



JOB VACANCY

Urban Conversation & Outreach Coordinator

DEPARTMENT: Environmental Affairs & **SALARY:** 38,480.00
Green Urbanism, MS4

REPORTS TO: Director **STATUS:** Full Time

JOB DESCRIPTION:

Responsible for the managing all urban conservation projects, programs, and team members as well as education and engagement activities to increase public awareness of storm water best management practices. Develop annual outreach plan designed to promote department services and in accordance to the City of Gary Storm Water ordinance under minimum control measure public education and outreach and public involvement and participation. Respond to citizen's complaints regarding storm water pollution in accordance to local ordinances under minimum control measure for pollution prevention best management practices. Perform work related task for MS4 team and board members as assigned by the director. Coordinate and assist MS4 Inspectors on construction sites and green stormwater infrastructure complaints received through the Gary311 system or hotline. Prepare monthly inspection reports and update Gary 311 system. Coordinate with local conservation organizations on green stormwater infrastructure projects to include urban forestry, urban farms and community gardens. Monitor and/or research invasive vegetative species. Performs related duties as assigned.

QUALIFICATIONS:

A Bachelor's Degree and/or up to two to four years of experience in the field or in a related area; General knowledge, interest, and experience in environmental education, conservation, maintenance, or other related skills; Experience working with and among diverse demographics; Use and continually develop leadership skills; Ability to perform the physical demands of working outside in all weather conditions. Computer Skills to include experience in utilizing word processing, spreadsheets, and database software. OSHA 10 Certifications. Valid driver's license. Any certification and training updates in conservation and environmental required under work duties will be the responsibility of the GSWMD.

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