



WALNUT WAY CENTER
 2240 N. 17th St.
 Milwaukee, WI 53205
 P: 414-264-2326
 F: 414-265-7245
www.walnutway.org

JOB DESCRIPTION

Job Title:	Environmental Stewardship Operations Coordinator	Prepared by:	Environmental Specialist
Department:	Environmental Stewardship	Approved by:	Executive Director
Reports to:	Environmental Specialist	Date:	January 22, 2020
Hourly Rate:	\$16.00 - \$22.00/hour per experience	Term:	Unlimited
FTE/Exempt Status:	1.0 FTE Yes X No	Position Status:	FT X PT IC

COMPANY CONFORMANCE STATEMENT

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

Organizational Background:

Walnut Way Conservation Corp. (Walnut Way) is the convener of the quality of life plan sponsored by the Zilber Neighborhood Initiative (ZNI). Walnut Way is a resident-led neighborhood association within Lindsay Heights, and its mission is to sustain economically diverse communities through civic engagement, environmental stewardship and ventures for community prosperity.

Walnut Way's strategic plan includes five goals:

- **Grow Prosperity** by expanding workforce development and revitalizing commercial corridors.
- **Environmental Stewardship** through transforming vacant lots into healthy green spaces, enhancing the Walnut Way environmental campus, and promoting and attracting housing resources.
- **Civic Engagement** that expands peer support and leadership networks, strengthens youth leadership opportunities, and creates community-driven policy, systems and environmental change.
- **Catalytic Development** that drives social innovation, health and wellness.
- **Sustainable Walnut Way** that strengthens organizational and neighborhood capacity.

POSITION PURPOSE

The Environmental Stewardship Operations Coordinator is a full-time employment opportunity with Walnut Way Conservation Corp. supporting the Department of Environmental Stewardship. These programs include: Blue Skies Landscaping, Growing Youth Leadership, and Campus Production & Sales. In all instances the candidate must perform in accordance with and be committed to the Walnut Way mission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support Walnut Way's Environmental Programs
 - Manage administrative functions of Environmental Stewardship Department
 - Identify, implement and manage landscape industry software and recordkeeping system
 - Manage and develop business systems to match work and business needs
 - Direct project/customer invoicing and receivables monitoring and follow up
 - Manage and monitor compliance systems
 - Lead BSL customer invoicing and accounts receivable monitoring
 - Coordinate subcontracted services on Blue Skies contracts, including, but not limited to: irrigation, pesticide/fertilization, and watering, as they develop
 - Develop calendar of subcontractor activities, modify as necessary
 - Identify potential vendors
 - Lock in pricing and contracts/MOUs with vendors
 - Schedule subcontracted services with vendors and customers
 - Monitor activities to ensure completion
 - Support vendor payments
 - Ensure all required reporting is completed
 - Support crew scheduling
 - Assist Environmental Specialist and Blue Skies Supervisors to coordinate and implement crew schedules between various divisions, including turf maintenance, bed maintenance, hardscape/softscape installations, green infrastructure work, and other services
 - Facilitate crew requests for support
 - Assist with development of preventative maintenance tracking system for vehicles and equipment
 - Project management and logistics
 - Assist with development of material and supply lists on a per-project basis
 - Receive materials quotes from vendors, place materials orders, schedule, secure and deliver materials for various projects per supervisor
 - Obtain necessary job permits, etc.
 - Support compliance and record-keeping, including insurance, cost reports, etc.
 - Manage vendor relationships, including, but not limited to: waste management, large equipment, and materials vendors as identified by supervisor
 - Confirm pricing and contracts
 - Set periodic check-ins with vendors to provide feedback and receive input
 - Leverage relationships to the benefit of the Walnut Way organization
 - Front line client relationship management Customer inquiries follow up
 - Receive and maintain a detailed log of new inquiries for service
 - Assist Environmental Specialist with quotes, bids, and new contract setup
 - Implement system of constant contact with customers as directed by supervisor in order to receive feedback and develop impeccable customer relationships



- Implement customer surveys / follow-up after close of seasons/contracts/projects
- Other Duties as assigned
 - Support marketing initiatives of the Environmental programs
 - Support fund development via identification of opportunities and writing as needed
 - Maintain accurate and highly organized records of activities
 - Fill out daily work log and see tasks through to completion
 - Attend leadership team and staff meetings
 - Support keeping facilities neat, clean and organized
 - Assist with community events and community engagement

ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities. The work environment characteristics include working in office space, community settings, community agencies and outdoors.

REQUIRED EDUCATION AND EXPERIENCE

1. A Bachelor's degree (preferred), plus, a minimum of three years of professional level experience performing duties similar to the position responsibilities.
2. Landscape industry or trades experience preferred.
3. Excellent oral and written communication skills and problem solving abilities.
4. Excellent organizational skills.
5. Strong working knowledge of Microsoft Office Applications.
6. Familiarity with a networked computer system.
7. Ability to work independently and as part of a team.
8. High level of detail, sees tasks through to completion.
9. Ability to multitask, think critically and approach work with a sense of urgency.
10. Ability to maintain confidentiality.
11. Must be willing to work flexible hours, including some evenings and weekends.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

- Efficient time management skills; ability to meet deadlines and prioritize multiple projects
- Demonstrate excellent written, oral, and organizational skills; highly detail-oriented
- Demonstrate a willingness to work in a collaborative and strong team-based organization
- Sets high expectations for self and self-motivated
- Ability to manage and motivate a team to achieve goals
- Passion for community development and social justice
- Thrives in asset-based community development

EQUAL EMPLOYMENT OPPORTUNITY

Our organization is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any basis including, but not limited to: veteran status, uniform service member status or any other protected class under federal, state or local law. In Wisconsin, the following are a protected class: age [40 or over]; race; creed; color; disability; marital status; sex; national origin; ancestry; pregnancy, childbirth, maternity leave or related medical conditions; arrest or conviction records; military service; sexual orientation; use or nonuse of lawful products off the employer's premises during non-working hours and genetic testing.



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OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, please either mail or email resume, cover letter, and two professional references (on company letterhead)

To: Jeremy Davis
Environmental Specialist
jeremy@walnutway.org
Walnut Way Conservation Corp.
2240 N. 17th St.
Milwaukee, WI 53205

**WALNUT WAY IS AN EQUAL OPPORTUNITY EMPLOYER
DRUG FREE WORKPLACE**