

# Bridging The Gap

## Position Description

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| <b>Job title</b>  | <i>Career and Community Navigator, Heartland Tree Alliance</i> |
| <b>Reports to</b> | <i>Heartland Tree Alliance Program Manager</i>                 |
| <b>Status</b>     | <i>Full-time, nonexempt</i>                                    |

### Job Purpose

The Career and Community Navigator supports individuals in their exploration of careers in green industries, focused on forestry, arboriculture, and green stormwater infrastructure. This role involves conducting hands-on training, guiding participants through career development, engaging the public in environmental education, and building relationships with partners in green industry fields.

### Primary Duties and Responsibilities

#### Career Training & Environmental Education

- Help create and run a workforce readiness program focused on career paths in forestry, arboriculture, green infrastructure maintenance, and conservation.
- Present engaging programs and lead interactive activities about environmental topics and green job opportunities.
- Support participants with job readiness—this includes help with resumes and cover letters, job searches, and improving soft skills like teamwork and communication.
- Track the success of the program and make improvements as needed.
- Work one-on-one with participants to identify individual areas of focus and connect classroom learning with real-world-skills.
- Write monthly reports to track progress and help with budgeting.

#### Community Engagement & Outreach

- Help find and encourage people to join the program. Build connections with industry professionals and organizations to support and grow the program.
- Represent the program at community meetings and build strong relationships with local leaders, partners, and organizations.
- Perform other duties assigned, with flexibility to accommodate changing needs.

### Qualifications

- Ability to work independently, exercise good judgment, and take initiative.
- Effective communication skills with the ability to engage diverse audiences.
- Demonstrated ability to build positive relationships with stakeholders.
- Comfortable with public speaking and leading group presentations and workshops.
- Ability to work both indoors and outdoors in various environmental settings.
- Valid driver's license and a safe driving record.
- All candidates will be subject to a background check in compliance with applicable local, state, and federal laws.

#### Preferred Qualifications:

- A bachelor's degree in environmental science, education, forestry, horticulture, social work, sustainability, a related field, or equivalent work experience.
- Experience in training, or education, especially nontraditional learners.
- Familiarity with green career paths and the principles of environmental sustainability.
- Experience in outreach, education, or public speaking.
- Familiarity with workforce development best practices and employment training strategies.

### **Working Conditions**

This position 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, bending, and working over rough terrain.
- Ability to work in an office environment.

### **Positions Supervised**

The Career and Community Navigator 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 \$48,000 to \$52,000 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  
Attn: Glenda Swinton  
1427 W 9<sup>th</sup> St, #201  
Kansas City, MO 64101  
[glenda.swinton@bridgingthegap.org](mailto:glenda.swinton@bridgingthegap.org)