



Job Title: Policy and Public Affairs Manager
Organization: Bayou Preservation Association
Reports to: President & CEO
Location: Houston, TX
Position Type: Full-Time, Exempt

About Bayou Preservation Association

The Bayou Preservation Association focuses on four key programs to accomplish its mission: bayou appreciation, bayou citizen science, clean bayous, and stream corridor restoration. Cross-cutting projects and initiatives – those that address the goals of more than one program – also continue, such as the educational symposium series, public resiliency education, policy review and response.

Our Values

Bayou Preservation Association advocates for urban development that weaves nature and nature-based solutions into the built environment to promote regional resilience, report on and monitor water quality in collaboration with local jurisdictions, and develop educational tools for communities and stewards. Through a collaborative approach, we bring together scientists, engineers, educators, advocates, and resident stewards to Celebrate, Protect, and Restore Houston Bayous.

Position Summary

The Policy and Public Affairs Manager will lead the development and implementation of the Bayou Preservation Association's water policy and public affairs campaign, with a focus on urban stormwater runoff, point and non-point source pollutants, and environmental equity. This role will integrate community engagement, policy development, and public engagement to advance the organization's mission. The Policy and Public Affairs Manager will manage ongoing and emerging local and regional strategies for policy related to stormwater runoff, point and non-point source pollutants, and environmental equity. Over time, the Policy and Public Affairs Manager will work to interweave community priorities into all of our work through collaborative outreach, relationship building, and co-creating a water policy and advocacy agenda. The ideal candidate will have a demonstrated commitment to engaging impacted communities and also understand how to effectively develop policy strategies and advocate at the local, regional, and state levels.

Key Responsibilities

Policy Development and Public Affairs

- Research and analyze local, state, and federal policies related to stormwater management, water quality, and environmental equity.



- Develop and lead advocacy strategies to advance equitable stormwater policies and green infrastructure initiatives.
- Build relationships with policymakers, local government officials, and community stakeholders to influence policy decisions.
- Draft policy briefs, position statements, and advocacy materials to support the organization's campaigns.
- Represent the organization at public hearings, City Council meetings, and other relevant forums.

Community Engagement and Outreach

- Design and implement community-centered advocacy campaigns, including letter-writing initiatives, public forums, and local action toolkits.
- Engage with vulnerable and under-resourced communities to amplify their voices and address their specific needs related to stormwater runoff and water quality.
- Support ongoing community education programs, including workshops, educational events, and water quality monitoring initiatives.
- Develop partnerships with local organizations, neighborhood associations, and faith-based groups to expand the organization's reach and impact.

Management

- Track and report on outcomes, including community participation, and policy impacts.
- Supervise volunteers and interns supporting campaign activities.

Communications and Fundraising Support

- Collaborate with the staff to develop compelling messaging and outreach materials for social media, newsletters, and the website.
- Contribute to grant proposals and fundraising efforts by providing program data, community impact stories, and policy updates.
- Serve as a spokesperson for the organization in community events and media opportunities.

Qualifications

Education and Experience

- Bachelor's degree in public policy, environmental science, urban planning, or a related field (Master's degree preferred).
- At least 3 years of experience in policy, advocacy, community outreach, or program management, preferably in an environmental, governmental, or nonprofit setting.

Skills and Competencies

- Strong knowledge of environmental policies, particularly related to stormwater management, water quality, and green infrastructure.



- Excellent communication skills, including public speaking, writing, and relationship-building.
- Experience working with diverse communities, especially underserved and under-resourced populations.
- Ability to manage multiple projects and deadlines while maintaining attention to detail.
- Proficiency in using data and metrics to demonstrate program impact.

Personal Attributes

- Passion for environmental justice and equity.
- Collaborative and inclusive approach to working with communities and stakeholders.
- Self-motivated and adaptable, with a problem-solving mindset.
- Commitment to the mission and values of the Bayou Preservation Association.

Compensation and Benefits

- Salary range: \$60,000 - \$70,000, commensurate with experience.
- Comprehensive benefits package, including health care stipend, paid time off, cell phone stipend, mileage reimbursement, and professional development opportunities.
- Flexible work environment with opportunities for hybrid remote work.

Application Process

To apply, please submit the following:

- A cover letter detailing your interest in the position and relevant experience.
- Your resume.
- Contact information for three professional references.

Applications should be emailed to Brittani at BFlowers@bayoupreservation.org with the subject line "Policy and Public Affairs Manager." Applications will be reviewed on a rolling basis. To receive priority consideration, please submit applications by February 28, 2025.

**This is a grant-funded position with an anticipated end date of no later than August 31, 2026. The position may be extended beyond this date, contingent upon the securing of additional funding.

The Bayou Preservation Association is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and community members.