



## JOB DESCRIPTION

**JOB TITLE:** NeighborWoods Projects Coordinator  
**DATE:** 11/2/2020  
**DEPARTMENT:** NeighborWoods Department  
**REPORTS TO:** NeighborWoods Program Manager

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### POSITION SUMMARY:

The Sacramento Tree Foundation is seeking a savvy and energetic person who wants to take on two unique new initiatives. This person will split their time evenly, working on a new NeighborWoods initiative with the City of Folsom, and another new initiative in the River District, just north of Downtown Sacramento. 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 greater Sacramento to enjoy the community benefits that come from grassroots action and a healthy urban forest. In addition to the two NeighborWoods initiatives described above there are active efforts ongoing in North Sacramento (including Arden-Arcade, Del Paso Heights and North Highlands), Rancho Cordova, and South Sacramento. The NeighborWoods Projects Coordinator will join a vibrant team of community organizers, and will have the support of the rest of the Tree Foundation staff – 25+ smart and committed individuals.

### PRINCIPAL DUTIES:

The principal duties of the NeighborWoods Projects Coordinator break into two main categories: outreach and project oversight. For outreach, the Coordinator will work with the community to promote social and environmental change through urban forestry on a local level. To achieve this, the Coordinator will build relationships and perform outreach, attend community meetings and develop relationships with neighborhood leaders and community groups. For project oversight, the Coordinator will work with partners and Tree Foundation staff to accomplish tasks in a timely manner and meet initiative objectives. Both the Folsom and River District initiatives will involve working with a variety of entities, and the Coordinator will be the hub for a wide array of activities such as working with housing developers, facilitating tree care with sub-contractors and landscaping crews, coordinating mitigation projects, etc. To fulfill this role effectively, the Coordinator will need to be detail-oriented and able to work with a variety of people and organizations.

#### Folsom Initiative (45%)

1. Participate with the City's Urban Forest program team, which includes the Community Development Director and the City Arborist. Assist in developing and implementing the City's Urban Forest program vision, and support the efforts of the program team.
2. Create and implement a citywide urban forest outreach and education plan that increase community awareness about the importance of trees. Elements include web materials, print brochures, social media, educational workshops, outreach events, etc.
3. Coordinate volunteer tree-planting projects with the Sacramento Tree Foundation, City, and other partners.
4. Support Tree Foundation and City staff in developing native tree restoration projects from mitigation fees.
5. Work with the City Arborist to pursue grant opportunities, and coordinate Tree Foundation staff in support.
6. Develop and administer programs that support City street trees and trees in new development.

#### River District Initiative (45%)

1. Coordinate communication between all entities related to the urban forestry elements within the "Transformative Climate Community" project: developers, city agencies, community organizations, etc.
2. Connect with residents in the initiative area. Grow their understanding and appreciation for the urban forest through volunteer planting and tree care events, workshops, place-making exercises and additional engagements.
3. Collaborate with Tree Foundation staff, property owners and city agencies to find additional tree planting locations within the initiative boundaries.

4. With the support of Tree Foundation staff, create digital and print materials to engage and raise awareness about the River District NeighborWoods initiative.
5. Accurately draft and submit needed reports to the grant lead, Sacramento Housing and Redevelopment Agency.

#### **Department Support (10%)**

1. 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.
2. Create and follow an annual workplan. Participate in the creation of departmental and organizational strategic planning.
3. Other duties as assigned.

#### **JOB REQUIREMENTS:**

**EXPERIENCE:** Two or more years of experience in project management is required. Experience in the following desired: community organizing, public outreach, urban planning and/or partnership development. 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:**

Due to COVID-19, this role will be predominantly home based for the foreseeable future, like most staff positions at the Tree Foundation.

This role will be required to work some 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. As COVID-19 restrictions lessen, this role will spend a great deal of time traveling around the City of Folsom and the River District project area.

#### **COMPENSATION:**

The initial pay range for this position is \$20-23 per hour, and the Tree Foundation holds annual reviews with opportunities for raises commensurate with performance. This is a full-time time, at-will, non-exempt position. Excellent benefits including health care, dental and vision care coverage, life insurance, 14 paid holidays, 13 paid vacation days with growth with tenure, and 7.5 days paid sick leave.

#### **APPLICATION PROCESS:**

Send résumé and cover letter via email, with the subject line "NeighborWoods Projects Coordinator" to [hr@sactree.com](mailto:hr@sactree.com)

**Inclusivity Statement**

The Sacramento Tree Foundation is committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at [hr@sactree.com](mailto:hr@sactree.com) or (916) 924-8733.

**Sacramento Tree Foundation Mission Statement:**

Grow thriving communities through stewardship of our urban forest.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT