



SUSTAINABLE HOUSEHOLDS MANAGER

Job Announcement | December 17, 2021

Urban Green Lab's sustainable households manager is responsible for helping teach individuals, families, and neighborhoods how to live sustainably and where they can learn more. Supervised by the Executive Director and in collaboration with a team of fellow managers in classrooms and workplaces, the households manager oversees a portfolio of community-facing programs that achieve our mission, reflect our values, and reach our long-term goals for more individual engagement. We're looking for someone who can develop professionally and grow with us over time. The position is full-time exempt and based in Nashville with a flexible work-life balance.



URBAN GREEN LAB™

We teach communities how to live sustainably.

Help us teach households how to live sustainably.

Urban Green Lab is searching for a full-time sustainable households manager to help us fulfill our mission of teaching communities how to live sustainably.

Urban Green Lab teaches communities how to live sustainably. A 501(c)3 nonprofit founded in 2009, we're working to grow a culture of learning in classrooms, households, and workplaces that encourages people to make better choices for our planet and society. We believe in systemic change, and use the following strategies to reach our goals:



Organize

We organize teams of people in community institutions to tackle sustainability challenges.

Train

We train them to teach others how to live more sustainably where they work, learn, and live.

Connect

We connect people with experts and services that make a meaningful difference.

What We Believe

We believe learning how to live sustainably should be a part of everyday life. That means it needs to be systemic and woven into the fabric of who we are. Learning to live sustainably means thinking upstream about where our environmental opportunities begin in the places we learn, work, and live, which can serve as laboratories of

learning, exploring, and understanding our responsibilities as consumers. Sustainability lessons need to be accessible to all, taught in simple, positive language that celebrates other people's values, and informed by everyone who has a stake in them, especially those who are vulnerable or marginalized.

Sustainability is for all of us.

Sustainability is a human right and our work is for everyone regardless of race, place, and identity. To us, living more sustainably is a journey rooted in compassion, inclusion, and justice.

Education leads to action.

We believe education is the first step toward taking meaningful action, and that learning to live sustainably can be simple and fun. We empower people to try little changes that make a big difference.

Collaboration makes us stronger.

Nothing is achieved alone. Our diverse partnerships allow us to work creatively, accountably, and in harmony. We believe we go further together.

We are good stewards of our organization.

Taking good care of what we have is at the heart of who we are and what we do. We are committed to using your gifts of support responsibly and transparently to deliver credible work toward our shared goals.

Key Responsibilities

Community Trainings

Grow Urban Green Lab's lessons for teaching families and individuals the basics of how to live sustainably at home and where they can learn more, and deliver it where people gather in their neighborhoods, such as with neighborhood associations, community centers, faith-based institutions, etc. Partner with fellow education managers to identify goals and metrics, and work closely with program participants to steer them toward other Urban Green Lab initiatives and helpful resources year-round.

Sustainable in the City

Co-lead Sustainable in the City, an educational webinar series for the general public co-hosted monthly with Metro Government's Zero Waste Nashville. Help identify themes and expert speakers, with a focus on how people can live more sustainably in their own households and neighborhoods year-round. Help promote the series, interview panelists and answer questions, and give brief primers as necessary on each webinar's theme to set the stage for the presentations that follow.

Volunteer Program

Help formalize and lead a new volunteer program for Urban Green Lab that engages individuals and families more deeply in our mission. Recruit, retain, and observe volunteers, and train them how to deliver a basic sustainable living lesson within their own neighborhoods. Work with the Development Manager to turn volunteers into supporters, cultivating them to deepen relationships. Celebrate volunteer achievements, and bring them together to share year-round.

Special Initiatives

Help manage the Nashville Environmental Justice Initiative, assisting with partnerships and general administration. Participate in regular initiative meetings with community stakeholders to help strategize, grow initiative-focused partnerships, and assist with related projects and events. Join fellow staff in helping integrate other special cross-divisional initiatives into the Households Division's programs, such as the Nashville Food Waste Initiative and broader zero waste work.

Other Duties

Respond to community inquiries and disseminate them to relevant teammates. Evaluate and report performance of annual goals and assigned long-term strategic plan tasks monthly with the team. Work with the Development Manager to raise funds through your division, with a focus on individual giving. Speak or present occasionally at community events about Urban Green Lab and our mission. Participate in all regular team meetings, retreats, and functions. Other duties as assigned.



Join Our Team

Personal Attributes

We're searching for someone who is the following:

- Passionately committed to Urban Green Lab's mission and values
- Entrepreneurial and goal-orientated with a keen sense for innovation
- Proactive, dependable, and on time – a team player to the core
- Diplomatic with excellent community relations and listening skills
- Positive and flexible with intellectual curiosity and ability to adjust to change
- Inclusive and empathetic with an understanding of what it means to be equitable
- Humble and gracious under pressure with a high sense of integrity and humor

Experience & Knowledge

We're searching for someone who can demonstrate an understanding of the following:

- The diverse needs of individuals and families in their neighborhoods
- How to organize people and move them to action together for a cause
- Educating and facilitating learning among people with different perspectives
- Connecting people to resources and other people to exchange best practices
- Building and nourishing community partnerships with like-minded institutions
- Managing a project or program with myriad staff, partners, and stakeholders
- Collecting, reporting, and presenting meaningful data and outcomes
- The basics of sustainable living or related issues (ideal)

Salary & Benefits

This is a full-time exempt position with a starting salary in the \$50,000-\$55,000 range. Benefits include health insurance allowance (medical, dental, and vision), 408p match, cell phone stipend, team volunteering and service hours, and generous paid time off.

How to Apply

Please email your cover letter and resume to Todd Lawrence, Executive Director, at careers@urbangreenlab.org. Instead of a resume, you may include a link to your LinkedIn profile or online biography in your cover letter. Combine all documents into one PDF file with your full name as the file name and write "Sustainable Households Manager" in the email subject line. Incomplete submissions and follow-up inquiries will not be considered. Only applicants selected for consideration will be contacted. Applications are accepted until the position is filled. All correspondence is confidential. Background check required.

Work Environment

Urban Green Lab enjoys a flexible work-life balance and all staff are responsible for managing their own schedules during the week. Staff are expected to spend reasonable time with the team at our Marathon Village office and partners in the community. However, until stay-at-home measures are lifted due to COVID-19, staff are working remotely, with most meetings and events over Zoom. Reasonable accommodations may be made for 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 or move items weighing 10-25 pounds.



Equal Opportunity

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, color, religion, sexual orientation, gender identity or expression, 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 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).



URBAN GREEN LAB™

urbangreenlab.org



**1310 Clinton Street, Suite 206
Nashville, TN 37209**

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