

Urban Roots Conservation Program Manager

Organization: Urban Roots is a Saint Paul organization whose mission is to cultivate and empower youth through nature, healthy food, and community. Urban Roots focuses its programs on the East Side of Saint Paul, MN and our vision is a world where all communities have unlimited access to nature and healthy food. We place the tools of personal and community development in the hands of young people and families.

Urban Roots, formerly the Community Design Center of Minnesota, was incorporated in 1969. Over the past 50+ years, Urban Roots has provided a range of community development services in Minneapolis, Saint Paul and southern Minnesota, including architecture, urban planning, economic development, and organizational development—with a common thread of empowerment, engagement, and innovation. Since 1996, we've operated our food and environmental programs on the East Side of Saint Paul, engaging thousands of under-resourced youth in education, training, and work projects that provide service to the community, develop young leaders, and improve health and the environment. We offer three programs to engage and support youth in paid internships---Market Garden, Cook Fresh, and Conservation.

Position Summary: The Conservation Manager works closely with the Conservation Director to help ensure Urban Roots' conservation program day-to-day operations run smoothly in order to fulfill its mission. This includes leading our youth internship program in education and environmental projects, developing content and participating in community events and classroom outreach, and fostering relationships with partner organizations. This position is for 40 hours per week, 52 weeks per year.

Essential Functions:

Program Development

- Create and manage opportunities for a year-round youth employment & internship program related to habitat restoration and other objectives in accordance with our Youth Development Framework.
- Plan, develop and propose program content and implementation with the Conservation Program Director around engaging youth and the broader community with natural spaces on the East Side of St Paul.
- Ensure program activities and goals meet specified objectives as determined by the program team and administration.
- Evaluate, maintain and report on detailed records for program-related activities and youth development content.
- Assist the Conservation Program Director with existing partnerships with schools, community partners and businesses to create outreach (Service Learning and volunteer) opportunities and action projects.
- Reflect on and revise programming, evaluation and reporting methods.

- Select and attend workshops and events supporting job development with supervisor assistance to keep with best practice and current trends in the field.

Youth Education & Training

- Assist with recruitment and interviewing of prospective youth interns, process intern application forms, attendance, and time sheets in coordination with administration, accounting, and workforce development partners.
- Recruit, train & manage college interns, school groups & volunteer groups to participate in hands-on restoration related work.
- Work with the seasonal program coordinator and alumni to ensure they understand the organization and position and provide support when needed throughout the summer.

Preferred Qualifications:

- Experience with and a passion for working with youth
- Experience teaching, developing lesson plans and coordinating education programs
- Self-motivated, team-oriented, creative and organized
- Experience working with community partners in collaborative efforts and programs.
- Experience working on natural resource projects (invasive species removal, native plant installations, rain garden maintenance)
- Enjoys working outside
- Valid driver's license
- Willingness to obtain First Aid and CPR certification if not currently certified
- Bachelor degree in related field
- Supervisory experience
- At least 3 years of related experience
- Availability to work some evenings and weekends

Urban Roots is an equal opportunity employer. We seek to build a staff reflective of our values of equity and inclusion with regard to race, culture, ethnicity, class religion, physical ability, age, gender identity and sexual orientation. Urban Roots is committed to fostering the leadership of BIPOC individuals (Black, Indigenous and People of Color), women, LGBTQ people, immigrants, and others living in marginalized communities.

Compensation: Salary starts at \$45K/year DOE, health benefits, retirement package, paid vacation, holiday and sick time.

To apply: Please submit a cover letter, resume and three professional references to dwoods@urbanrootsmn.org. Please include "Conservation Program Manager" in the subject line. No phone calls please.