

Bridging The Gap

Position Description

Job title	<i>Program Coordinator, Heartland Tree Alliance (full-time)</i>
Reports to	<i>Heartland Tree Alliance Program Manager</i>
FLSA	<i>Non-exempt</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.
- 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 and acts as a liaison 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.
- Must have a valid driver's license, good driving record, and ability to drive a large pick-up truck
- All candidates will be subject to a background check within compliance with applicable local, state, and federal laws

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 15% - 60% of the time, depending on the season and sometimes in the heat, cold, and rain. May occasionally be required to work evening and weekend hours.

Physical requirements

- Ability to move 45 pounds from the truck bed to the ground and back
- Ability to handle the physical demands of the job, including shoveling, lifting, pulling, crawling, and bending. Working over rough terrain

Positions Supervised

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

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 – 46,000

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 9th St, #201
 Kansas City, MO 64101
Glenda.Swinton@Bridgingthegap.org