



## **JOB OPPORTUNITY – JANUARY 2024**

**Title:** Landscape Architect

**Department:** Restoration

**Status:** Exempt, Full-time salaried position

**Reports to:** Restoration Manager

**Work location:** FOTR headquarters in Plymouth, MI

**Annual Salary:** \$65,000 – 74,000/year – DOE

*See application instructions at the end of listing*

### **Position Background**

The Landscape Architect (LA) serves as the senior green stormwater infrastructure (GSI) design staff for the restoration department at FOTR. The restoration department facilitates GSI education and outreach throughout the Rouge River watershed and the City of Detroit, as well as leads a variety of on-the-ground volunteer-based GSI installations. These include, but are not limited to, site assessments, rain garden design and installation, rain garden maintenance, habitat restoration, and tree plantings. In accordance with FOTR's mission, all projects are implemented and installed by volunteers with guidance from FOTR staff. As part of the restoration team, the LA coordinates GSI design and programming through effective management, planning and delegation with oversight from the Restoration Manager.

### **DEIJ Statement**

Friends of the Rouge strives to increase diversity, equity, inclusion and justice in all elements of our work to serve the Rouge River Watershed and its communities. We strive to carry out our work with inclusivity by recognizing and understanding the social, economic, historic and political context that shaped the Rouge River Watershed landscape and communities. In order to meet our mission to restore, protect and enhance the Rouge River watershed through education, stewardship and collaboration - we must approach our work with understanding of the opportunities and challenges of our partners and those we serve. Successful candidates will demonstrate a commitment to an organization that requires staff time to maintain the culture of both participatory decision-making and support for colleagues to achieve their best.

### **Job Duties & Responsibilities**

#### ***Programmatic Coordination***

- Develop GSI designs for a variety of projects across scales and contexts from conceptual design through construction documents.
- Develop planting plans utilizing native plants.
- Conduct site assessments, including soil hand borings, infiltration testing, and topographical measurements over small areas using a laser level.
- Conduct research on potential GSI project sites to determine risk of environmental contamination.
- Coordinate with restoration team staff and lead volunteers for GSI installations.
- Prepare for and facilitate biweekly design team meetings.
- Provide design oversight and support to members of the design team.

#### ***Community Engagement and Outreach***

- Coordinate implementation of GSI best management practices in Detroit and the Rouge River watershed with oversight from Restoration Manager.
- Build and maintain strong relationships with a wide range of project partners, service providers, and partner organizations.
- Collaborate with and provide technical assistance to partner organizations and community partners.
- Participate in community meetings related to GSI education and installation.

- Attend and participate in a variety of external community events and conferences, which includes networking, tabling, and public presentations as applicable.

***Fiscal Sustainability and Fundraising***

- Participate in restoration grant research, development and administration, including grant writing and tracking.
- Provide support for fundraising events and related activities, including occasional evening and weekend events.
- Develop new project ideas in coordination with the Restoration Manager.
- Develop and manage programmatic budgets with support from the Restoration Manager.

***General***

- Manage time effectively and efficiently while attending to a broad and diverse range of activities.
- Track and report activities and time on a regular basis.
- Participate in staff meetings, and other organization-wide events and activities.
- Explore and respond to emerging technologies in GSI development.
- Participate in program-related training as needed or as determined necessary.

**Qualifications**

- Education or equivalent work experience in landscape architecture, civil engineering or related environmental science disciplines.
- 3-5 years of experience in GSI design, habitat enhancement, and/or ecological restoration.
- Superior knowledge of green infrastructure design and construction with specific attention to developing planting plans utilizing Michigan native plant species.
- Ability to prepare a full set of construction documents, including grading plans.
- Experience conducting site analyses, including, but not limited to, analyzing soil borings, understanding topography and assessing infiltration.
- Ability to coordinate, manage and track multiple projects, prioritize tasks and maintain attention to detail.
- Excellent communication skills, including verbal, written, and graphic/visual representation.
- Excellent customer service skills.
- Proficiency in AutoCAD, Adobe Creative Cloud, Microsoft Office, and Google Apps.
- Experience working in diverse communities with a variety of stakeholders.
- Ability to handle high stress situations with professionalism and problem-solve in the field.
- A positive attitude and enthusiasm to work as a part of a team.
- Must have a valid Michigan driver's license and have reliable transportation.

**Preferences**

- Licensure in the State of Michigan in Landscape Architecture or Civil Engineering.
- Experience with federal and/or other large grant programs.
- Proficiency using ArcGIS Pro to map and analyze data.
- Experience in community outreach and/or working directly with underserved communities.
- Previous experience effectively managing teams of volunteers.
- Knowledge, interest and ability to lead hands-on demonstration plantings.
- Ability and desire to facilitate collaborative, multidisciplinary approaches to environmental protection.
- Interest in advocacy through education.
- Comfort communicating with the media and speaking publicly.

**Work Environment**

This position is primarily an office position paired with regular outdoor work during the field season (approximately April-October). Restoration projects take place in neighborhoods and public parks across all communities in the Rouge River watershed. Must be willing to work a flexible schedule including some evenings and weekends. Business casual dress code or as described in the Employment and Policies Manual.

**Physical Requirements**

Office work will include extended periods of time sitting while using a computer. Some physical lifting is required (up to 50 lbs). Outdoor work may involve walking on uneven ground and steep slopes, kneeling and bending over during plantings, digging and raking, and generally working outdoors in all weather conditions. This position also requires the ability to use manual gardening equipment (i.e. shovels, rakes) to do outdoor labor in a natural or cultivated garden setting, and requires driving a vehicle with an enclosed trailer attached. Ability to hear, speak and listen in English required.

**Nondiscrimination Policy**

It is the policy of Friends of the Rouge (FOTR) to provide equal membership, employment and service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws.

We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, and the presence of any sensory, physical or mental disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.

**Benefits**

- Pre-tax retirement account with FOTR match
- Flexible schedule
- FSA/HSA choice
- Health insurance/or cash alternative
- Paid time off, including 15 holidays, plus 180 hours starting of paid personal time
- Professional development guidance and assistance
- Clothing stipend
- Cell phone stipend

**Application Instructions**

All interested parties are invited to submit 1) a cover letter that describes your experience and interest in the position, 2) a resume, and 3) three references. Please submit as a single, combined PDF file titled in the following format: Your Full Name\_FOTR\_Landscape Architect\_ Application. Incomplete applications will not be considered.

Mail/e-mail to: Cyndi Ross, Restoration Manager, [cross@therouge.org](mailto:cross@therouge.org). Deadline for submission: Sunday, February 4, 2024 at 11:59 p.m. Early submissions will be evaluated on a rolling basis. Late submissions will not be considered. No phone calls please.

*Updated: January 9, 2024*

Terms of Employment – At-Will Employment Status

All persons employed by FOTR, regardless of classification status, are employed on an “at-will” basis. As such, employment can be terminated with or without cause, and with or without notice, at any time, at either your option or the option of FOTR. No supervisor, coordinator, manager, or other representative of FOTR other than the Executive Director has the authority to enter into any agreement or contract for employment for any specified period of time. The provisions contained in this policy supersede any and all previous oral or written statements or representations that have been made by FOTR or by someone purporting to represent FOTR. Employees should be aware, while FOTR employees are required to participate in regular performance evaluation; this evaluation process is not intended to be a means of creating legal rights and does not affect the “at-will” nature of the terms of employment.