

POSITION ANNOUNCEMENT

Engagement Corps Crew Manager

Reports to: Youth & Engagement Corps Manager

Start date: Jan 13, 2025

Pay rate: 26.71 /hr

Schedule: 4-day work week, 36 hours per week (full-time)

Organization:

Mission: We unite people to protect, promote, and care for the forest preserves in Cook County.

Our community advocates for the responsible management of the nearly 70,000 acres of forest preserves in Cook County through advocacy, engagement, and stewardship of the land. Some of the best natural areas in Illinois are right here in Cook County, right outside your urban backdoor. Join our team and help us ensure they are here for the next 100 years.

Friends is an organization that gets things done with our members, volunteers, staff, board, and partners. We believe in work-life balance and are here for the marathon, not the sprint (not that we don't sprint on a regular basis).

Operating Budget: \$3,750,000

Summary:

Friends of the Forest Preserves seeks a crew manager for our Calumet Engagement Crew Pilot Program. The Calumet EC Pilot Program is a **two-year training program** that aims to introduce and train new professionals for careers in community-based conservation. The crew manager will work in collaboration with the Youth & Engagement Corps Manager, as well as other Friends staff, in the development of three crew members in the area of community-based conservation and other areas of the environmental field. Strong candidates will demonstrate strong leadership, excellent organizational skills and a passion for advancing our conservation goals through our community-focused approach to engaging communities in the Calumet Region.

Responsibilities:

- Manage and supervise a 4-person crew, in collaboration with the Youth & Engagement Corps Manager, to implement engagement projects in the forest preserves.
- Assist with developing and training crew members in public engagement, local community organizing, and community-based conservation and ecology concepts
- Follow and implement curriculum to achieve listed deliverables in every phase of the training program
- Co-lead interview process for three crew members

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Ed Woodbury, Chair | Cory Chaplin, Treasurer | Margaret Frisbie, Secretary

Corryn Antonizio | Kathleen Bruch | Walter Burlack | José H. Colón | Dr. Charles D. Dillon | Thomas Greenhaw, Jr. | Tonyisha Harris

Barbara C. Hill | Jason Kaple | Dr. Akilah R. Martin | Justin Martin | Dr. Ron Milnarik | Kelly O'Brien | Derk Osenberg | Michelle Thom | Ryan Wilson

Benjamin Cox, Executive Director

- Co-lead onboarding of all new crew members
- Assist in developing weekly crew schedule, training, and reporting
- Evaluate and document crew work activities and performance by compiling weekly work log, taking and uploading crew photos, and assisting with writing quarterly and annual reports
- Serve as liaison for the crew to relay important information to and from the crew

Qualifications:

- 21 years or older with clean driving record
- At least two years in staff management/supervisory
- At least two years of work experience in education or training
- Willingness to commit to the two-year training program
- Experience working and/or living in the Calumet region of Cook County, such as Riverdale, East Side, South Holland, Calumet City, Dolton, Blue Island, and/or others
- Inclusive and respectful approach to working with a diversity of people and partners across race, ethnicity, socioeconomic status, gender, and other identities
- Strong interest in engaging public audiences with conservation education-based programs and activities
- Excellent project management, communication, organizational, critical thinking, and interpersonal skills
- Effective working independently and as part of a collaborative team
- Efficient with time management and prioritizing a variety of tasks
- Passionate about Friends' mission and supporting an inclusive work environment
- Strong commitment to creating a culture of safety, teamwork, and learning
- Flexible schedule, including availability on weekends and evenings
- Ability to pass a comprehensive background check
- Proficiency with Google Office Suite and social media formats

Beneficial qualifications:

- Experience in conservation/environmental-based education public programming
- Formal or informal education in any of the conservation/science-based fields
- Great problem solving/troubleshooting skills

Benefits:

- Health and dental insurance, short- and long-term disability insurance, and \$100,000 of life insurance
- 403b retirement account with 3% match starting at 1 year of employment
- 3 weeks of vacation
- 2 weeks of sick time
- 11 paid holidays plus 2 additional paid days of winter break

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To apply: Submit cover letter, resume, and two references via the Friends' website at <https://fotfp.org/who-we-are/jobs/>. Incomplete applications may not be considered. Please NO calls, faxes, office visits, or emails.

Friends of the Forest Preserves strongly encourages people of all identities to apply. We strive to include people of every race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, and/or sexual orientation. Friends is an equal opportunity employer, in addition to observing all legal protections of special status, promoting diversity in the conservation community.

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