Community Programs Manager

The nation is turning its eyes toward Milwaukee’s Urban Ecology Center as the model of impactful urban environmental education and community building. The Urban Ecology Center’s facilities and programs have been recognized nationally and internationally for their innovative approach to sustainability, neighborhood-based urban environmental education and community science. Located in vibrant urban public parks, our growing organization serves a diverse population. We have branches serving three Milwaukee neighborhoods and the city as a whole. Our vision is to inspire generations to build environmental curiosity, understanding, and respect. We restore hope and heal our urban natural world, neighborhood by neighborhood. Our innovative team of non-profit professionals works in creative, high-energy open offices or outdoors. The Urban Ecology Center is a leader in workplace flexibility and our employees are passionate about achieving our mission of connecting people in cities to nature and each other.

The Community Programs department fosters a sense of belonging and a positive connection with nature by providing fun, safe and educational outdoor experiences. The primary responsibility of the department manager is to develop, sell and oversee outdoor recreation and education programs that engage children, teens, adults and families from our three immediate neighborhoods during out of the school- or work-day hours. Successful department oversight includes staff development, customer cultivation, program management, and data-driven program improvements. Staff development includes providing training, oversight and guidance to educators and providing effective onboarding for seasonal staff each Spring. Customer cultivation with youth-serving agencies involves contract negotiations, program sales, and program design aligned with customer priorities and the UEC mission. Program management includes scheduling logistics, program communications, meeting state licensing requirements for summer camps, and ensuring high program quality. This position uses Microsoft office and two event management systems, ServiceU and ActiveWorks, to plan, communicate and facilitate scheduling, summer camp programs, constituent and internal communications. The Community Programs Manager works closely with the Environmental Education Manager to plan summer camps, and builds strategies in partnership with Branch Managers for year-round outdoor programming at each branch. This position is part of the “Planeteers” team of managers.

How to Apply:
Please visit [http://urbanecologycenter.org/get-involved/jobs-internships.html](http://urbanecologycenter.org/get-involved/jobs-internships.html) for an online application. Be prepared to attach in Microsoft Word or PDF: 1) a letter of interest, 2) a resume, and 3) contact information for 3-5 professional references. If you have questions, contact Beth Heller at bheller@urbanecologycenter.org. Applications will be accepted until May 15, 2019.

The Urban Ecology Center serves a socially and culturally diverse audience. We strive to build a team of employees with similar richness in culture and experience.

The Urban Ecology Center is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, protected veteran status, or any other protected status.