



# Environmental Sustainability Program Coordinator

**Exempt Position Opportunity**  
**6/13/2022**

## INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is a vibrant urban hub. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old-world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities great restaurants, and a strong ethic around environmental sustainability.

The City of Milwaukee's Environmental Collaboration Office (ECO) strives to make Milwaukee a world class eco-city on America's Fresh Coast. ECO develops practical and racially equitable solutions that improve people's lives, the economy, and the environment. With a relatively small staff, ECO has an outsized impact through effective collaborations with the community. ECO provides a fast-paced and collaborative work environment where each team member has a unique opportunity to blossom as a community leader and visibly improve the City.

## PURPOSE

The Environmental Sustainability Program Coordinator will coordinate the ECO Neighborhood Initiative, EPA Environmental Justice grant program entitled *Healthy People, Homes and Neighborhoods* and neighborhood beautification projects.

## ESSENTIAL FUNCTIONS

### ECO Neighborhood Initiative

- Coordinate Community outreach and stakeholder engagement through the [ECO Neighborhood Initiative](#).
- Work with selected neighborhood organizations to coordinate educational program and activities in support of ECO's broader mission and interest in promoting ECO programs, policies, and best practices.
- Collaborate with other local environmental non-profits as assigned by the Director.

### Environmental Justice

- Coordinate ECO's 2022-2023 EPA grant funded program, entitled *Healthy People, Homes, and Neighborhoods*. This includes coordinating community outreach and education with non-profit organizations and preparing all associated federal and local progress reports.
- Advise Environmental Sustainability Director on environmental justice issues to incorporate environmental justice concepts into ECO programs and grant applications.
- Support the strategic priorities of ECO and the Mayor as it relates to the environment.

### Neighborhood Beautification

- Coordinate maintenance, ADA compliance, and programming of ECO's [HOME GR/OWN](#) pocket parks and coordinate with other City vacant lot programs as necessary.
- Coordinate beautification projects through the Neighborhood Investment Beautification Fund.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## CONDITIONS OF EMPLOYMENT

- Please be advised that new employees are required to have received either both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine prior to their employment start date or have an approved religious or medical accommodation prior to their employment start date. You can find further information relative to the City's Covid-19 Vaccination Policy [here](#).
- This position is full-time. It requires working from City Hall a minimum of 32 hours per week to start. Position also requires outreach and visiting sites throughout the City of Milwaukee.

## MINIMUM REQUIREMENTS

1. Bachelor's Degree in liberal arts, communications, or environmental studies is preferred. Alternate experience in community outreach and project management will be considered. One year of fiscal analysis, budgeting and/or related experience. Professionals experienced in environmental justice education and outreach will be considered.

Equivalent combinations of education and experience may be considered.

## DESIRABLE QUALIFICATIONS

- Minimum of 1 year experience in managing public sector programs or internships with public sector agencies is preferred.
- Experience managing contracts.
- Experience or knowledge of landscape design and parks maintenance.
- Valid Wisconsin driver's license.

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

ECO emphasizes three qualities for all team members: Project Management, Personal Growth, and Community Leadership. Under the direction of the City's Environmental Sustainability Director, the position will grow their management, leadership, and communication skills, and continuing education is encouraged.

### Project Management

- Understand and apply the basics of Project Management: Managing budgets, timelines, and scope of work.
- Coordinate work among partnering city agencies, non-profits, and community groups.
- Plan and prepare for meetings.
- Deliver promised results and work product on time.
- Effectively manage and prioritize daily tasks on a variety of projects.

### Communication and Interpersonal

- Written communication skills to be able to produce clear and concise correspondence and reports.
- Verbal communication skills to be able to effectively share information with colleagues, neighborhood groups, residents, and officials.
- Presentation skills to confidently appear before various audiences regarding the department's budget and financial activities.
- Ability to build and maintain harmonious working relationships with all levels of departmental staff, senior management, and policymakers.
- Ability to work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.

### Critical Thinking Skills and Professionalism

- Analytical, problem-solving, and decision-making skills as well as sound judgment.
- Ability to consistently meet deadlines.
- Self-directed and detail oriented.
- Honesty, integrity, and adherence to the highest ethical standards.
- Commitment to the mission of the Environmental Collaboration Office.

## CURRENT SALARY

The current salary range (Pay Range 2IX) is \$59,631.52-\$83,481.32 annually, and the resident incentive salary for City of Milwaukee residents is \$61,420.58-\$85,985.64. **Appointment will be made in accordance with the provisions of the salary ordinance and is expected to be at the minimum of the range.**

## APPLICATION PROCESS

Send cover letter, resume, and college transcripts if applicable to [eshamb@milwaukee.gov](mailto:eshamb@milwaukee.gov) by July 5, 2022.

**NOTE:** College transcripts are required for graduates, which must be received by the application period closing date. Transcripts should be attached to the email application. Applications without transcripts attached may be considered incomplete and may be rejected. Unofficial copies are acceptable; however, the transcripts must be legible and include the school's name, applicant name, degree completed (if applicable), and date completed.

## SELECTION PROCESS

This position is exempt from Civil Service and will require an annual ethics statement. The Environmental Sustainability Director will evaluate applications, schedule interviews as necessary, and select a candidate.

## CONCLUSION

The City of Milwaukee values and encourages diversity and is an equal opportunity employer. People of color are encouraged to apply.