



PUSH Blue Enterprise Manager	
Department: New Economy	Reports To: Bryana DiFonzo – Director of New Economy
Supervises: PUSH Blue Enterprise Assistant, PUSH Blue crew	Pay Grade (Check all that apply) <input checked="" type="checkbox"/> Exempt Salary <input type="checkbox"/> Non-Exempt Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Commission
	Job Description Updated: October 2, 2019

Main Purpose of Job

The PUSH Blue Enterprise Manager (EM) oversees the development of PUSH Blue’s expanding green infrastructure, stormwater management, and sustainable landscaping social justice enterprise business. The EM will be responsible for overseeing existing stormwater management projects, creation of educational material surrounding best practices, and development of new lines of business. This is an exempt position with a salary range of \$40,000-\$45,000 annually.

- Duties and Responsibilities**
- Uphold PUSH Core Values-Member Involvement, Inclusiveness, Ownership, Results Oriented, Relevant, Justice
 - Perform job duties in ways that will promote and uphold our organization’s mission.
 - Actively participate in visioning and strategizing about PUSH Blue goals and priorities, including new lines of business, client development, and growth planning.Coordinate community planning, permitting, bidding, and contractor selection.
 - Coordinate planning and development of all aspects of the PUSH Blue social justice enterprise business in coordination with Director of New Economy and relevant staff.
 - Lead the hiring process for all PUSH Blue crew and provide primary supervision to PUSH Blue crew.
 - Develop and manage project budgets, including preparing requisitions and tracking, in coordination with Director of New Economy
 - Provide project management during site installation phase and assure timely close-out of projects.
 - Assist with labor on projects as needed, and carry out site visits to ensure quality control on projects.
 - Assist with related grant applications, narrative, budget, tracking, and reporting
 - Provide staffing support to relevant boards and committees. Coordinate and carry out various aspects of grant applications and reporting for projects.esearch and grow new sustainable landscaping and green infrastructure techniques Arrange for and deliver
 - Provide expertise to PUSH staff as needed, particularly to Landscaping crew maintaining PUSH GI sites
 - Develop and deliver educational materials reflecting best practices in the GI/sustainable landscaping fields.
 - Arrange for and deliver NGICP certification trainings Other duties as assigned
 - Other duties as assigned

- Skills and Specifications**
- Familiarity with and interest in community development, green infrastructure, sustainable landscaping, and water management;
 - Alignment with PUSH’s mission for intersectional approaches to social, economic, and environmental justice;
 - Alignment with PUSH’s vision for operating within New Economy values and structures for a Just Transition;
 - Strong organization skills, including good attention to detail and follow through;
 - Strong writing skills; Strong Excel and budget skills;
 - Skilled at establishing priorities and managing multi-project workload;
 - Team player, creative, innovative, flexible & enthusiastic self-starter who can work independently;
 - Ability to engage and empower diverse team members, focusing on their personal and professional growth
 - Experience with small business operations or other entrepreneurship activities a plus
 - Willingness to participate in non-PUSH Blue related organizational initiatives a plus;
 - Bilingual/bicultural a plus

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Education and Qualifications

- Minimum 3 years experience in water management, landscaping, construction, horticulture, entrepreneurship, or related field Demonstrated management experience preferred
- Management experience preferred
- NGICP certification and Trainer certification will be required to be pursued immediately and maintained throughout entire employment; PUSH will arrange for both to take place after employee is hired

Physical Requirements

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Light physical effort in an office environment
- Moderate physical effort in an outdoor environment with uncertain terrain
- Frequent computer use/data entry Primarily sedentary work with occasional bending and reaching

I have reviewed and understand the job description and believe it to be accurate and complete. I understand that the above job description is not a contractual or binding document; it is provided as a guide to the types of duties required to be undertaken. Duties may vary from time to time and this description is subject to review. Modifications will be made as needed to support changes in the business climate and requirements. I will follow and adhere to my Job Description to the best of my ability.

Employee Signature:	Date:
Manager/HR Signature:	Date: