

[APPLY HERE](#)



Environmental & Sustainability Project Team Leader

Location: Cleveland, OH **Department:** Workforce Development Programs

Type: Temporary **Min. Experience:** Entry Level

Environmental & Sustainability Project Team Leader at Youth Opportunities Unlimited

- Reports to: Program Manager
- Type: Full-time, Temporary. Approximately 40 hours of work each week. Some work on Saturday may be required at times and will be determined in advance.
- Duration: Approximately 5-6 months.

Since 1982, over 150,000 youth have been helped with Youth Opportunities Unlimited (Y.O.U.) programs. Y.O.U. helps teens and young adults succeed by providing educational and workforce opportunities, skills development, and access to career pathways. We envision that our greater community works together to ensure every young person is ready to pursue a path to economic self-sufficiency.

We are deeply committed to providing services in Northeast Ohio through:

- **Equal Access to Opportunities** – Teens and young adults living in economically distressed communities deserve support in confronting barriers to success.
- **Collaboration** – We can accomplish more when we form mutually beneficial partnerships across sectors to deliver an effective continuum of services.
- **Excellence & Continuous Improvement** – Evidence-based practices guide our actions and delivery of quality services to youth and employers.

Position Overview

Y.O.U. has partnered with the City of Cleveland to further promote employment, career planning, educational support, and environmental sustainability. Together, we co-facilitate the Mayor Frank G. Jackson's Summer Youth Employment Program. We are currently looking for a Project Team Leader who specializes in Environmental and/or Sustainability work. This is a temporary full-time position beginning in March 2018 for a duration of 5-6 months. The Project Team Leader takes full responsibility and ownership of our summer internship program's environmental and sustainability projects which include rain barrel distribution for residents, repainting fire hydrants, a 3D modeling/engineering project for the sewer district, GIS mapping, cleaning up roadway underpasses and local beaches, and investigating illegal dumping sites. The Project Team Leader will manage

staff leading each individual project (as described above) and, as such, they must be an avid organizer, planner, and coordinator to direct/coach staff accordingly. As a Project Team Leader, this person must also be willing and able to teach student interns about the importance of various environmental/sustainability concepts and projects. Being passionate about project management, event planning, and teaching teenagers life skills, workforce development, and career exploration is essential as well. The Project Team Leader will also interface regularly with public servants of the City of Cleveland to implement partnership goals.

This position is vital to the operation of the Mayor Frank G. Jackson's Summer Youth Employment Program. As such, this person must be available for work for the entire duration of the program and have/maintain reliable transportation.

Qualifications

- **Education:**
 - Bachelor's degree in Environmental Science/Studies, Biology, Chemistry, Environmental Health and Safety, or other related field from an accredited college or university preferred, but not required.
- **Requirements:**
 - Must have at least 2 years of experience in environmental/sustainability work.
 - Must have experience in project management, event coordination, and planning.
 - Must have experience with databases, spreadsheets, and word processing.
 - Must have reliable transportation. An automobile is the preferred mode of transportation.
 - Must pass a criminal background check as a condition of employment.
- **Knowledge, Skills, and Abilities:**
 - Belief and commitment to Y.O.U's mission, vision, and values.
 - Excellent interpersonal skills; ability to develop and maintain effective working relationships; capable of relating well to people of varied backgrounds and education levels in a courteous and professional manner.
 - Proven ability to handle crisis situations with diplomacy and maintain emotional control under stress.
 - Strong verbal and written communication skills.
 - Proficient in Microsoft 365 online Suite programs, Outlook email, and Google Drive applications, especially Smartsheets.
 - Highly detail-oriented and data-efficient.

- Ability to work independently, and with teams, with minimal supervision.
- Ability to juggle multiple tasks and initiatives at once.
- Enthusiastic, flexible, and adaptable. Be able to handle last minute changes with ease.
- Possess a positive and solution-oriented attitude.
- Ability to educate youth on subjects such as environmental science, botany, water conservation, and other relevant topics.

Responsibilities

- Assist Program Manager with program operational duties to ensure smooth implementation and execution of program goals.
- Manage the daily operations of internship program and career readiness projects.
- Build and maintain relationships with local schools for recruiting students into the internship program.
- Design and deliver presentations about the program at various schools. Recruit applicants, screen and source all applications, and coordinate/conduct interviews of applicants.
- Responsible for training and educating volunteers, supervisors, and youth that participate in the program.
- Create orientation and job readiness training for successful participation in the internship programs.
- Coordinate orientation, training, internship placement fairs, guest speakers, and end of program celebration special events.
- Maintain the work schedules of all participating youth and coordinate as needed with staff.
- Sustain an open line of communication between program and internship mentors.
- Enter accurate and complete information into database management system.
- Provide timely reports to program management and partners as directed and required.
- Conduct regular inventory and inspection of equipment and materials.
- Other duties as assigned

Benefits

- Engaged staff centered on Y.O.U. mission and vision.
- Contribute to a program that greatly impacts the community.

Work Environment

This position is based in an office environment. The work pace for this position is sometimes fast paced where work is required for up to 2 hours at a time. Position requires some supervision from managers with intermittent prompts. Social interaction with clients and team members required frequently. The environment in which the job is performed outside a normal office space may include exposure to extreme temperature, noise, heights, or other hazards. All remains the same for any additional requirements for training.

Physical Requirements

- Ability to sit on a nearly frequent basis.
- Ability to stand and walk on periodic basis.
- Ability to bend, rotate, and reach frequently.
- Ability to carry, push/pull and/or lift materials, or supplies, weighing upwards of 25 lbs.
- Ascending/descending stairs safely.
- Ability to manipulate/handle/grip materials required to perform job.
- Must be able to maintain both static and dynamic standing balance to complete various duties associated with job.
- Specific vision abilities required by the job include close vision/distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

All applicants are considered without regard to race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, or veteran status.