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Title: Director of Environmental Stewardship and Sustainability  
Program: Green Infrastructure Workforce Development Phase 1  
Position Type: Full-time  
Salary Range: \$45K-\$50K

### **Position Overview**

The Director of Environmental Stewardship and Sustainability will lead the implementation of Phase 1 programming, support program development, and is responsible for AmeriCorps member recruitment and retention, program operations, and coordination of community outreach and service activities.

During Phase 1, the Director of Environmental Stewardship and Sustainability will provide the daily leadership, direction, support and supervision of up to six AmeriCorps members. The Director of Environmental Stewardship and Sustainability executes the day-to-day operations for all service including green infrastructure maintenance, green and healthy homes inspections, and community outreach and financial literacy services. The Director of Environmental Stewardship and Sustainability will work with partners to plan, assign, supervise, document, and participate in the service of the crew. This position requires strong relationship-building skills, organization, follow-through, and collaboration. The Director of Environmental Stewardship and Sustainability reports to the Executive Director.

### **Essential Functions**

The Director of Environmental Stewardship and Sustainability will:

- Lead Phase 1 operations, including:
  - Recruitment of corps members
  - Coordination of service activities
  - Supervision of corps members
  
- Support growth and development of program through close collaboration with project partners, including:
  - Development and facilitation of corps member training
  - Representation of the program at partners meetings and external initiatives and events
  - New partnership development
  - Administrative tasks and data collection

- Provide leadership and supervision to corps members, including:
  - Leading crew activities, discussions and reflections that create and maintain crew and program values, respectful interactions, and teamwork
  - Empowering corps members throughout their term; supporting social and emotional growth and workforce development through formal and informal learning
  - Holding corps members accountable to the expectations outlined in the Member Handbook
  - Supporting corps member completion
  - Conducting performance reviews of AmeriCorps members
  - Collaborating with partners to address barriers to service completion, including physical, social and emotional well-being
- Plan, assign, supervise, document, and participate in the work of the crew, including:
  - Coordinating with the Buffalo Sewer Authority on work order and special project priorities
  - Managing the quality of work produced
  - Promoting a culture of safety and professional work practices
  - Recording and submitting data needed to complete assigned work order
  - Creating and maintaining a safe service and project environment; consistently monitoring all aspects of corps member safety including identification and removal of hazards, the mandatory use of personal protective equipment and recommendations for additional training; providing hands-on guidance as needed
- Provide administrative support, including:
  - Ensuring timesheets are completed accurately and timely;
  - Assisting in completion and submission of AmeriCorps paperwork (enrollment, exit, evaluation, etc.)
  - Participating in the AmeriCorps member selection process
  - Participating in and leading corps member training sessions
  - Sharing project highlights and photos with appropriate staff and partners for inclusion in press releases, news articles and/or videos.
  - Performing other duties and responsibilities, as required

### **Qualifications**

- Bachelor's degree in human services, social work, education, environmental science or related field with a minimum of 2 years' experience working with Opportunity Youth
- OR**
- 5+ years' experience working with Opportunity Youth and/or similar high-risk population including in management positions
- Experience in project management and technical, hands-on projects
- Knowledge of sustainability, landscaping, horticulture, construction, and/or stormwater management principles, preferred

- Strong, versatile, creative problem solving skills
- Ability to communicate with diverse stakeholders at all levels
- Experience with vocational education and/or youth workforce development, strongly preferred
- Experience managing a team
- Meaningful experience leading and managing youth ages 18-26 who've been involved in the criminal justice system and/or experience challenges consistent with opportunity youth
- Ability to motivate and guide disconnected and disengaged youth and diffuse conflicts
- Strong work ethic and ability and desire to work outdoors in challenging conditions
  - Working in extremes of heat, cold or rain
  - Heavy lifting, bending and carrying up to 50 lbs.
- Experience with service-learning, AmeriCorps programming, and member management, preferred
- Excellent interpersonal, presentation, and organizational skills
- Ability to adapt plans and be flexible on short notice and take initiative to problem-solve
- First AID/CPR Certification, preferred
- Driver's license, insurance and ability to drive a passenger van, required.

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### **Our mission and organization**

**Heart of the City Neighborhoods, Inc. (HOCN)** is a 501 (c)3 not-for-profit Community Development Corporation created to develop sustainable projects to support Buffalo's core communities. Working together with residents and neighborhood organizations, local leaders, financial institutions, equal employer details and real estate professionals, HOCN works towards stabilizing and creating integrated, mixed income neighborhoods where individuals and families of all incomes will have a better quality of life and take pride in their property, their street, and their community. With over 20 years of working directly with homeowners and small businesses, HOCN has a strong community connection within Buffalo.

HOCN is an Equal Opportunity Employer. HOCN does not discriminate on the basis of race, religion, color, sex, gender identity, (including pregnancy, childbirth, or related medical conditions) sexual orientation, age, gender expression non-disqualifying physical or mental disability, national origin, veteran status or any other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.