

Bridging The Gap

Position Description

Job title	<i>Community Forestry Coordinator, Heartland Tree Alliance</i>
Reports to	<i>Heartland Tree Alliance Program Manager</i>
Status	<i>Full-time, nonexempt</i>

Job purpose

The Heartland Tree Alliance (HTA) Community Forestry Coordinator engages with communities and stakeholders playing an integral role in HTA tree planting initiatives by building partnerships with neighborhood groups, educating the public about the importance of a healthy forest, and executing tree planting projects.

Primary Duties and Responsibilities

Tree Planting & Maintenance

- Coordinates a range of HTA program activities, which may include maintaining tree inventories, coordinating neighborhood, park or private tree planting projects, advising project partners, participating in plantings, coordinating small tree giveaways, maintaining all HTA trees and responding to citizen concerns.
- Conducts site visits to identify appropriate tree planting sites.
- Provides oversight to private contractors for tasks outside of HTA scope such as infrastructure improvements, large tree removal, etc.
- Evaluates and monitors existing procedures for effectiveness and recommends improvements as appropriate.

Technical Support

- 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.

Community Outreach and Education

- Creates informational and advisory reports, presentations, maps, and logs; represents the program at community meetings.
- Educates partners, interest groups, schools, and within BTG work training programs (KC Tree Corps and Green Stewards).
- 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.
- Creates content for social media related to trees, tree care, and/or urban forestry.

Other job-related duties as requested and subject to reasonable accommodation.

Focus Area

- **Stewardship Planting Initiatives:** This position focuses on planting projects that follow the neighborhood adoption model soliciting support from adjacent residents. Most of the plantings take place adjacent to the street in public right-of-way. Neighbors and residents participate in the watering of these trees.
- **Neighborhood Planting Initiatives:** This position focuses on planting projects in priority areas where HTA is responsible for maintenance. The plantings may take place in city parks or adjacent to the street in public right-of-way.
- **Private Tree Planting and Educational Initiatives:** This position focuses on projects on private property, community tree giveaways and coordinating or leading educational opportunities.
- **Special Projects:** This position focuses on special tree planting projects that could require infrastructure improvements (widening or creating tree wells), working with contractors for tree and stump removal, or planting after sidewalk improvements.

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 various stakeholders, including community leaders, city government staff, board members and residents.
- Background in community engagement, forestry, horticulture, urban planning, non-profit or related field.
- Demonstrated ability to motivate and encourage people in diverse communities.
- Comfortable speaking in front of groups.
- Strong problem-solving and creative resolution skills.
- Highly organized with the ability to manage multiple tasks and deadlines.
- 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. Past management experience and knowledge of ArcGIS is desired.

Working conditions

The community forestry 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 community forestry coordinator could supervise forestry associates, seasonals, volunteers at events, and occasional office volunteers or interns.

Salary & Benefits

Benefits include 90% of health, dental, vision, and life insurance, and 100% disability insurance, two (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.

Starting salary is \$38,400 to \$45,000 commensurate with experience.

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 submit (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
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