



Job Description

Title: Technical Research Manager

Organization: Community Water Center

Location: Based in Visalia, CA. preferred. (Visalia CA. is strongly preferred. Applicants only willing to be based out of Watsonville CA, may be considered based on qualifications and business needs). All candidates for this position must be able to report in-person at least two days per week. Staff are expected to report in the office, attend public meetings, and/or conduct community outreach and advocacy more than two days a week if needed based on job responsibilities. This position may require travel up to 10%.

Organization Description

The Community Water Center (CWC) is building a movement for community-driven water solutions. CWC has offices in Visalia, Watsonville and Sacramento, CA. The Center employs four primary strategies in order to accomplish our goals:

- Educate, organize, and build the capacity of low-income communities and communities of color to address local drinking water challenges.
- Support low-income communities and communities of color in the development of drinking water solutions through technical assistance projects.
- Advocate for systemic change to address the root causes of unsafe drinking water in California.
- Serve as a resource for information and center of expertise on community water challenges.

CWC's team is passionate, dynamic, and believes in the cause of water justice and making real change that is driven directly by impacted communities themselves. Our organizing and advocacy work, community collaborations, and organizational culture all reflect a concern for equity, mutual respect, appreciation for diversity, and environmental and social justice. We are looking for candidates who share our values, bring a passion for achieving our mission, and contribute to making change in our society.

Ideal Candidate

The ideal candidate will have a strong understanding of drinking water quality and community-driven research. They will have a passion for working alongside communities to leverage research, data, and pilots to advance the human right to water.

Position Description

Full-time exempt position that will be primarily responsible for:

- Management and implementation of decentralized drinking water projects
- Serving as a primary representative for CWC on research projects
- Utilizing data and community knowledge to elevate priority drinking water needs

This position will work directly with other CWC teams focused on advocacy, organizing, communications and policy; and will coordinate regularly with impacted community partners, government agencies, contracted consultants, technical advisors, and affiliate organizations. This position will report to the Infrastructure Projects Director. All employees at CWC are “at will.”

Major Responsibilities

- **Manage CWC’s efforts to develop, pilot and advocate for sustainable and equitable decentralized short and long-term solutions where centralized drinking water solutions are not feasible:**
 - Ensure projects and research are responsive to community needs and priorities and align with CWC’s strategic goals.
 - Coordinate with staff, community partners, and other parties to move work forward and overcome political or bureaucratic barriers.
 - Contract and manage vendors and consultants. Manage projects including developing and tracking project budgets, submitting funding applications and scopes of work to funding agencies, and tracking and reporting on progress.
- **Manage CWC’s participation in community-driven research partnerships.**
 - Formalize and document CWC’s principles of partnership and top priorities for community-driven research projects.
 - Vet potential research and technology partnerships for feasibility, alignment, and strategic potential.
 - Lead proposal development for priority projects.
 - Serve as the primary point of contact and project manager for CWC’s community-driven research projects.
- **Use data and CWC’s on-the-ground work to elevate drinking water needs and ensure low-income communities of color in California are receiving the assistance they need to implement solutions.**
 - Lead CWC’s needs assessment work for domestic wells, state small water systems, and small public water systems by using the best available data.
 - Lead the documentation and sharing of CWC’s community assistance work and lessons learned.
 - Support CWC’s projects and campaigns with data and technical information.

General Duties

- Foster an environment that promotes trust and cooperation amongst staff, management, community members, and affiliate organizations.
- Build strategic relationships, alliances, partnerships, and coalitions that advance CWC’s campaigns and projects.
- Attend and actively participate in staff, management, planning, and program meetings; reporting processes; and staff retreats.
- Actively participate in CWC activities such as donor drives and fundraising events.
- Other duties as assigned by the Executive Director, Supervisor, and other Directors.

Note: Nothing in this position description restricts CWC's right to assign or reassign duties and responsibilities at any time.

Required Qualifications

- Five or more years' relevant professional experience (environmental/civil engineering, environmental health, water research, or other relevant field)
- Bachelor's degree or higher in environmental/civil engineering, environmental science, environmental health, or related degree.
- Technical understanding of drinking water quality and ability to analyze drinking water technology information.
- Experience with research in a community-based setting.
- Experience working with management and analysis of databases, including geospatial data (GIS).
- Experience creating project proposals including scopes of work, timelines, and budgets.
- Strong verbal and written communication and presentation skills, with sensitivity to appropriate delivery depending on target audience, including writing technical reports.
- Experience reviewing technical analyses and information and synthesizing technical information for non-technical audiences.
- Outstanding organizational skills, including the ability to make progress on multiple projects concurrently.
- Ability to be detail-oriented and think analytically, creatively, and critically.
- Valid California driver's license and the ability to drive on highways.
- Ability to travel within California and work some evenings and weekends.
- Fluency in English.

Preferred Qualifications

- Experience working with low-income communities and/or communities of color.
- Project management experience, including oversight of project contractors (e.g., consultants working on specific technical aspects of a larger environmental project), and scope, budget and schedule development and tracking.
- Experience soliciting grant funding for projects or working on grant-funded projects.
- Experience or familiarity with drinking water treatment, piped drinking water systems, drinking water wells, wastewater projects, groundwater quality and management and public policy.
- Experience planning and facilitating meetings with diverse stakeholders.
- Fluency in Spanish.

Physical and Travel Requirements:

- This position requires the ability to travel and participate in outreach activities as needed. The role may involve periods of sitting, standing, walking, or carrying materials of up to 50 lbs.

Starting Date: Open until filled.

Salary Range: 85,000-100,000 per year (based on experience and qualifications)

Application: To apply, email resume and cover letter to careers@communitywatercenter.org

Benefits: We offer a comprehensive compensation and benefits package which includes: medical, dental, vision, and life insurance; retirement contributions; generous vacation, family and sick leave and holiday policies; hybrid (remote and in-person) work location policy; work from home reimbursements; flex-time; professional development opportunities and more. (Benefits guidelines and eligibility vary based on tenure and employment status, among other factors.)

Community Water Center is a 501(c)(3) organization. As such employees may be able to participate in the Federal Public Service Loan Forgiveness Program.

To learn more about the Community Water Center, visit our website at
www.communitywatercenter.org