



429 Plymouth Avenue, Suite 1
Buffalo, NY 14213

p: (716) 884-0356
f: (716) 884-0358

www.pushbuffalo.org

Title: Sustainable Landscape Coordinator
Reports to: PUSH Blue Enterprise Manager
Department: New Economy
Status: Full-time seasonal, Non-Exempt

Who we are:

For PUSH Buffalo, building the New Economy means restoring old cultural traditions of caring, sacredness, and cooperation that have existed in the economies of indigenous peoples, communities of color, and other marginalized communities for thousands of years. We do this by working alongside our community to create and support social justice enterprises that center ecological restoration, community resilience, and social equity.

Within the department of New Economy, PUSH Blue is a team of green infrastructure workers, trainers, and outreach specialists that are on the forefront of the community-based stormwater management movement. We have completed more than 30 stormwater interventions on property in the Green Development Zone that include rain gardens, permeable pavers, living roofs, bioswales, and cisterns. We train our workers and others in the region to become NGICP certified, leading the nation in setting high standards for this new industry.

About the position:

The PUSH Buffalo Sustainable Landscaping Coordinator oversees installation, propagation, and maintenance of green infrastructure, sustainable landscaping, and native plants on all PUSH properties. The Coordinator supervises a seasonal crew and ensures that all landscaping and safety protocols are being followed, while prioritizing the crew's tasks each day and week based on the weather and needs of PUSH. The Coordinator tracks all maintenance, budgeting, and other logistical needs of the program, as well as interacting closely with other PUSH staff on mutual projects and goals.

Key Responsibilities:

Specific job responsibilities:

- Perform job duties in ways that will promote and uphold our organization's mission.
- Uphold Push core values-Member Involvement, Inclusiveness, Ownership, Results Oriented, Relevant, Justice
- Supervise PUSH Landscaping crew and ensure personal and professional growth. Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Communicate production goals (and other items) with crew members, supervisors, and clients
- Train crew in best practices and company standards
- Interpret landscape plans, specifications, and codes and regulations related to the work.
- Oversee native plant nursery at 401 Rhode Island, including maintenance of site, selection of plants, and managing transplanting plants to PUSH sites
- Direct activities on the job site include but are not limited to: coordinating work flow, hands on work, and operating a variety of machinery.

- Work closely with PUSH Blue Enterprise Coordinator on work flow, mutual projects, sharing of tools, growing of native plants, etc
- Work closely with PUSH Property Maintenance staff on caring for PUSH properties & responding to needs
- Act as point person for PUSH community gardeners
- Monitor all tools, equipment and machinery for needed maintenance, & maintain inventory list
- Submit purchase orders, receipts, and other financial tracking as needed
- Other duties as required

Qualifications for Entry into this Position:

The ideal candidate will have experience in the landscaping, horticulture, nursery, or green infrastructure field, as well as have a commitment to upholding PUSH's mission to mobilize residents to create strong neighborhoods with quality, affordable housing, expand local hiring opportunities and to advance economic justice in Buffalo.

Knowledge, skills, and abilities:

- Valid NYS driver's license and safe driving history.
- Demonstrated knowledge of landscaping/horticultural principles
- Skilled at establishing priorities and managing multi-project workload;
- Willingness to participate in related organizational initiatives;
- Bilingual/bicultural a plus.
- Management experience is preferred

Physical Requirements

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work time may be split between office settings or in neighborhoods. Limited local travel is required.
- Light physical effort in an office environment
- Perform landscaping tasks that include lifting, bending, shoveling, raking, spreading mulch/soil and other physical tasks.
- Maintain a high energy level; comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Perform outdoor tasks in a variety of inclement weather
- Wear appropriate safety gear as required
- Regularly required to speak clearly and hear the spoken word as well
- Regularly required to read and write clearly

Salary Range and Benefits

This is a seasonal 40-hr/week position from mid April-mid October at an hourly rate of \$16 - \$18/hr depending on experience. Candidates will be required to become NGICP-certified (at PUSH's expense), at which time they will be receive a \$1/hr raise valid for as long as they maintain the certification.

Join our team and build your career with us! We offer:

- Supportive, stimulating and collaborative environment with passionate colleagues dedicated to building community, equity and justice
- Opportunities for professional growth and development
- PUSH pays for employee benefits package including health, dental, vision
- Generous paid time off package
- Flex Time
- Employee Assistance Plan

How to apply

Proposals will be accepted until **March 1st, 2020**. Proposals should include a letter of application and a resume. The letter of application should discuss why the candidate is enthusiastic to assume the responsibilities of this position and highlight transferable skills and life experience that may not be evident in the resume. Proposals will only be accepted by email, and should be sent to:

Bryana DiFonzo
Director of New Economy
bryana@pushbuffalo.org

PUSH is an equal opportunity employer.

PUSH recruits, employs, trains, compensates and promotes regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

At PUSH, we have a clear vision: to be the place where a diverse mix of talented people want to come, to stay and do their best work. Our organization runs on the hard work and dedication of our passionate and creative employees.

PUSH's dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in all that we do. Diversity is more than a commitment at PUSH—it is the foundation of what we do. We are fully focused on equality and believe deeply in centering marginalized communities. All qualified applicants will receive consideration of employment without regard to race, religion, age, gender identity or expression, sexual orientation, religion, ethnicity, national origin, genetics or veteran status.