

Bridging The Gap

Position Description

Job title	<i>Education and Career Training 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) Education and Career Training Coordinator, along with program managers, develops KC Tree Corps curriculum, a workforce training program focused on forestry, arboriculture, and conservation. This role involves creating curricula, conducting hands-on training, guiding members through career development, and building relationships with partners in the tree and conservation fields. This position will also lead educational programs for the public.

Primary Duties and Responsibilities

KC Tree Corps Program

- In collaboration with the program manager, develop and implement a workforce training program focused on career paths in forestry, arboriculture, and conservation.
- Recruit and engage potential Tree Corps participants through outreach efforts in local communities, schools, and partnerships.
- Develop arboriculture curriculum and lesson plans including course work, training materials, and workshops.
- Lead both hands-on field training and educational presentations for a classroom/office setting.
- Provide participants with soft skills development, including teamwork, communication, problem-solving, leadership, and job search strategies.
- Assist participants with resume and cover letter development. Suggest resume formats and help in determining how and where the participant sends his/her resume.
- Identify outside training opportunities, career pathways, and potential barriers for participants.
- Engage with community members and local industry professionals to promote KC Tree Corps and build participation in arboriculture and forestry opportunities.
- Review and assess the success of the program as well as individuals' experiences and improve the program to meet the needs of participants.

Community Outreach and Education

- Create informational and advisory reports, presentations, maps, and logs; represent the program at community meetings.
- Educate partners, interest groups, and schools.
- Manage assigned planning projects of greater complexity and community significance or sensitivity.

- Build positive working relationships with community leaders, groups and act as a liaison to facilitate the development and execution of KC Tree Corps 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 various stakeholders, including community leaders, city government staff, board members, industry partners, and residents.
- Ability to work both outdoors and in an office setting.
- Ability to establish and maintain effective working relationships with KC Tree Corps participants, partners, and coworkers.
- Demonstrated ability to motivate and encourage people in diverse communities.
- Ability to tailor programs for different audiences including children, adults, industry professionals, etc.
- 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, conservation, education, social work, or human resources and three years of experience in related work.
- Past training/teaching experience and knowledge of curricula development.
- ISA Arborist Certification, KAA Certification, or other relevant certifications.
- Familiarity with workforce development best practices and employment training strategies.
- Knowledge of principles and techniques of education for nontraditional learners.

Working conditions

The education and career training coordinator works outside 15 – 40% 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.
- Ability to work in an office environment.

Positions supervised

The education and career training coordinator will supervise KC Tree Corps participants and may 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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