



## **TreePhilly Program Coordinator**

### **Organizational Overview:**

Fairmount Park Conservancy exists to champion Philadelphia's parks. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park and more than 100 neighborhood parks around the city. Philadelphia has one of the largest urban park systems in the world, providing residents with extensive health, environmental, social, economic and cultural benefits – including access to some of the region's most famous attractions.

### **Program Overview:**

TreePhilly is a joint program of Philadelphia Parks & Recreation (PPR) and Fairmount Park Conservancy (FPC) that works to provide Philadelphia residents with the resources they need to plant and care for trees in the city of Philadelphia. Launched in response to the Philadelphia Office of Sustainability's 2009 Greenworks Plan, TreePhilly works to support a healthy and equitable tree canopy in all Philadelphia neighborhoods.

Since 2011, TreePhilly has distributed over 25,000 free trees for Philadelphia residents to plant in their yards. Through the Community Yard Tree Giveaway Program, TreePhilly collaborates with a wide network of community organizations across the city to host tree distribution events in their neighborhoods every fall and spring. Our programming prioritizes equity, community involvement and the principles of environmental justice. TreePhilly also acts as the public face for education on city tree services, hosts Philadelphia's yearly Arbor Day celebration and supports the city's Urban Forest Strategic Plan.

### **Position Overview:**

Fairmount Park Conservancy is seeking a TreePhilly Program Coordinator to coordinate and implement all aspects of the Community Yard Tree Giveaway Program, support other TreePhilly services, initiatives and partnerships and support other FPC programming initiatives. The Program Coordinator will be an integral part of a small team administering year-round urban forestry programming to communities across Philadelphia with a focus on community engagement and environmental justice.

This position will report to both the Volunteer and Environmental Program Manager at FPC and the TreePhilly Program Manager at PPR, though performance evaluations and paychecks will be issued by FPC.

Ideal candidates will have proven experience with community organizing, excellent people skills, and an enthusiasm for engaging Philadelphia residents about their urban forest. A working knowledge of trees, plants, and/or urban ecology will strengthen a candidate's application, but is not required.

**Responsibilities:**

- Work with the TreePhilly team to coordinate and administer the Community Yard Tree Giveaway Program from start to finish every spring and fall, including:
  - Coordinating logistics for no-contact tree pick-ups and tree delivery programs
  - Developing educational materials and leading community partner trainings
  - Organizing and staffing tree pick-up events and driving delivery routes
  - Supporting and expanding network of grassroots neighborhood partners
  - Gathering and analyzing program data
- Work with TreePhilly team to maintain and enrich TreePhilly websites and social media accounts;
- Provide customer service support for TreePhilly participants and other Philadelphia residents seeking information about city tree planting and maintenance processes, and general tree knowledge.
- Support community organizations around the city in advancing tree planting and care initiatives in their neighborhoods;
- Provide public education on the importance of urban tree canopy and the services provided by PPR, FPC and other partners at community meetings and public events;
- Support the Urban Forest Strategic Plan and Arbor Day celebrations as well as other FPC-led programs and initiatives including: volunteer tree plantings, park tree engagement programs, and tree maintenance activities.
- Support volunteer and other community programming at FPC that intersects with the broad educational messaging and objectives of TreePhilly.
- Manage TreePhilly purchasing and accounting processes.
- Other duties as required

**Competencies, Knowledge, Skills and Abilities:**

- Knowledge of Microsoft Office programs and Google Suite, especially Microsoft Excel;
- Ability to lift 50 lbs and work outdoors and in all weather conditions (heat, cold, rain, etc);
- Ability to work a flexible schedule including evenings, weekends and holidays
- Ability to work independently and collaboratively in an office and remote work setting;
- Ability to connect with people of all backgrounds and build coalitions across cultural lines;
- Ability to communicate both orally and in writing;
- Excellent organization skills;

- Knowledge of the city of Philadelphia and its neighborhoods preferred;
- Knowledge of plants and/or trees is a plus, but not required.

**Qualifications:**

- Valid driver's license;
- High School Diploma or Equivalency; Bachelor's Degree in related field preferred;
- 1-2 years experience with coordination of public programs and events;
- 1 year of experience with community organizing and coalition-building in economically and socially diverse communities;
- Experience working with the public and providing customer service;
- Experience working with plants and/or trees preferred;
- Experience with professional social media account management a plus, but not required.

**Compensation:**

The salary range for this position is \$40,000-\$42,000. Additionally, the Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability and retirement.

**Anti-Discrimination Policy:**

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply.

**To Apply:**

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, three work related references, and salary requirements as either PDF or Word documents and submit at

<https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268>.

Please, no phone calls or mailed applications. Deadline for application is Tuesday, September 8th, 2020. Applications submitted after this date will not be considered.