



West Bank Business Association

1420 Washington Ave South #2

Minneapolis MN 55454

612.326.9652

thewestbank.org - members: wbba.thewestbank.org

Position Title: West Bank Environmental Manager

Reports to: Executive Director

Summary:

The West Bank Environmental Manager will work to support the West Bank as a clean and welcoming district, coordinating clean-ups, trash and graffiti removal, and more.

Principal Duties:

Outreach

- Work with businesses to maintain an up-to-date database of city trash cans and trash removal options
- Assist businesses as they navigate city programs and resources such as trash can adoption, cigarette butt receptacles, graffiti removal and more
- Connect with businesses to proactively support graffiti removal and increase awareness of free city resources

Cleaning

- Do a weekly "sweep" of the neighborhood, making note of high problem areas for regular cleanups and graffiti to work with small businesses on mitigation
- Work with partners to organize monthly clean-ups for the neighborhood in conjunction with business volunteers and other efforts (West Bank Walks, Safety Walks, Augsburg clean-up programs, and more)
- Work with businesses to organize site-specific cleanups on contract

Administrative Support

- Help with tracking and reporting trash and graffiti removal for use in reports and updates.

Qualifications:

- Experience in community organizing preferred
- Comfortable and not squeamish about trash and cleaning

Preferred Characteristics

- Effective time management skills
- Ability to work with people and businesses of diverse backgrounds and cultures
- Some experience or familiarity with project management
- Ability to work well independently and with a group

Hours and Compensation:

- Position is part-time
- \$13-\$15 hourly depending on experience
- 3-5 hours weekly

About the West Bank Business Association:

WBBA exists to engage the business community in the responsible economic development of the West Bank district while preserving the unique character and heritage of the Cedar-Riverside area.

WBBA is dedicated to preserving the neighborhood's strengths while identifying and helping address the neighborhood's changing needs bringing positive improvements, while serving as a resource for all of the business and commercial property owners on the West Bank.

To Apply:

Please send a cover letter and resume with two references to Jamie Schumacher, Executive Director, westbankba@gmail.com. Position will be open until filled.