



**PLEASE NOTE: Resumes without cover letters will not be considered.**

Keep Indianapolis Beautiful (KIB) is an environmental and community nonprofit with a mission to help people and nature thrive. We partner with neighborhoods, local government, universities, community groups, and businesses to achieve our vision of an Indianapolis that is loved, cared for, and ecologically rich. We are also one of the most volunteered-for organizations in Indianapolis, working with about 20,000 volunteers each year to plant trees and native landscapes, organize litter cleanups, turn vacant lots into pocket parks, create outdoor classrooms, restore habitat, and educate and employ youth.

KIB helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout our city. The principles of diversity, equity, and inclusion are essential to our work – from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants – including people of color; people who are LGBTQ; veterans; people who are multilingual or multicultural; and individuals of various ages and abilities – to help us create a team with a broad range of backgrounds and thinking.

<b>Job Title:</b>	Director of Environmental Workforce Development
<b>Full-Time/Part-Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular
<b>Reports To:</b>	Vice President of Native Landscapes
<b>Compensation:</b>	\$58,700 - \$63,700 + benefits (Company pays 90% of health insurance premium, matches up to 3% 403b)

**Purpose:**

The Director of Environmental Workforce Development is responsible for directing the maintenance and stewardship of a variety of different KIB green infrastructure projects throughout the city and for the direction and development of KIB's youth employment programs focused on providing job skills, professional experience, and inspiring future environmental careers. The Youth Tree Team (YTT) program employs up to 60 high school students to water and mulch trees. The Urban Naturalist (UN) program employs college students to perform arboriculture maintenance and inventorying, maintain green infrastructure, and restore natural habitats to native conditions. The Director will directly manage the full-time YTT Manager, the full-time UN Manager, and serve as the second-level manager for the UN Coordinator. This position spends roughly half of time focused on team/program management, and half in the field.

**Duties, Functions, and Responsibilities:**

Maintenance:

- Directs tree maintenance coordination between the Managers of Community Forestry, YTT, and UN, ensuring maintenance is informed by implementation and vice versa.
- Manages tree watering contractors, including hydrant meter reporting, precipitation and drought monitoring, and weekly communication.
- Conducts regular analyses of tree maintenance data to identify trends and inform future decision-making surrounding tree planting and maintenance practices.
- Respond to requests from other staff to serve as project manager or as added help for other workdays within the programs of the DNL. This could include tree planting projects, habitat restoration projects, or greenspace implementation or maintenance work.

#### Youth Program Leadership:

- Works with the VP of Native Landscapes and other staff to continue developing the vision and the direction of, and financial support for the UN and YTT programs.
- Builds relationships with colleges, universities, government agencies, and employers to further advance workforce development initiatives.
- Identifies desired learning outcomes for the YTT and UN programs with the Program Managers and serves as an educator as needed.

#### Program Management:

- Guides and directs the Youth Programs team, including managers, and serves as second-level manager for coordinators. This includes goalsetting, performance management, and coaching.
- Ensures the contractual and grant-related obligations are being met and properly reported.
- Reviews and monitors YTT and UN program budgets.
- Provides field work support to the UN and YTT Managers.
- Other duties as assigned.

#### **Knowledge, Skills, and Abilities:**

- 4+ years and proven success in managing staff and teams, including goal setting, and providing regular performance feedback.
- Strong decision making and conflict resolution skills.
- Knowledge of plant and tree species, benefits, and proper installation and maintenance techniques, and willingness to further develop this knowledge.
- Ability to work in-office and in the field.
- Ability to accommodate seasonal nature of workload, including working weekends and/or evenings.
- Excellent verbal and written communication skills.
- Comfort representing the organization publicly, sometimes with media present.

- Training and/or knowledge of issues related to diversity, equity, inclusion, and belonging within organizations/workplaces.
- Excellent organizational skills.
- Strong data management and analysis skills.
- Proficient with Microsoft Office Suite.

**Education:**

- Bachelor's degree or a minimum of 5 years experience in landscaping, horticulture, green infrastructure, arboriculture, or related field.
- ISA Certified Arborist required or on a path to obtain certification.
- Office of the Indiana State Chemist Licensed Pesticide Applicator preferred, or willingness to obtain certification.

**Requirements:**

- Physically able to lift heavy items (up to 50 lbs.) consistently throughout a regular workday.
- Comfort walking, standing for long hours, and withstanding working outdoors in all seasons.
- Valid driver's license.
- Ability to or willingness to learn how to:
  - Pull a 20-25' long trailer behind a full-sized pickup truck.
  - Operate large machinery, including but not limited to, skid steers, excavators, and forklifts.
  - Use a variety of small power landscape tools (chainsaw, brush cutter, etc.).
- Exhibit KIB's Cultural Values of *Teamwork, Accountability, Excellence, Diversity, Equity, Inclusion and Belonging, Balance, and Joy.*