



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 Training & Special Projects 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 Training and Special Projects 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
 - Coordinate staff development within Environmental Stewardship Department
 - Support talent recruitment efforts for Environmental programs
 - Support environmental job description development
 - Schedule weekly individual check-ins with BSL Crew Leads and Supervisors
 - Schedule monthly individual check-ins with all BSL Staff
 - Support Environmental employee evaluation processes
 - Assist staff with development and achievement of personal and professional development goals
 - Coordinate Environmental staff trainings
 - Identify relevant staff training opportunities
 - Develop and implement training calendar
 - Develop curriculum and implement in-house trainings
 - Receive proposals, review and customize, schedule and coordinate contracted trainings
 - Monitor industry-relevant certifications, support staff to obtain and maintain their certifications
 - Conduct on-the-job monitoring and feedback for landscaping crews and individual staff while on contracted work sites
 - Activate and enhance Walnut Way Campus and BSL job sites as learning labs
 - Coordinate special environmental projects
 - Help to identify project-based environmental funding opportunities such as solar and green-infrastructure installation and training opportunities
 - Serve as project manager/lead for identified opportunities
 - Coordinate project monitoring, deliverables, implementation and reporting
 - Support project planning and development
 - Coordinate with partners, funders and internal team to implement special projects
 - Support crew scheduling
 - Assist Environmental Specialist, Operations Coordinator 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
- Other Duties as assigned
 - Support fund development via identification of opportunities and writing as needed
 - Support Growing Youth Leadership curriculum development and implementation
 - 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. Intense commitment to development of individuals of various backgrounds and experience levels as trades professionals
4. Demonstrated passion for environmental stewardship
5. Excellent oral and written communication skills and problem solving abilities.
6. Ability to work independently and as part of a team.
7. High level of detail, sees tasks through to completion.
8. Ability to multitask, think critically and approach work with a sense of urgency.
9. Ability to maintain confidentiality.
10. Strong working knowledge of Microsoft Office Applications.
11. Familiarity with a networked computer system.
12. 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**