

Bridging The Gap

Position Description

Job title	<i>Green Infrastructure Coordinator</i>
Reports to	<i>Director of Forestry and Natural Systems</i>
FLSA	<i>Full-time, non-exempt</i>

Job purpose

The Green Infrastructure Coordinator will act as liaison working with the Green Stewards training program and Heartland Tree Alliance. This position will support these programs throughout the Kansas City region encouraging a healthy community through trees and green spaces, environmental education, workforce development, and building community capacity. This position will have a focus on building community relationships and networks and supporting special tree planting projects. Progress and achievement are critically important at Bridging The Gap. The successful candidate will support the organization's vision for Kansas City's urban forest, environmental education, and stewardship by putting the vision of Green Stewards and Heartland Tree alliance into action. Candidates must also display professionalism, independent judgment and decision-making ability, self-motivation, and a team mentality.

Job Responsibilities:

Program Coordination

Heartland Tree Alliance:

- Work hand-in-hand with the Heartland Tree Alliance team to help engage communities throughout the Kansas City region and assist with coordination of community tree planting initiatives and outreach efforts.
- Coordinate Heartland Tree Alliance community driven tree programs including tree adoptions and/or tree planting projects.

Green Stewards:

- Fill in as a Green Stewards Crew Lead working alongside the crew members as a trainer and active leader in absence of the crew lead or on winter/off-season projects.
- Partner with the Green Stewards Crew Lead to meet with crew members individually to develop and track workforce readiness plans.
- Collaborate with the Director to identify and arrange community resources based on the needs of the crew members as well as lead soft skills and work readiness trainings.
- Create social media content and coordinate efforts with the BTG social media team.

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 Green Stewards or Heartland Tree Alliance programs.
- Actively participate on BTG's social media team and assist with content creation for Heartland Tree Alliance and Green Stewards.
- Build community networks and partnerships to further the mission of Green Stewards and Heartland Tree Alliance
- Represent Green Stewards and Heartland Tree Alliance at meetings with community groups on a regular basis. Activities will include, but are not limited to community presentations, event tabling and one-on-one conversations. Collect information and track

key conversations in a database.

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
- Experience in establishing and maintaining 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: At least two years' experience engaging community, organizing community events, canvassing, and building and maintaining partnerships.

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 supervises volunteers, interns, or temporary laborers and Green Steward crew members on occasion

Salary & Benefits

Benefits include 90% of health, dental, vision, and life insurance, and 100% disability insurance, 2 weeks of paid vacation, paid holidays including the week between December 24th and New Year's Day but may be adjusted to meet your cultural or religious preferences, supportive team

atmosphere, some schedule flexibility, and a dog-friendly office.

Pay range is \$40,000 – 48,000

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 of all backgrounds to apply.

To apply, please send (email preferred) a cover letter and resume outlining your qualifications for the position including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap

Attn: Glenda Swinton

1427 W 9th St, #201

Kansas City, MO 64101 glenda.swinton@Bridgingthegap.org