

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Program Coordinator, Heartland Tree Alliance (full-time)</i>
<b>Reports to</b>	<i>Heartland Tree Alliance Program Manager</i>

### **Job purpose**

The Heartland Tree Alliance (HTA) Program Coordinator interfaces with communities and stakeholders and plays an integral role in HTA tree planting initiatives through field work. The primary responsibilities of this position are to assist the HTA Program Manager in coordinating volunteer tree planting workday activities, building partnerships with neighborhood groups and leaders, and educating the public about the importance of a healthy urban forest.

### **Primary Duties and Responsibilities**

- Coordinates a range of HTA program activities, which includes maintaining tree inventories, coordinating neighborhood planting projects, advising project partners and participating in plantings, caring for and maintaining all HTA trees and responding to citizen concerns.
- Assists in developing specifications and standards for tree planting, preservation, protection, care and maintenance.
- Acts as community and stakeholder liaison for tree planting projects & initiatives; provides technical support to stakeholders.
- Maintains a working knowledge of relevant laws, regulations, policies and procedures related to HTA operations and applies them appropriately.
- Conducts site visits to identify appropriate tree planting sites.
- Evaluates and monitors existing procedures for effectiveness and recommends improvements as appropriate.
- Collects, evaluates and maintains data (e.g., tree inventories); prepares reports and analyses to further initiatives and improve processes.
- Participates in a variety of staff and project development/review meetings.
- Develops and manages program databases; queries data and develops reports; conducts research and analysis related to social, economic, and population impacts of various local and regional planning issues and community matters.
- Creates informational and advisory reports, presentations, maps, and logs; represents the program at community meetings.
- Manages assigned planning projects of greater complexity and community significance or sensitivity.
- Builds positive working relationships with community leaders, volunteer agencies and groups to facilitate the development and execution of urban forest initiatives.

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

### **Qualifications**

- Ability to address and evaluate medium to complex issues/projects; ability to work independently and exercise judgment and initiative
- Ability to independently assist stakeholders on complex and sensitive matters
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective relationships with a variety of stakeholders, including community leaders, city government staff, board members and private individuals.

- Interest and skill in communicating with a richly diverse population
- Background in community engagement, forestry, horticulture, urban planning, non-profit or related field
- Demonstrated ability to motivate and encourage people
- Comfortable speaking in front of groups
- Strong problem-solving and creative resolution skills
- Highly organized with the ability to manage multiple tasks and deadlines
- Skilled in the use of Microsoft Office 365 applications and Gmail.
- Bachelor's degree or equivalent experience

**Preferred qualifications:** A bachelor's degree in forestry, horticulture, or landscape architecture and three years of experience in related work. Knowledge of ArcGIS is desired.

### **Working conditions**

The HTA Program Coordinator works outside 60% - 75% of the time, depending on the season, and may occasionally be required to work evening and weekend hours.

### **Physical requirements**

Must be able to lift 50 pounds.

### **Positions Supervised**

The program coordinator will supervise volunteers at events and occasional office volunteers or interns.

### **Salary & Benefits**

Benefits include 90% employer-paid health, dental and vision insurance; 100% employer-paid disability and life insurance; two weeks of paid vacation; two paid personal days off; paid time off on the employee's birthday; and paid time off between Christmas and New Year's Day. Bridging The Gap offers flexible scheduling, a supportive team atmosphere and a dog-friendly office.

Pay range is \$30,000 to \$38,000.

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  
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Kansas City, MO 64101  
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