



Eastern Rhode Island Conservation District
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Community Outreach Consultant Description

Title: Community Outreach Consultant – Elizabeth Brook Restoration Project

Location: Remote Hybrid / Newport, RI

Reports To: ERICD Engagement Project Manager

Consultant (1099) Position: Thru October 2026; with additional year (Nov 2026 to Oct 2027) contingent on grant funding

Compensation: \$28-\$33/hr (based on experience); 30 hrs/wk (no benefits)

Organizational Overview:

Eastern Rhode Island Conservation District (ERICD) is a 501c3 organization whose mission is to promote and improve long-lasting and environmentally friendly practices that protect natural resources such as soil, water, and air. This is accomplished through outreach, education, help with environmental questions, and financial assistance. ERICD partners with a variety of landowners, including farmers, municipalities, schools and others in the community. ERICD was established in 1944. Its website can be found at www.easternriconservation.org.

Project Summary:

The Elizabeth Brook Restoration Project will restore and “daylight” sections of Elizabeth Brook, with the goals to reduce neighborhood flooding, improve water quality, restore natural habitats, expand public green space, and strengthen resilience against climate change. A cornerstone of this project is community engagement—ensuring residents, especially those in Newport’s North End, help shape the design and outcomes.

Position Summary:

The Community Outreach Consultant (COC) will work in close collaboration with the ERICD Engagement Manager and community organizations working in Newport’s North End neighborhood to coordinate and facilitate community engagement activities for the Elizabeth Brook Restoration Project. The COC will serve as a trusted, bilingual (English/Spanish) bridge between technical partners and local community members, ensuring that outreach efforts are culturally relevant, accessible, and inclusive. This role emphasizes community presence, workshop coordination, and effective communication with residents, schools, local organizations, and neighborhood stakeholders.

Position Responsibilities include (working with the ERICD Engagement Manager):

- Build relationships with North End residents, community leaders, and local organizations to encourage broad participation in the project.
- Support planning and facilitation of three major public workshops/design charrettes while also ensuring accessibility (translation, childcare, transportation, etc).

- Conduct one-on-one and small-group outreach to ensure resident voices are included in shaping design outcomes.
- Assist with outreach and facilitation to local students and schools (FabNewport, Newport Public Schools, CCRI, etc.) for student participation.
- Help secure trusted community venues, coordinate logistics, and manage workshop event planning, setup, and follow-up reporting.
- Collect, summarize, and help communicate community feedback to project partners and residents.
- Assist with translation of outreach materials (English ↔ Spanish).
- Contribute to newsletters, flyers, and social media outreach in collaboration with ERICD Engagement Manager.
- Work closely with ERICD staff, the Engagement Manager, and project partners to ensure residents' perspectives are integrated into technical design and decision-making.
- Represent the project at local community meetings and events, serving as a liaison to residents.

Core Competencies:

- Strong oral and written communication skills in English and Spanish.
- Comfort and experience with community organizing or engagement work, ideally in Newport's North End.
- Ability to facilitate small and large group conversations respectfully and inclusively.
- Ability to work independently.
- Must be detail oriented.
- Understanding of the importance of equity and community self-determination in decision-making.
- Ability to work flexible hours (some evenings/weekends for community events).
- Reliability, creativity, and strong interpersonal skills.

Qualifications:

- Education: Associate's degree, bachelor's preferred.
- Bilingual: English/Spanish.
- Ability to work flexible hours (some evenings/weekends for community events).
- Reliability, creativity, and strong interpersonal skills.
- Experience: Prior community organizing, campaign organizing, and/or other forms of constituent building experience (small- and/or large-scale).
- Knowledge of community development issues, and experience working in diverse communities including multiple generations (seniors, youth, working adults), as well as across ethnic and racial communities.
- Excellent communication and organization skills.
- Proficiency with basic computer applications (email, Microsoft Office, Google Docs).
- High energy, initiative, and creativity are desired.

Preference will be given to those who live in Newport with a deep understanding of the North End and its surrounding communities.

How to Apply:

Email a Cover Letter, Resume, and 3 References with subject line "**Community Outreach Consultant**" to Jim@easternriconservation.org

Background Check Required