



KEEP CINCINNATI BEAUTIFUL ENVIRONMENTAL SERVICES COORDINATOR

Keep Cincinnati Beautiful (KCB) is seeking an Environmental Services Coordinator to join a forward-thinking, growing Cincinnati non-profit that makes our region cleaner, safer, healthier, and more connected. KCB's mission is to empower all Cincinnatians to build community and create a positive future through revitalization, education, and mobilization.

Job Description:

Keep Cincinnati Beautiful is seeking an enthusiastic, inclusive, community-minded individual to manage our Environmental Services Programs. The Environmental Services Coordinator is tasked with working with communities, other KCB staff and government agencies to decrease blight to improve overall quality of life for residents of Cincinnati. Job responsibilities include managing KCB's illegal dumping abatement program and our Community Scrap Tire program. The Environmental Services Coordinator acts as a liaison between various City and County agencies.

Key Responsibilities:

- Illegal Dumping abatement – maintain, monitor, and track list of chronic illegal dumping sites.
- Communicate with community groups & individuals seeking information on these issues and attend stakeholder committee meetings as a representative from the organization.
- Install trail cameras & barricades in hotspot areas as appropriate; review footage and package to appropriate agencies as needed; File photos of dumping on server.
- Administer the Hamilton County R3source tire recycling grant and strategically seek new partners to benefit from the program.
- Forge community partnerships with stakeholders and a strong working relationship with local government agencies.

- Assist the Environmental Services Director to identify and write grants and funding proposals for programs and projects relating to Environmental Services, track funds and program results for reporting purposes.
- Manage UC Criminal Justice internship program.
- Help develop a program plan for workforce development.
- Assist with general KCB cleanup efforts and events as needed.

Knowledge, Skills, and Abilities:

- Be a team player and willing to forge community partnerships and a strong working relationship with local government agencies.
- Excellent written and verbal communication skills; comfortable with public speaking.
- Organized, self-motivated, high attention to detail and able to multitask in a multifaceted and fast paced environment.
- Strategic thinker who has the ability to develop programming.
- Knowledge of the Criminal Justice system and City Municipal Code is a plus.
- Proficient in Microsoft Office (particularly Excel); comfortable with databases, data tracking, and file organization.
- Ability to operate camera equipment and other technology devices.
- Familiar with maps and directions. GIS experience is a plus.
- Comfortable being outside in the field and also in an office environment.
- Comfortable working with law enforcement.
- Ability to climb a 10-foot ladder and lift up to 50 pounds.
- Preferred experience operating landscape equipment and handy with tools.
- Ability to maneuver a large vehicle and trailer in small, tight spaces.
- Must have a valid driver's license, insurance, and clean driving record.
- General interest in the Environment.

Characteristics of a KCB team member:

- Clear Communicator – We value open and honest communication as a means of creating efficiency, understanding and progress.
- Respectful – We take great pride in our team, starting with a foundation of trust and respect.
- Problem Solver – We anticipate problems, seek new solutions, and always do our best.
- Community Minded – We take great pride in our work and community.
- Mindful – Practice warmth and genuine connection with others.
- Relentless – We love life and work and know our purpose in it.
- Team Player – We step up and ask, “How can I help?”.
- Reliable – We hold ourselves and others to high standards and are serious about our culture.

- Inclusive – We celebrate diversity and welcome inclusivity to foster belonging.
- Trustworthy – We say what we mean and do what we say.

Education and Experience:

- Bachelor's degree in Environmental Science, Criminal Justice, Urban Planning or related profession is preferred.
- At least 1-2 years' experience with working in the Environmental Science, Criminal Justice, Urban Planning, or related professions.

The Environmental Services Coordinator is a full-time position (32 hours/week), with benefits, and the pay range is \$19-22 per hour, based on experience. Keep Cincinnati Beautiful staff are currently working in a hybrid remote/in-person setting.

Send a PDF of your resume, cover letter and salary requirements to:
alistair@keepcincinnatibeautiful.org

Qualified applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, gender identity, or national origin.