



NOW HIRING: Community Engagement Coordinator (Full-time)

We are seeking an energetic problem solver and relationship builder to serve as our Community Engagement Coordinator with a special focus on diversity, equity, and inclusion. This person is a team player and will work hand in hand with the Community Forester to coordinate tree planting and giveaway projects with community members, volunteers, and program partners. The ideal candidate is someone enthusiastic and passionate about trees, environmental justice, and tree equity.

About TreesUpstate: TreesUpstate is a 501(c)(3) founded in 2005. Our mission is to plant, promote, and protect trees. TreesUpstate has planted and given away over 40,000 trees. We're improving the lives of residents in low-to-moderate income areas through tree planting, arboriculture, landscape management, and sustainable careers for young adults who want to make a noticeable difference in the communities in which they live, work, and play. For more information about us please visit our website, <https://www.TreesUpstate.org>

Compensation:

\$19-\$21+ per hour commensurate with education & professional experience.

Days and Hours:

October - April 40 hrs/wk, Tuesday - Saturday

May - September, 40 hrs/wk, Mon - Friday*

*Occasional Saturday workdays required

Position Requirements:

- Bachelor's degree
- Valid Driver's License
- At least 1 year experience in community outreach and engagement and/or community forestry
- Knowledgeable on or demonstrated understanding of tree equity issues
- Familiarity with Google Suite
- Experience hooking up, loading, unloading, securing loads, and driving trailers
- Comfortable driving a truck and trailer with a 2500+ pound load
- Must be able to perform manual labor outside in all weather conditions, including rain, snow, and 95°F+ heat
- Must be able to work around ants, bees, thorns, pollens, poison ivy and oak, and other environmental risks
- Must be able to lift and carry up to 50 pounds on a routine basis
- Must be able to bend and stoop on a continual basis

Preferred Skills:

- Fluent in Spanish (written and spoken)
- Familiarity with Southeastern tree species
- Familiarity with tree care practices
- Familiarity with Constant Contact, WordPress, and volunteer management software

Responsibilities:

- Lead engagement and outreach efforts across upstate SC corridors of opportunity including



underserved communities, schools, park systems, nonprofits, community centers and gardens, and more.

- Represent TreesUpstate at community and corporate outreach events.
- Develop programs and partnerships with community organizations and residents to expand the organization's work at a local level. These may include community tree giveaways, community tree planting projects, or educational activities.
- Build relationships with neighborhood leaders, government officials, and others representing those communities to understand the most effective ways to partner. Attend community meetings in targeted neighborhoods.
- Use tree canopy data and communicate with the Director of Partnerships to determine which communities need trees.
- Collaborate with the Director of Partnerships to coordinate events with corporate and community groups.
- Oversee and systemize all NeighborWoods engagement which includes 1) Promote NeighborWoods programs to community groups and residents, 2) Create an application system for NeighborWoods programs, 3) Evaluate neighborhood qualifications and measure successful engagement, and 4) Support neighborhood leaders in promoting events for maximum success.
- Develop a NeighborWoods Captains training program. Recruit NeighborWoods Captains, coordinate training, and manage Captains.
- Supplement on the ground canvassing work where needed.
- Develop and customize templates of letters, fliers, postcards, social media posts, etc for outreach and NeighborWoods programs. Coordinate distribution of materials with NeighborWoods Captains and/or Marketing Coordinator in project areas.
- Recruit, train, track, and engage volunteers. Manage pre- and post- volunteer coordination for all events. Plan the annual volunteer appreciation event. Promote DEI practices in volunteer recruitment and engagement.
- Represent TreesUpstate at Saturday and corporate volunteer tree plantings and giveaways. Train volunteers on how to plant trees and manage planting project installation.
- Recruit young adults for workforce development and assist with the hiring process for biannual apprentice positions.
- Mentor workforce development apprentices weekly
- Coordinate soft skills training for apprentices in work ethic, job application techniques, and more.
- Implement community tree giveaway events and Energy Saving Tree giveaway events.
- Develop and present educational programs to students preK-12 as needed.
- Create and maintain positive relationships in the community and with site partners, volunteers, and vendors. Represent TreesUpstate at events in a professional manner.
- Update website with wordpress software to reflect current programs and schedules.
- Other as needed.

To Apply: Email your resume and cover letter to kylie@treesupstate.org. The position will be filled as soon as we find the right person.

Posted: June 2024. **Deadline:** Open until filled. Please do not call.