

Illegal Dumping Coordinator Job Description

Company Description

A best-in-class city that attracts best-in-class talent, Philadelphia is an incredible place to build a career. From our thriving arts scene and rich history to our culture of passion and grit, there are countless reasons to love living and working here. With a workforce of over 30,000 people, and more than 1,000 different job categories, the City of Philadelphia offers boundless opportunities to make an impact.

As an employer, the City of Philadelphia values inclusion, integrity, innovation, empowerment, and hard work above all else. We offer a vibrant work environment, comprehensive health care and benefits, and the experience you need to grow and excel. If you're interested in working with a passionate team of people who care about the future of Philadelphia, start here.

What we offer

- **Impact** - The work you do here matters to millions.
- **Growth** - Philadelphia is growing, why not grow with it?
- **Diversity & Inclusion** - Find a career in a place where everyone belongs.
- **Benefits** - We care about your well-being.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of its people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The **Illegal Dumping Coordinator** will be responsible for leading and coordinating efforts to prevent and remediate illegal dumping across urban parks and recreation spaces. This pivotal role requires a dynamic individual who can build and sustain partnerships with a wide range of stakeholders, including community groups, partner organizations, internal Philadelphia Parks and Recreation (PPR) divisions, and City departments.

The Coordinator will develop and oversee strategic initiatives that foster community engagement, raise public awareness, and enhance enforcement efforts to combat illegal dumping. A key focus will be the planning and execution of community-based interventions that empower residents to take an active role in maintaining clean and vibrant public spaces.

In addition to engagement and coordination, the Coordinator will track and analyze illegal dumping occurrences, maintain detailed records, and evaluate the effectiveness of abatement strategies. They will be responsible for compiling comprehensive reports and making data-driven recommendations to improve initiative outcomes. The Coordinator will also oversee and deliver training programs for Community Ambassadors and an Illegal Dumping Abatement

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Crew, ensuring that they are equipped with the skills and knowledge to effectively support the initiative's goals.

This position offers an exciting opportunity to make a tangible impact on the environmental quality and safety of urban public spaces through a well-organized and collaborative approach that leverages the unique strengths of all project partners.

Essential Functions

- **Coordination:** Serve as the primary point of contact for illegal dumping prevention efforts, coordinating across PPR divisions, City departments, community groups, and partner organizations.
- **Stakeholder Mapping:** Conduct a stakeholder mapping exercise in collaboration with partners to identify relevant stakeholder groups for inclusion in initiative development.
- **Stakeholder Engagement:** Plan and facilitate stakeholder engagement activities to foster collaboration and information sharing among partners.
- **Community Leadership Development:** Convene and facilitate community leadership groups aimed at building leadership capacity to prevent illegal dumping at selected locations.
- **Community Engagement:** Organize and execute community-based activities that promote public awareness and participation in illegal dumping prevention efforts.
- **Training and Capacity Building:** Develop and deliver comprehensive training programs for Community Ambassadors and the Illegal Dumping Abatement Crew to support place-based illegal dumping reduction strategies.
- **Resource Coordination:** Act as a point person for aligning existing PPR and City anti-dumping resources to maximize initiative effectiveness.
- **Data Tracking and Analysis:** Monitor and track illegal dumping occurrences and intervention activities; analyze data to identify patterns and inform strategic interventions.
- **Reporting:** Compile and submit monthly and quarterly reports detailing initiative progress, successes, and challenges.
- **Evaluation:** Assess the effectiveness of illegal dumping interventions and make recommendations for continuous improvement.
- **Community Capacity Building:** Directly contribute to strengthening community capacity for place-based illegal dumping reduction strategies, fostering long-term stewardship of public spaces.
- **Support for Enforcement Measures:** Collaborate with PPR enforcement teams to coordinate anti-dumping enforcement efforts, including monitoring and managing the illegal dumping camera network to ensure effective surveillance and response.
- **Flexible Responsibilities:** Perform other related duties as assigned.

Required Competencies, Knowledge, Skills, and Abilities

- Strong project management skills, including the ability to prioritize tasks, meet deadlines, and manage multiple stakeholders.
- Excellent interpersonal and communication skills, both written and verbal, with the ability to engage diverse groups and foster productive collaborations.
- Knowledge of illegal dumping issues, community engagement strategies, and environmental justice principles.
- Leadership and initiative to drive project objectives and work independently.
- Experience in stakeholder engagement, including mapping and building relationships with community members, organizations, and government agencies.

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- Ability to plan and facilitate meetings, workshops, and training sessions for various audiences, including community leaders and enforcement teams.
- Analytical skills to track, evaluate, and report on illegal dumping trends, initiative activities, and intervention outcomes.
- Strong problem-solving abilities to develop creative and effective solutions to address illegal dumping challenges.
- Capacity to develop and implement training plans and capacity-building activities for Community Ambassadors and Abatement Crews.
- Familiarity with enforcement strategies and technologies, including illegal dumping camera networks and related surveillance tools.
- Proficiency in data collection, analysis, and reporting to inform decision-making and program improvement.
- Commitment to equity, environmental sustainability, and community empowerment.
- Ability to adapt to changing circumstances and maintain a proactive approach to coordination.
- Strong organizational and administrative skills to manage documentation and reporting requirements.
- Experience with grant-funded implementation and compliance is preferred.
- Demonstrated ability to work independently and as part of a collaborative team environment.
- Ability to work both in and out of an office setting (e.g. field work, community meeting).

Qualifications (Education and Experience)

We value diverse experiences and are open to flexible qualifications. If you are passionate about this role and meet some of the key criteria, we encourage you to apply.

- Must be a Philadelphia resident
- Valid PA Driver's License (Must be able to travel city-wide to program sites)
- Bachelor's degree in environmental studies, urban planning, public administration, social work, community development, sustainability or a related field; equivalent experience may be considered in lieu of a degree.
- At least 3 years of experience in initiative coordination, project management, community engagement, or a related field.
- Experience managing or participating in environmental justice, illegal dumping, or urban environmental programs is highly desirable.
- Demonstrated experience working collaboratively with diverse stakeholder groups, including government agencies, community organizations, and residents.
- Proven ability to develop and implement training programs and capacity-building initiatives.
- Familiarity with public sector operations and anti-dumping enforcement strategies, including the use of surveillance technology, is preferred.
- Strong data management and analysis skills, including the ability to produce clear and informative reports.
- Excellent communication and facilitation skills, with the ability to convey complex information to a variety of audiences.
- Proficiency in Microsoft Office Suite and project management tools.
- Commitment to equity, diversity, and community empowerment in environmental work.
- Familiarity with the city of Philadelphia and its neighborhoods.

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Additional Information

TO APPLY: Interested candidates must submit a cover letter and resume at <https://smrtr.io/t4JPW>.

Discover the Perks of Being a City of Philadelphia Employee:

- **Transportation:** City employees get unlimited **FREE** public transportation all year long through SEPTA's Key Advantage program. Employees can ride on SEPTA buses, subways, trolleys, and regional rail for their daily commute and more.
- **Parental Benefits:** The City offers its employees 8 weeks of paid parental leave.
- We offer Comprehensive health coverage for employees and their eligible dependents.
- Our wellness program offers eligibility into the discounted medical plan
- Employees receive paid vacation, sick leave, and holidays
- Generous retirement savings options are available
- **Pay off your student loans faster** - As a qualifying employer, City of Philadelphia employees are eligible to participate in the Public Service Loan Forgiveness program. Join the ranks of hundreds of employees who have already benefited from this program and achieved student loan forgiveness.
- **Unlock Tuition Discounts and Scholarships** - The City of Philadelphia has forged partnerships with over a dozen esteemed colleges and universities in the area, ensuring that our employees have access to a wide range of tuition discounts and scholarships. Experience savings of 10% to 40% on your educational expenses, extending not only to City employees but in some cases, spouse and dependents too!

Join the City of Philadelphia team today and seize these incredible benefits designed to enhance your financial well-being and personal growth!

****The successful candidate must be a city of Philadelphia resident within six months of hire***

Effective May 22, 2023, vaccinations are **no longer required** for new employees that work in non-medical, non-emergency or patient facing positions with the City of Philadelphia. As a result, only employees in positions providing services that are patient-facing medical care (ex: Nurses, doctors, emergency medical personnel), must be fully vaccinated.

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr@phila.gov.

For more information, go to: Human Relations
Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>