



**URBAN GREEN LAB™**

# Workplaces Manager (Full-Time)

## OPPORTUNITY

Urban Green Lab, the center of sustainable living education in Nashville, seeks a Workplaces Manager to join our team and help make sustainable workplace education a priority for our businesses.

## URBAN GREEN LAB

Our mission is simple: We teach people how to live sustainable lives. Founded in 2009, Urban Green Lab envisions a world where all of us have access to the basics of sustainable living education. Through a focus on classrooms, households, and workplaces -- places where culture begins -- we grow systems or “labs” of learning about what it means to make more sustainable choices by organizing teams, training professionals, and connecting them to local resources that make a difference. Together, we can inspire positive change and feel good about being part of the solution.

## THE WORKPLACES DIVISION

The Workplaces Division of Urban Green Lab collaborates with local businesses and nonprofits to help them grow systems for sustainable workplace education year-round. The Division is designed to create and unite company green teams that exchange best practices, guide mid-level leadership in how to train their workforce, and connect companies with local sustainability services. Workplaces includes several ongoing initiatives, including the Corporate Sustainability Roundtable, and new projects such as the Nonprofit Sustainability Roundtable and Workforce Discoveries for students.

## SUMMARY OF THE POSITION

The Workplaces Manager leads the Workplaces Division at Urban Green Lab. Supervised by the Executive Director, the Workplaces Manager is responsible for everything related to building sustainable workplace education, including developing and strengthening corporate partnerships and relationships, designing and encouraging curricula and training tools, and linking companies to local vendors and experts. The position is full-time and based in Nashville, and requires frequent travel citywide for meetings, trainings, and presentations. Some evening and weekend duties are required.

## **KEY RESPONSIBILITIES**

Percentages of effort and tasks may evolve with time.

### **1. TEAM ORGANIZING (30%)**

- Create and strengthen company and nonprofit green teams represented by mid-level professionals with a focus on fostering systems for sustainable workplace education.
- Unite green teams from disparate companies (Corporate Sustainability Roundtable, Nonprofit Sustainability Roundtable, etc.) to network and exchange best practices year-round.
- Facilitate a bi-monthly steering committee composed of representatives from all Workplaces initiatives that advises strategic planning, bridges to new partners, and reviews outcomes.

### **2. EDUCATION SYSTEMS GUIDANCE (30%)**

- Guide green teams in planning and executing company-wide educational systems for better training their workforces about the basics of sustainable workplace behavior.
- Connect corporate green teams to local and national vendors, experts, curricula, and other tools and resources for growing and measuring sustainable workplace education.
- Help recognize and certify companies exemplifying best practices in sustainable workplace education and behavior, and help tell the story of individual and collective impact.

### **3. CORPORATE GIVING (30%)**

- In partnership with the Executive Director, help create and steward a long-term plan for corporate giving that sustains the organization and other educational divisions.
- Assist with corporate sponsorship relationships, presentations, and requests, including tracking, appreciation, quarterly reporting, and employee giving and matching.

#### 4. OTHER (10%)

- Oversee a graduate assistant coordinating Workforce Discoveries, a partnership with MNPS Academies of Nashville introducing the world of green careers to high school students.
- Support other core functions of the organization as needed, including data reporting, strategic planning, and routine staff, committee, and one-on-one meetings and activities.

## ATTRIBUTES

The successful candidate will ideally possess the following attributes and professional qualifications:

1. Passionate commitment to Urban Green Lab's mission and values
2. Entrepreneurial, with a sense of how to sustain innovative programming
3. Outstanding interpersonal and organizational skills, and high sense of integrity
4. A positive, flexible attitude, intellectual curiosity, and capacity to adjust to change
5. Diplomatic, with excellent community relations, listening, and learning skills
6. Self-reliant, proactive, dependable – a team player to the core
7. Humility and grace under pressure, a sense of humor

## OTHER QUALIFICATIONS

1. At least 2-4 years of relevant professional experience (graduate degree not required)
2. Experience with corporate cultures and perspectives, and the needs of businesses ideal
3. Background in professional training, education, or facilitating exchange of best practices
4. Familiarity with fundraising, sponsorship solicitation, and partnership building ideal
5. Comfort working with diverse experts, stakeholders, vendors, students, and the public
6. Understanding of sustainable living, the environment, public health, or related issues

7. Clear oral and written communications, and experience with presentations

## **SALARY & BENEFITS**

Salary for this position is dependent on experience. Benefits include group health insurance (medical, dental, and vision), retirement, communications, and generous personal time and paid holidays.

## **APPLICATION DETAILS**

Please email cover letter, resume, and three professional references (email, phone, and nature of each affiliation) to Todd Lawrence, Executive Director, at [connect@urbangreenlab.org](mailto:connect@urbangreenlab.org). References will not be contacted without prior approval. Submissions that are incomplete or sent by other means, plus phone calls, will not be considered or returned. Candidates are encouraged to read about us first at [www.urbangreenlab.org](http://www.urbangreenlab.org). Only applicants selected for consideration will be contacted. Applications are accepted until position is filled. All correspondence is confidential. Background check required.

## **WORK ENVIRONMENT**

Based in an office setting, the Workplaces Manager will spend about half their time outside the office meeting with partners and stakeholders, and making presentations. Urban Green Lab has a flexible work environment, and all staff are expected to manage their own schedules. Reasonable accommodations may be made to enable individuals with disabilities. The employee is regularly required to sit, stand, walk, talk, listen and feel, reach hands above the shoulder, occasionally stoop or crouch, and lift and/or move 10-25 pounds. Noise is moderate, though often louder at events.

## **EQUAL OPPORTUNITY EMPLOYMENT**

Urban Green Lab is fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by state or local law. Urban Green Lab welcomes applicants from a diversity of backgrounds, experiences, abilities, and ideas.

## **DISCLAIMER**

This job description is not necessarily an exhaustive list of all associated responsibilities, skills, requirements, or conditions. While intended to be accurate, it is not meant to exclude that other, different tasks may be required when circumstances change (such as during emergencies, personnel changes, workload alterations, rush jobs, or technological developments or advancements).

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