

# Bridging The Gap

## Position Description

<b>Job title</b>	<i>Heartland Tree Alliance Program Associate</i>
<b>Reports to</b>	<i>HTA Program Manager</i>
<b>FLSA</b>	<i>Nonexempt, Full-time</i>

### **Job purpose**

The primary purpose of this position is to assist the Heartland Tree Alliance program manager with the coordination of volunteer tree planting and maintenance 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 and maintenance workdays:**

- Canvas and identify appropriate tree planting locations
- Recruit volunteers and engage those living in the neighborhood
- Coordinate workday logistics, including utility locates, delivery of materials, etc.
- Train volunteers and residents to properly plant, water, prune, and mulch trees
- Use GIS handheld unit to inventory newly planted trees
- 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 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
- Create tree-related blog posts, articles and social media posts

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 projects and deadlines
- Driver's license, clean driving record, and the 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
- Basic computer literacy, ArcGIS a plus
- Bachelor's degree or equivalent experience

## **Working conditions**

The HTA Program Associate will work outside 60% - 70% of the time, depending on the season, and will be required to work some 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 uneven terrain.

## **Positions Supervised**

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 \$33,000 - \$42,000

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)