



EMPLOYMENT OPPORTUNITY

North Sacramento NeighborWoods Organizer

Reports to NeighborWoods Program Manager

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 benefits 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 the 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, and Folsom) and will have the support of the rest of the Tree Foundation staff – 30+ smart and committed individuals. The organizer will manage the day-to-day operations of this grant funded initiative. The organizer will develop relationships with regional stakeholders, learn community priorities, and facilitate community-based tree planting, care events and activities with the specific focus on increasing tree canopy in under-resourced neighborhoods and growing neighborhood leadership.

About the Sacramento Tree Foundation

The Tree Foundation is a nonprofit organization with a mission to grow thriving communities through stewardship of our urban forest. Since 1982, we have planted over one million trees throughout the Sacramento region, and we continue to plant over 10,000 every year. Knowing the profound health, environmental, and economic benefits of trees, we envision an urban forest canopy that benefits the entire region and every neighborhood, especially those that historically have been underserved and under-canopied. Learn more at www.sactree.com.

Principle duties

COMMUNITY ENGAGEMENT

1. Maintain relationships with grant partners, current organizational partners, and internal team members. Cultivate 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

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 and meet grant deliverables.
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 youth workforce development 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

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 with Tree Foundation staff in support.
4. Other duties as assigned.

Qualifications & experience

- **EXPERIENCE:** At least two years of experience in one or more of the following fields: community organizing, public outreach, urban planning and/or partnership development. Experience with urban greening, urban forestry, or environmental justice is a plus.
- **SKILLS:** Able to managing multiple projects and timelines. Familiar with community engagement and partnership development (must be willing to meet the community on their terms). Proficiency in outreach, public speaking, and group facilitation.

Superior ability to multi-task and meet deadlines. Attention to detail, creativity, and willingness to try new things. Excellent written and verbal communication. Working knowledge of Microsoft suite (Word, Excel, Outlooks, PowerPoint, Teams, SharePoint) and the internet. Previous experience with constituent management systems such as Salesforce is a plus. Must be culturally competent with an approach that is appreciative, affirming, and inclusive of all cultural backgrounds. Must possess a Class C driver's license and a clean driving record. Event management experience a plus. Grant reporting experience a plus. Bilingual (Spanish, Vietnamese, Cantonese, Russian) abilities highly preferred.

Supervisory responsibilities

May supervise interns and volunteers for various projects and programs.

Working conditions

Must be able to work occasional evenings and weekends. Ability to lift 30 pounds. Ability to sit and stand for extended periods of time – majority of work will be done in office at a desk. Occasional outdoor work is required for this position. Therefore, this person may be exposed to extremes in weather including heat, rain, and freezing temperatures. On a case-by-case basis, staff will work with their manager to determine how much time they can work from home to limit exposure to COVID-19. As the circumstances change, staff may be requested to participate at in-person events and meetings, and/or spend more time in the office.

COVID-19 policy

In order to provide and maintain a safe and healthy workplace, The Sacramento Tree Foundation has adopted a policy to protect the health and well-being of our employees, their families, our customers, and visitors from infectious exposures that may be mitigated through an effective vaccination program. This policy applies to all employees and board members. When participating at Sacramento Tree Foundation in-person meetings, events or in-person work, all staff and board must meet the following criteria: Be vaccinated with an approved COVID-19 vaccination (A person is considered fully vaccinated two weeks after receiving the second dose of a two-dose vaccine or one dose of a single-dose vaccination) OR receive a negative COVID-19 test 48 hours prior to the Tree Foundation event.

Compensation

This is a full-time, at-will, non-exempt position. Initial pay range for this position is \$21-\$23 an hour based on experience, with annual reviews including opportunities for performance-based raises. Benefits include health care, dental, and vision coverage (including for dependents), 13 days PTO increasing with tenure, a generous number of paid holidays, 403(b) retirement plan with 1% employer contribution, an employee assistance program, and life insurance.

Application procedure & timeline

Email resume and cover letter to hr@sactree.com with the subject line "North Sac NeighborWoods Organizer". Applications will be accepted on a rolling basis with priority given to applications received by December 5, 2021. Interviews will begin in mid-December.

Inclusivity statement

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are 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 or (916) 924-8733.