

# Environmental Sustainability Program Coordinator (Food Systems)

<b>List Type</b>	Original (Exempt)
<b>Requesting Department</b>	Environmental Collaboration Office (ECO)
<b>Open Date</b>	5/7/2024 3:00 PM
<b>Filing Deadline</b>	5/26/2024 11:59:00 PM CT
<b>Submit Applications To:</b>	Alexis Laverdiere ( <a href="mailto:allaver@milwaukee.gov">allaver@milwaukee.gov</a> )

## INTRODUCTION

The City of Milwaukee's Environmental Collaboration Office is seeking a motivated individual to coordinate a new food waste reduction initiative as part of a federal USDA Cooperative Agreement.

The 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 and the economy while working to protect and restore the natural ecosystems that support our long-term prosperity. We collaborate with the community, develop global partnerships, offer award-winning programs, and implement the Milwaukee Climate and Equity Plan.

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. 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 historic charm with a breathtaking art museum, top-flight cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity. 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.



## PURPOSE

The position is grant funded and will support implementation of the "[Waste Reduction and Sustainable Consumption](#)" idea in the *Milwaukee Climate and Equity Plan*. This position in ECO is funded through the 2-year [USDA Compost and Food Waste Recovery Cooperative Agreement](#) beginning in June 2024 and concluding in June 2026. The coordinator will be responsible for grant activities. Further, as part of these grant activities, the coordinator will design, promote, and oversee a *Milwaukee Food Saver Challenge*. A summary of the project is available [here](#).

The Environmental Sustainability Program Coordinator works under the direction of the Environmental Sustainability Director.

## ESSENTIAL FUNCTIONS

The coordinator will support the FEED MKE Project aiming to reduce food waste at the beginning, middle, and end of the food preparation and consumption cycle; collect, glean, and prepare edible food material for redistributed consumption to

hungry people; and increase participation in composting on an individual, neighborhood, and city-wide basis. This includes working with the Environmental Sustainability Director, Milwaukee Health Department, Department of Public Works, University of Wisconsin-Extension, Mayor's Office, and FEED MKE Coalition to:

- Develop outreach and education initiatives on food waste, including the Mayor's Food Saver Challenge
- Build and maintain relationships among coalition members and the broader community
- Lead the mini-grant program with funding to support community organizations reducing food waste
- Collect and interpret data on food waste diversion
- Address policy and legal issues related to food diversion
- Draft and submit federal reports
- Participate in meetings with other USDA partners as part of the national Compost and Food Waste Reduction program.

## MINIMUM REQUIREMENTS

1. Bachelor's Degree in food systems, environmental studies, public health, or public administration. Alternate experience will be considered.
2. One year of progressively responsible experience in environmental project coordination related to the essential functions above.

Equivalent combinations of education and professional experience may also be considered.

NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

## DESIRABLE QUALIFICATIONS

- A Master's Degree in food systems, environmental studies, public health, or public administration, or a related field from an accredited college or university.
- Experience coordinating government programs

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical

- Knowledge of EPA's [Food Waste Reduction Hierarchy](#)
- Knowledge of safe food handling practices and health code for commercial food distribution is preferred.
- Proficiency using word processing, spreadsheet, presentation, and database software.
- Ability to read and interpret contracts, reports, and legal documents.
- Ability to analyze complex situations, diagnose problems, and formulate solutions.
- Ability to effectively identify grant opportunities and draft and submit effective grant applications.
- Ability to oversee grants including project management, budget monitoring, and reporting.

### Project Coordination and Leadership

- Ability to direct and coordinate programs and activities.
- Ability to foster an environment of inclusion wherein all employees are treated respectfully, are valued for their strengths, and feel that they can safely express themselves.
- Ability to effectively focus and prioritize action among multiple programs.
- Ability to exercise sound judgment
- Ability to maintain composure and professionalism.
- Commitment to professional growth and developing leadership potential.
- Organizational and planning skills.
- Passionate about protecting the environment and improving Milwaukee.
- Ability to be creative, resourceful, and industrious.

### Communication and Interpersonal

- Ability to work cooperatively, effectively, and fairly with coworkers and residents whose backgrounds may differ from one's own.
- Ability to establish and maintain effective working relationships with elected officials, other City employees, citizens, media, community organizations, the foundation community, the private sector and other agencies.
- Written communication skills to write clear, complete and error-free correspondence and reports.
- Verbal communication and presentation skills to present ideas and recommendations clearly and convincingly.

## CURRENT SALARY

The current starting salary (2IX) is **\$62,040.68** annually, and the resident incentive starting salary for City of Milwaukee residents is **\$63,902.02** annually.

## BENEFITS

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of a review of the applicants' qualifications and understanding of the position, and proposed approach to the job through their submission of a resume, cover letter, and writing sample. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. This position is EXEMPT from the civil service system and will be selected by the Environmental Sustainability Director.

**SUBMISSION:** Applicants should electronically submit 1) a current resume 2) cover letter, 3) three work or academic references to Alexis Laverdiere ([allaver@milwaukee.gov](mailto:allaver@milwaukee.gov)) by 5/26/2024 11:59:00 PM CT. The cover letter should describe the applicant's understanding of the position, why they are interested, and how their skills and experience will ensure that the City successfully delivers tangible improvements to the community in line with the local and national goals of the USDA's Compost and Food Waste Reduction program.

**INITIAL FILING DATE** - The selection process will be held as soon as practical after **May 27, 2024 with the goal of the position starting in June**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless otherwise required by law, the City of Milwaukee will not provide alternative selection process dates or times. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## CONCLUSION

*EEO 204*

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*