

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>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

#### **Tree Planting and Maintenance:**

- Plant 1" caliper trees with support staff
- 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 move 40-50 potted trees and bags of mulch from the truck bed to the ground and around the planting site.

### **Positions Supervised**

Volunteers at events and occasional office volunteers or interns.

## **Salary & Benefits**

Pay range is \$11.50- \$18.00 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 understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity and excellence in service. BTG encourages minorities, women, veterans and individuals from underrepresented groups to apply.

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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Kansas City, MO 64101  
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