

EMPLOYMENT OPPORTUNITY COMMUNITY OUTREACH MANAGER

SUMMARY:

Our City Forest is an urban forestry non-profit serving communities throughout Santa Clara County since 1994. The Community Outreach Manager is responsible for managing Our City Forest's outreach, communications, and volunteer programming. This job includes designing, implementing and evaluating community engagement services and experiences for year-round strategic engagement. This position will directly supervise at least 2 staff members.

HOURS: The work schedule is 40 hours per week Tuesday - Friday 7:30 AM - 4:00 PM; Saturday 7:00 AM - 3:30 PM

COMPENSATION: This is a salaried position depending on experience, starting at \$65,000/year.

BENEFITS: 15 days PTO (accrual of 10 hours monthly), 12 holidays annually, healthcare, dental, 403(b) employer contributions starting at 2 years of employment, professional development opportunities

KEY RESPONSIBILITIES:

Communications & Outreach:

- Manage team of communications and outreach specialists
- Supervise execution of community events and outreach programs
- Develop educational and training workshops addressing the identified needs of the community
- Establish and maintain cooperative relationships with members of the community including volunteers, social and civic organizations, neighborhood associations, and community representatives
- Coordinate all communications and marketing activities, including website maintenance
- Work with staff team to create fundraising initiatives to be implemented at OCF events
- Increase corporate match and sponsorship levels by promoting the organization and communicating with philanthropy managers and representatives at various companies
- Coordinate marketing and event posting on-time for web and social media
- Oversee creation of outreach literature and other marketing materials as necessary
- Assist staff with a wide range of initiatives, reports and special projects as needed

Volunteer Program Support & Development:

- Provide support for volunteer coordinators in order to achieve program goals

- Support the development of the volunteer program and actively communicate with key volunteers
- Collaborate regularly with program managers regarding volunteer-related topics
- Develop/monitor Volunteer Program Work Plan
- Evaluate and propose program improvements on ongoing basis
- Oversee corporate volunteer program
- Oversee recognition and awards events
- Ensure volunteers receive the appropriate level of training and supervision
- Prepare monthly, quarterly, and annual reports as requested
- Oversee the Tree Amigo volunteer training program

Required Qualifications

- Minimum of 2 years full-time professional experience in outreach or community engagement
- Must know InDesign, Photoshop, Squarespace, Google Suite, Microsoft Office Suite
- Must be competent with social media platforms including FB, Instagram, and Twitter
- Must possess a current California driver's license
- Must be flexible to assist with occasional evening and Saturday events
- Minimum 2 years of management experience

Desired Qualifications

- Experience developing multilingual materials
- Experience working with an environmental agency or community nonprofit
- Ability to read and write Vietnamese, Chinese and/or Spanish, in addition to English
- Experience working with diverse community groups

Application Process

- Please email resumé and cover letter to Bridget Thorpe at bridget@ourcityforest.org
- Required in cover letter: 1) approximate available date and 2) minimum salary request
- No phone calls please
- Applications will continue to be reviewed until position is filled
- Position is available immediately
- Applicant must provide 3 professional references at time of application (*references will not be contacted without prior permission from the applicant*)

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

