

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Full Time Heartland Tree Alliance Program Associate</i>
<b>Reports to</b>	<i>HTA Program Manager</i>
<b>Status</b>	<i>Full Time Non-Exempt</i>

### **Job purpose**

The primary purpose and function of this position is to assist the Heartland Tree Alliance program manager with the implementation 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:**

- Complete neighborhood assessments to help identify appropriate tree planting locations and interested partners
- 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
- Plant trees of various sizes by hand during workdays or with a team member
- Work with seasonal staff to prune, water and mulch young and newly planted trees
- Use GIS handheld unit to inventory young and newly planted trees
- Complete final report to partner organizations/funders
- Coordinate media and public relations for workdays, when applicable
- Track volunteer hours and keep database records up to date
- Seek continual program improvement and effectiveness

#### **Outreach:**

- Canvas neighborhoods and successfully solicit adjacent property owners to engage in the planting and adoption of the newly planted trees
- Give presentations and table at appropriate events
- 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 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
- Bachelor's degree or equivalent experience
- Valid driver's license and good driving record
- Must be able to drive a truck while pulling a trailer

### **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 from the ground to the back of a truck and back down and must be able to carry over a short distance.

Requires bending, stooping, and working on hands and knees.

Work may take place on rough terrain.

Must be able to handle pruners, a shovel, and other common tools.

Office hours require sitting or standing in front of a computer for long periods.

### **Positions Supervised**

Volunteers at events, occasional office volunteers or interns and seasonal staff in-field.

### **Salary & Benefits**

Benefits include 90% of health, dental, vision and life insurance, 100% disability insurance, two weeks of paid vacation, paid holidays including Christmas Eve thru New Year's Day, flexible scheduling, when appropriate, 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 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 people from all backgrounds 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  
1427 W 9<sup>th</sup> St, #201  
Kansas City, MO 64101  
[Sarah.Crowder@Bridgingthegap.org](mailto:Sarah.Crowder@Bridgingthegap.org)