



## JOB DESCRIPTION

**JOB TITLE:** North Sacramento NeighborWoods Organizer

**DATE:** 12/2020

**DEPARTMENT:** NeighborWoods Department

**REPORTS TO:** NeighborWoods Program Manager

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### **POSITION SUMMARY:**

Trees in our cities are integral to our health and our quality of life. Not only do urban trees cool our neighborhoods and help to filter out air pollution, people who live in neighborhoods with more trees benefit in many ways: they spend more time with their neighbors, have lower rates of obesity, are more active, show lower levels of depression, and live longer lives. Unfortunately, the Sacramento region suffers from an inequity of tree cover between neighborhoods, meaning that people that live in neighborhoods with less trees are not receiving the same support as those that live in neighborhoods with more trees. The Sacramento Tree Foundation's NeighborWoods program seeks to bring the benefits of trees to every community in Sacramento.

The North Sacramento NeighborWoods Organizer will be working on a new NeighborWoods initiative in the North Sacramento community, including parts of Arden-Arcade, Del Paso Heights, and North Highlands. They will join a vibrant team of community organizers (currently coordinating ongoing efforts in Rancho Cordova, South Sacramento, the River District near downtown Sacramento, and Folsom) and will have the support of the rest of the Tree Foundation staff – 25+ smart and committed individuals.

### **PRIMARY DUTIES:**

The North Sacramento NeighborWoods Organizer will empower and support the community's desire to improve their streets, schools and homes through community-based tree planting and care, specifically focusing on stakeholder engagement, environmental literacy and strategies to increase tree canopy in under-resourced neighborhoods.

The primary responsibility of the North Sacramento NeighborWoods Organizer will be to manage the day-to-day operations of our grant funded initiative. Working closely with partners and internal team members, the Organizer will develop and maintain relationships within specified census tracts, learning community priorities with the goal of facilitating NeighborWoods projects at schools, parks, faith-based institutions and homes. Additionally, this position supports the organization by assisting with outreach and communication activities designed to reach all ages and interest levels; by educating neighborhoods on the value of the urban forest; and by establishing and maintaining partnerships with community development and work based organizations.

### **Community Engagement (45%)**

1. Maintain relationships with grant partners, current organizational partners, and internal team members. Cultivates new relationships with external partners.
2. Organize, attend, and present at neighborhood events to grow community knowledge about trees and community greening, share NeighborWoods opportunities, and recruit NeighborWoods leaders.
3. Oversee and implement public events, meetings, and tree planting events with a focus on the grant funded census tracts. Generate interest in Tree Foundation programs that are applicable to the community.
4. Collaborate with Tree Foundation staff, property owners and city agencies to find tree-planting locations within the initiative boundaries.

5. With the support of Tree Foundation staff, create outreach and education materials to engage and raise awareness about the North Sacramento NeighborWoods initiative and the importance of trees. Elements include web materials, print brochures, social media, educational workshops, outreach events, etc.
6. Attend community outreach events to educate the broader community about the Sacramento Tree Foundation, our activities and projects.

#### **Project Management (45%)**

1. Assist in developing the North Sacramento NeighborWoods initiative vision. Implement, assess, and adapt the NeighborWoods work plan to best fit the North Sacramento community.
2. Accurately draft and submit needed reports to the grantor, the California Department of Forestry and Fire Protection.
3. Coordinate volunteer tree-planting projects with the Sacramento Tree Foundation and other partners, including public agencies, private property owners, and community groups.
4. Work with Green Technical Education and Employment and other community organizations to grow the impact and reach of the initiative.
5. Oversee the pilot stumps removal program. Promote the opportunity to residents and work with the contractor to ensure that the work is done properly.
6. Provide timely and courteous communication to customers, partners, and other community members via phone, e-mail, and in person.

#### **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 work plan. Participate in the creation of departmental and organizational strategic planning.
3. Work with the NeighborWoods team to pursue funding opportunities, and coordinate Tree Foundation staff in support.
4. Other duties as assigned.

#### **JOB REQUIREMENTS:**

**EXPERIENCE:** At least two years of experience in one or more of the following fields is 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 other staff positions at the Tree Foundation. This role will be required to work some nights and weekends. Both outdoor and 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 North Sacramento 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, 14 paid holidays, 13 vacation days with growth with tenure, and 7.5 days sick leave.

**APPLICATION PROCESS:**

Send resume and cover letter via email, with the subject line "North Sac NeighborWoods Organizer" 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