

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Green Infrastructure Coordinator (full-time)</i>
<b>Reports to</b>	<i>Senior Program Manager</i>
<b>FLSA</b>	<i>Non-Exempt</i>

### **Job purpose**

The Green Infrastructure Coordinator will work between the Green Stewards workforce development program and Heartland Tree Alliance to support green infrastructure initiatives around the KC region. The Green Infrastructure Coordinator will work collaboratively to schedule daily activities of the Green Stewards crew to ensure the maintenance meets a standard of excellence and to support tree planting efforts within Heartland Tree Alliance.

### **Job Responsibilities:**

#### ***Green Infrastructure Coordination***

- Track condition and activities for each worksite and with input from the Green Stewards Crew Lead, create a weekly work plan
- Compile and analyze data collected by the field crew and utilize the data to develop a monthly report and adjust maintenance scheduling
- Monitor the performance of the crew via site visits and other communication
- Assign, review and monitor on-site tasks and responsibilities for Green Stewards crew to ensure sites are maintained to meet or exceed KCMO Smart Sewer program standards
- In collaboration with the Green Stewards Crew Lead, develop safety policies and best practices; monitor, evaluate, and update as needed
- Meet and communicate with KCMO Smart Sewer team to report progress and issues
- Work alongside crew members as a model, trainer, and active leader when Green Steward Crew Lead is absent or on winter/off-season projects
- Manage assigned planting projects of greater complexity and community significance or sensitivity
- Coordinates a range of HTA program activities, which includes maintaining tree inventories, coordinating planting projects, advising project partners, and participating in plantings, caring for and maintaining all HTA trees and responding to citizen concerns.

#### ***Outreach and Professional Development***

- Foster and maintain positive, collaborative, and open relationships with community leaders, businesses, public agencies, educational institutions, and non-profits partners to further the vision of the program including developing career pathways for the Green Stewards
- Represent BTG at meetings and community events
- Take NGICP (National Green Infrastructure Certification Program) Training and attain certification
- Lead crew training, activities, discussions, and reflections that create, respectful interactions, and teamwork
- Collaborate with the Senior Program Manager to create and support participants ongoing training needs and workforce development plans

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
- Driver's license, clean driving record, and the ability to drive a passenger van is required
- All candidates will be subject to a background check within compliance with applicable local, state, and federal laws
- Sound computer skills
- Bachelor's degree or equivalent experience

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

### **Working Conditions and Physical requirements**

*Physical activity occasionally used in this position include:*

- Stooping, Kneeling, Crouching: Constantly moves and positions self to do work,
- Standing: Remaining upright on the feet, particularly for sustained periods of time.
- Walking: Must be able to frequently move and traverse about on foot to accomplish tasks.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to-position.
- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

*Constantly works in outdoor environmental conditions with no effective protection from weather including:*

- Subject to extreme cold: Temperatures down to 25 degrees for periods of more than one hour.
- Subject to extreme heat: Temperatures up to 95 degrees for periods of more than one hour.
- May include other environmental conditions such as rain, wind, and humidity

### **Positions Supervised**

Green Infrastructure Coordinator would supervise volunteers, interns, or temporary labors on occasion

### **Salary & Benefits**

Benefits include 90% of health, dental vision, life and 100% disability insurance, 2 weeks of paid vacation, 14 paid holidays including between December 24th and New Year's Day, supportive team atmosphere and a dog friendly office.

Pay range is \$36,000 – 47,000

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: Glenda Swinton  
 1427 W 9<sup>th</sup> St, #201  
 Kansas City, MO 64101  
[Glenda.Swinton@Bridgingthegap.org](mailto:Glenda.Swinton@Bridgingthegap.org)