

EMPLOYMENT OPPORTUNITY

PLANTING PROGRAM COORDINATOR

SUMMARY:

This position is an important part of field operations at OCF. The Planting Program Coordinator ensures that planting events are well planned and executed. This position will assist with AmeriCorps member training and professional development, ensure quality control in the field, and be an integral part of cross-team communication and collaboration.

HOURS: This position is field based and will work Tuesday - Saturday 7:30 AM - 4:00 PM

COMPENSATION: \$55,000/year

BENEFITS: 15 days PTO (accrual of 10 hours monthly), 9 holidays annually, healthcare, dental, 403(b) employer contributions starting at 2 years of employment, professional development opportunities

KEY RESPONSIBILITIES:

- Become familiar with deliverables and compliance requirements of OCF tree planting programs, funding sources, & partnerships.
- Monitor and track tree planting progress towards goals and work plans.
- Oversee inputting of tree planting data to ensure data is accurate, entered correctly, and updated regularly
- Assist with AmeriCorps member training, as requested.
- Assist with identifying tree planting sites in designated areas, and cultivating planting partners and tree stewards.
- Provide quality control at community planting events to ensure:
 - Safety standards are met
 - Trees are planted and staked correctly
 - Americorps members and volunteers know their specific roles and responsibilities
 - Active volunteer engagement
- Coordinate tree planting event activities and roles to ensure all plantings are well-organized, properly staffed and equipped, and that roles and objectives have been clearly communicated to participants in advance of the project.
- Communicate regularly with other OCF program staff to ensure maximum collaboration among teams.

OTHER DUTIES INCLUDE:

- Emails, phone calls, and other communications
- Handling 811 markings and tickets

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- Inventory tracking and ordering supplies
- Assisting managers with fleet maintenance and scheduling
- Contributing to project designs and use of Google MyMaps

Required Qualifications:

- Minimum of 2 years of experience in urban forestry or related field
- Minimum of 2 years of experience with volunteer coordination
- Strong desire to work with volunteers and community partners on a grassroots level
- Experience coaching and training volunteers or employees
- Excellent customer service and people skills
- Proficiency with Google Suite
- Valid CA drivers license with clean DMV record
- Must be willing to undergo OCF background checks
- U.S. citizen or legal resident

Desired Qualifications:

- Fluent in Spanish and/or Vietnamese
- ISA Arborist Certification or working towards certification
- Bachelor's Degree in urban forestry, environmental studies, or related field

APPLICATION PROCESS

- Please send a resumé with a cover letter to Bridget Thorpe at bridget@ourcityforest.org
- Interviews will commence as applications of qualified applicants are received.

TO APPLY

Please email the following;

- 1) A cover letter (required) addressed to 'Hiring Committee' with the following information:
 - a) suitability for the position
 - b) available start date
 - c) minimum approximate salary desired (optional)
- 2) Resumé not exceeding two pages

Please email the above to: bridget@ourcityforest.org



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Non-Discrimination: OCF programming and personnel decisions are guided by an OCF Diversity & Equity Pledge. OCF is an Equal Opportunity Employer which ensures that hiring decisions are not made based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, disability, protected veteran status or any legally protected group status.



Our City Forest (OCF) is an award-winning San José-based urban forestry nonprofit with a focused mission around growing the urban forest, especially in under-canopied and low-income neighborhoods. Since 1994, and largely focused on environmental justice and creating the next generations of urban forestry experts, OCF has secured grants and donations to mobilize 150,000+ volunteers and train 600 low-income young adults to assist neighborhoods, schools, agencies, and businesses in planting and establishing approximately 75,000+ large shade trees and 25,000+ shrubs under the watch of OCF's professional staff team of arborists and urban foresters. A signed stewardship agreement is obtained for every tree through OCF's community-based stewardship program, and follow-up is provided for 3 years to help ensure successful establishment. OCF also provides an array of related services including tree care, volunteer training, tree cultivation, information and referral, and environmental education.

Visit: www.ourcityforest.org

