

Bridging The Gap

Position Description

Job title	<i>Heartland Tree Alliance Program Assistant</i>
Reports to	<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

Tree Maintenance:

- Retrieve and transport water to trees
- Mulch and stake

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
- Valid Driver's license and good driving record

Working conditions

The HTA Program Associate will be working outside from 15% - 60% of time, depending on the season, and will be required to work some 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. 32 – 40 hours per week.

Benefits include 90% of health, dental and vision insurance, and, 100% disability and life insurance, 2 weeks of paid vacation, paid holiday between Christmas and New Year's Day, flexible scheduling, when appropriate, supportive team atmosphere and a dog friendly office.

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
1427 W 9th St, #201
Kansas City, MO 64101
Sarah.Crowder@Bridgingthegap.org