

GREEN INITIATIVES PROGRAM MANAGER JOB DESCRIPTION

Job Title: Green Initiative Program Manager
Accountability: Director of Residents Services & Programs
Location: Operation Better Block, Inc. Office
801 N. Homewood Avenue, Pittsburgh, PA 15208

Job Summary: The Green Initiatives Coordinator furthers Operation Better Block, Inc.'s mission "to strategize, organize and mobilize, block by block, to benefit the Homewood Community" by addressing community challenges with green infrastructure solutions in order to increase community health and environmental justice. Essential to this work is the coordination of the Jr. Green Corps program, a paid job readiness program that encourages and empowers disadvantaged Homewood youth to develop independent living and vocational skills through green infrastructure projects that impact their physical environment, equip them for leadership roles in the community, and provide them with an opportunity to explore green industry careers.

Duties and Responsibilities:

Program Management

- Develop strategic action goals for green initiatives and Junior Green Corps program performance.
- Design and grow the program to align with the Organizational Strategic Plan.
- Responsible for management of Junior Green Corps projects including urban farming, tree planting, vacant lot revitalization, soil testing, air pollution monitoring, and more.
- Develop and deliver curriculum relevant to independent living and vocational skills.
- Responsible for community green initiatives including stormwater mitigation projects, community clean-up events, urban canopy expansion projects, and more.
- Submit weekly, monthly, and yearly program and project reports.
- Collaborate with OBB supervisors for identifying, applying for, securing, and reporting on additional program funding.
- Manage program budget in accordance with secured funding.

Community Organizing

- Support the coordination of resources, activities, and events for Operation Better Block projects and organizing efforts.
- Support organization in the collection and regular updates of community demographics and statistical data for creative problem solving, program development, and record keeping.
- Establish and/or facilitate agency-based relationships with service providers and programs impacting the physical and social revitalization of Homewood.
- Responsible for supporting, coordinating, and maintaining assigned cluster association(s).
- Represent OBB at local events, community gatherings, workshops, and training and to community leaders, local politicians, and community-based organizations.
- Perform any other community organizing activities as assigned.

Supervision

- Supervise interns and volunteers for all green initiatives and JCG initiatives, including determining workload and delegating assignments, training, monitoring and evaluating performance.
- Conduct orientation for interns and volunteers.
- Encourage staff/intern development and education around green initiatives.
- Supervise 20 youth employees as a part of Jr. Green Corps program. Manage timesheets and payroll, behavioral violations, quarterly evaluations, and more.
- Foster a team-oriented, supportive, accountable work environment.

Minimum Qualifications:

- Bachelors or Associates Degree in Green Systems and Technologies, Environmental Sciences, Agricultural Sciences, Horticulture, NATural Resource Management, or related field; or 3-5 years of relevant work experience;
- LEED (Leadership in Energy & Environmental Design) Green Associate or Associate Professional Certification desired;
- Working knowledge of Homewood community or similar experience;
- Ability to work in under-served communities of color;
- Interest in being part of a learning environment and in supervising interns;
- Ability to work as a part of a diverse team inclusive of various experiences of race, sexuality, gender, ability, or age;
- Excellent ability to plan and organize a demanding workload;
- Ability to plan, coordinate and implement daily workload;
- Understanding of how to create and carry out work plans and other models;
- Outstanding computer skills (particularly Microsoft Office Suite) and proficiency in utilizing the internet;
- Strong verbal and written communication skills;
- Ability to work effectively with minimal supervision
- Must pass Criminal/Child Clearances; and
- Must have a valid driver's license or state ID

Hours of Work: Full time; minimum of 40 hours per week. Some evening and weekend work required.

Compensation: Operation Better Block offers a collaborative team environment along with a competitive benefits package that includes medical, dental, and vision plans, and generous time off provisions. Starting salary range is \$37,000- \$41,000 and will be commensurate with experience.

To Apply: Interested applicants should send an updated resume to jjackson@obbinc.org AND CC obbshare@gmail.com with "Green Initiatives Coordinator Application" in the subject line. Ideal start date is February 1st with rolling applications until the position is filled.

Operation Better Block, Inc. is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Operation Better Block, Inc. celebrates diversity and is committed to creating an inclusive environment for all employees.