farmland preservation and consumption of local agricultural products; 2) Improve and build local leadership support for agriculture infrastructure, regulations, and incentives; 3) Foster new farmers and support existing farmers and farm workers; and 4) Build capacity of the Ag COI, including communication, collaboration, equity, and connection. It is expected that the candidate for Manager will commit to the vision and goals of the PWI and Ag COI.

Position Summary

The Ag COI Manager is a member of the PWI Team that focuses on direct management and support of the Agriculture Community of Interest. The Manager will tend to the Ag COI vision and goals, while tracking and advising numerous concurrent projects. The ideal candidate will have strong community engagement, coalition-building, facilitation, communication, and storytelling skills. Additionally, the ideal candidate is a systems thinker, adaptable and comfortable working with shifting priorities, and a strong bridge builder, bringing together

diverse people and ideas. Open-minded and empathetic, the candidate will have expertise around long-term planning and project management, and the candidate will have experience holding people accountable to shared goals and deliverable commitments. Experience with multicultural communities and social equity issues required. Local knowledge of agriculture issues and key stakeholders desired; technical agricultural knowledge is an advantage. This is a full-time, 40-hour per week position.

Duties and Responsibilities

The Ag COI Manager will use strategic community building and organizing techniques to engage rural and urban residents, farm owners and farm workers, agriculture related businesses, municipal and government staff, elected officials, local Tribes, and aligned nonprofits to advance the Ag COI efforts. Responsibilities of the position include:

- With the Ag COI, collaboratively develop and implement strategies, objectives, and activities that address farmland conservation, agriculture viability, and social equity
- Oversee management and execution of Ag COI work plan, supporting activity leaders in implementation and working collaboratively to make refinements when needed
- Facilitate meetings, including leading participants through consensus-based decision-making
- Adapt organizational structures and protocols to address changing priorities, improve group efficiencies, and increase inclusivity
- Support Ag COI capacity-building and individual activities through grant writing, developing strategic partnerships, and leveraging resources
- Serve as the primary Ag COI representative – attend meetings, community events, and applicable gatherings; provide public presentations and education
- Actively engage with the community to grow awareness and connectivity to Ag COI efforts, including storytelling to build support for farmland preservation, consumption of local agricultural products, and agriculture viability
- Recruit new Ag COI participants to build a base reflective of Watershed communities
- Maintain all tracking for Ag COI related grants, contracts, and reporting requirements
- Maintain internal and external communication on various platforms including MailChimp, Google Groups, email, Ag COI webpage, events calendar, e-newsletter, and post to shared PWI social media accounts
- Collaborate with other COIs in the PWI
- Attend monthly PWI staff meetings and PWI-wide events
- Perform other duties as and when required

Minimum Qualifications

- Prior work/volunteer/lived experience (3+ years) in relevant fields such as organizational development, nonprofit management, communications, and capacity building; or
- Degree and/or certificate in related field from a college or technical school or equivalent

combination of education and experience

- Demonstrated project management experience working with diverse stakeholders, long-term program planning, and communications
- Experience with grant writing, implementation, and oversight/administration
- Awareness and excellent listening skills; a communication style that reflects clarity, transparency, and approachability (influencing without authority, consensus building, decision-making, etc.)
- Fluent in current document creation and management tools including the Microsoft Office Suite, Google Documents, and online meeting platforms
- Genuine commitment and sensitivity to community issues, concerns, and perspectives, particularly in the Puyallup River Watershed
- Strong track record of authentic collaboration with diverse communities (i.e. racially and ethnically diverse communities, urban and rural communities, elected officials across the political spectrum, etc.)
- Excellent group facilitation skills
- Self-driven and able to work both independently and in a team-oriented environment
- Able to demonstrate flexibility with changing priorities
- Highly motivated and organized
- General knowledge of collaborative practices and consensus-based decision-making
- Located in or connected to the Puyallup River Watershed or Pierce County
- Familiarity with farming, food systems, or a related applicable field
- Able to provide own transportation throughout Pierce County with some regional trips

Working Conditions

- Working remotely and in an open shared office environment, depending on schedule and required work activity
- Periodic work conducted outside an office environment (e.g. site visits to farms)
- Ability to travel locally and nationally
- Ability to work a flexible schedule, including occasional evening and weekend commitments

Equipment and Materials

- Computer with a Windows-based environment and Office 365 are provided

Direct Reports

- This position has no direct reports. The Ag COI Manager reports to the PWI Community Relations Manager in consultation with Ag COI members.

Physical and Mental Requirements

Requires frequent sitting, standing, and occasional walking. The employee is occasionally required to lift objects weighing up to 10 pounds and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to understand written and oral communication as well as give written and oral instruction. The position requires the ability to calculate mathematic problems. Minimal travel required for professional development, organization related conferences, and community relations.

Compensation and Benefits

The PWI offers a competitive compensation and benefit package to employees including medical, vision, and dental insurance, life insurance, generous paid time off, and a 401k retirement savings plan. We support workforce diversity and are an Equal Opportunity Employer. The salary range for the Ag COI Manager is **\$50,500 to \$55,350** depending on experience.

To Apply

Please submit a cover letter, resume, and succinct answers to the following supplemental prompts to info@pwi.org. Candidate review will begin Tuesday, June 12, 2018. The position is open until filled.

1. Demonstrate an experience you have had working with social equity issues.
2. Demonstrate a time you successfully facilitated a diverse group of stakeholders toward a decision.
3. Provide information regarding your grant writing and grant management experience.
4. Provide an example of a communication or storytelling piece you created that built community awareness for a specific topic or issue.