



JOB DESCRIPTION

JOB TITLE: NeighborWoods Organizer – Rancho Cordova (part-time)

DATE: 9/20/2019

DEPARTMENT: NeighborWoods Department

REPORTS TO: NeighborWoods Program Coordinator

POSITION SUMMARY:

The Sacramento Tree Foundation's NeighborWoods program aims to improve tree canopy across the region through community focused engagement. The goal of NeighborWoods is for all neighborhoods in Sacramento to enjoy the great community benefits that come from grassroots action and a healthy urban forest. The Sacramento Tree Foundation and the City of Rancho Cordova have partnered for several years to bring the NeighborWoods initiative to Rancho Cordova. The NeighborWoods Organizer will work directly with the communities of Rancho Cordova to grow tree-planting efforts in disadvantaged communities within the City. The NeighborWoods Organizer will spend most of their time building relationships in the community and advocating for urban greening efforts. This position will consist largely of local outreach and organizing tree planting projects. This position will work closely with City and Tree Foundation staff to coordinate activities.

PRINCIPAL DUTIES:

The principal duty of the NeighborWoods Organizer is to work with and in the community to promote social and environmental change through urban forestry on a local level. To achieve this, the Organizer will build relationships and perform outreach, including door knocking, tabling, and attending community meetings. They will deepen community investment in City urban forest efforts, including recruiting and retaining neighborhood leaders and working with community members to organize tree-planting events. Additionally, the Organizer will coordinate tree-planting events, including recruiting tree recipients and volunteers, coordinating with Tree Foundation staff and other partners, and managing event logistics.

1. Increase community awareness about the importance of trees in public and private spaces through education, outreach, and volunteer tree-planting projects with the Sacramento Tree Foundation, City, and other partners.
2. Reach out to private property owners, business owners, and public sites such as schools and parks to identify tree-planting opportunities.
3. Leverage the Sacramento Tree Foundation's programs to increase tree plantings and tree stewardship in the City.
4. Participate with the City's Tree Committee, which consists of staff from Public Works, Community Development, Communications, and the Sacramento Tree Foundation. Assist in developing and implementing the team's program vision, take meeting minutes, and support the efforts of the committee.
5. Coordinate and attend outreach at various community events to promote the City's Urban Forest program.
6. Assist the tree team in implementing a community-wide urban forest outreach and education plan. Elements include web based, print brochures, social media, educational workshops, Arbor Day ceremonies, etc.
7. Coordinate with property owners, the Sacramento Tree Foundation, City Arborist and maintenance contractor, and other partners as necessary on the planting of new trees.
8. Provide timely and courteous communication to customers, partners, and other community members via phone, email, and in-person.
9. Work with the Tree Foundation's NeighborWoods team to create best practices for community organizing. Help with events that grow connections with neighborhood leaders from across the region, including Rancho Cordova.

JOB REQUIREMENTS:

EDUCATION: Bachelor's degree in related field is preferred but not required.

EXPERIENCE: Experience in one or more of the following desired: project management, community organizing, public outreach and/or partnership development. Experience working or living in a disadvantaged community desired. Experience with urban greening, urban forestry, or environmental justice a plus.

SKILLS: Open-minded. Must be willing to meet the community on their terms. Cultural competency and an approach that is appreciative, affirming, and inclusive of all cultural backgrounds. Excellent written and verbal communication skills. Superior ability to multi-task and meet deadlines. Attention to detail, creativity, and willingness to try new things is a must.

TECHNICAL SKILLS: Working knowledge of Microsoft suite (Word, Excel, Outlook, PowerPoint) and the internet. Class C driver's license and a clean driving record. Bilingual (Spanish, Vietnamese, Cantonese, Russian) abilities highly preferred. Comfort with constituent management systems such as Salesforce a plus.

TEMPERAMENT/SOFT SKILLS: We are looking for a candidate that believes social and environmental change is possible and is passionate about making that change. Must be comfortable working in a mission-based, non-profit environment. The ideal candidate for the position will have a passion for our mission, a desire to share it with others, and a commitment to excellent customer service.

SUPERVISORY RESPONSIBILITIES:

May supervise interns and volunteers for various projects and programs.

WORKING CONDITIONS:

This role will be required to work nights and weekends. Both outdoor and in office work is required for this position, therefore, this employee may be exposed to extremes in weather including heat, rain, and freezing temperatures as well as extended periods of sitting and standing. Able to lift 30 pounds. Will spend a great deal of time traveling around Rancho Cordova and to the Sacramento Tree Foundation office.

COMPENSATION:

This is part time (0.5 FTE), at-will, non-exempt position. There is a possibility for this position to become full time. Paid holidays, vacation time and sick time provided. The starting pay range for this position is \$20-\$23 an hour.

APPLICATION PROCESS:

Send résumé and cover letter via email, with the subject line "Rancho Cordova NeighborWoods Organizer", to hr@sactree.com

Mission Statement:

Grow thriving communities through stewardship of our urban forest.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT