

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Part Time Heartland Tree Alliance Program Assistant</i>
<b>Reports to</b>	<i>HTA Program Manager</i>

### **Job purpose**

The primary purpose and function of this position is to assist the Heartland Tree Alliance program manager with the coordination of volunteer tree planting workday activities; building partnerships with neighborhood leaders; and educating the public about the importance of a healthy community forest.

### **Primary Duties and Responsibilities**

#### **Manage tree planting workdays:**

- Canvas and identify appropriate tree planting locations and willing residents
- Recruit volunteers and engage those living in the neighborhood
- Coordinate workday logistics, including utility locates, delivery of materials, etc.
- Train volunteers and residents to plant trees
- Track volunteer hours and keep database records up to date
- Seek continual program improvement and effectiveness

#### **Outreach:**

- Canvas and successfully solicit adjacent property owners to engage in the planting and adoption of the newly planted trees
- Act as a resource to those seeking information about urban and community forestry in the Kansas City Region

Other job related duties as requested and subject to reasonable accommodation.

### **Qualifications**

- Interest and skill in communicating with a richly diverse population
- Background in community engagement, forestry, non-profit or related field
- Demonstrated ability to motivate and encourage people
- Comfortable speaking in front of large and small groups
- Strong problem solving and creative resolution skills
- Highly organized with the ability to manage multiple tasks and deadlines
- Basic computer literacy, ArcGIS a plus

### **Working conditions**

The HTA Part Time Program Associate will be working outside from 15% - 60% of time, 20 hours a week, depending on the season, and will be required to work evening and weekend hours.

### **Physical requirements**

Must be able to lift 50 pounds.

## **Positions Supervised**

Volunteers at events and occasional office volunteers or interns.

## **Salary & Benefits**

Pay range is \$11.00- \$14.00 per hour.

Bridging The Gap is an equal opportunity employer and values a wide variety of experiences and perspectives.

To apply, please send (email preferred) a cover letter relating your education and experience to this position and your resume to:

Bridging The Gap  
Attn: Sarah Crowder  
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