



Urban Tree Program Manager

Background

Groundwork Rhode Island (GWRI) is a non-profit, community-based organization that helps build healthier, more resilient, and more equitable urban communities in Rhode Island by improving the physical environment and creating economic opportunities for local residents through job training, employment, and social venture programs. Our four core programs are: 1) Adult Job Training focusing on the environmental services sector (lead abatement, hazardous waste handling, wastewater treatment, sustainable landscaping, tree work); 2) GroundCorp, a landscaping social venture that hires graduates of the training program; 3) Harvest Cycle, a composting social venture that collects food scraps from paying customers and processes the scraps into compost, a nutrient-rich soil amendment, to grow food; and 4) Green Team, a youth employment program in summer and the academic year serving high schoolers in Providence, Pawtucket, and Central Falls.

Job Description

GWRI is seeking a new, full-time **Urban Tree Program Manager** to join our team. This position is currently funded through a U.S. Forest Service Landscape Scale Restoration Grant for two years. We hope to keep the position indefinitely with future fundraising. The Urban Tree Program Manager will be responsible for overseeing the implementation of an outreach, planting, and stewardship program for 2,000+ trees in Central Falls, Cumberland, Lincoln, and Woonsocket. Involvement in outreach, planting, and stewardship in other communities, including Providence, Pawtucket, and Johnston, is also highly likely. This role entails a mix of administrative duties, coordination and communication with other staff, data collection and tracking, and time out in the community assisting with outreach, tree planting, watering and other stewardship, as well as operational management (e.g. overseeing equipment purchases and maintenance, developing logistical plans for watering, and ensuring various staff are appropriately involved in all of these processes).

The ideal candidate has experience with planting and/or taking care of trees in the urban setting, but more importantly is passionate about environmental and social justice issues, and understands why the urban canopy is critical to the health and well-being of the community. The ideal candidate also has experience supervising and/or coordinating with multiple staff in a field work setting, strong data tracking/spreadsheet use and communication skills, and a commitment to navigating challenges with an upbeat attitude and willingness to learn, listen, speak up when needed, and adapt.

Primary Responsibilities

Outreach

- Conduct outreach and coordinate with other staff including Green Team youth and other part-time staff who are conducting community outreach (includes meeting with partner organizations, door-knocking, and tabling at events to promote tree program); Maintain accurate records of all outreach completed.
- Serve as point of contact for members of the community to ask questions and learn more about GWRI's tree planting program

Planting and Maintenance

- Maintain an accurate database of all trees planted, locations, species, other details for proper record-keeping and grant reporting purposes
- Assist in developing maintenance protocols for newly-planted trees; this may include developing accurate watering or pruning lists for our GroundCorp landscape team and Green Team youth for them to focus their efforts, as well as engaging with property owners, schools, or other recipients of trees to ensure watering, pruning, and other tree care is being conducted sufficiently, as well as following up with individual residents to engage in watering and other tree care education
- Assist with developing tree species ordering lists each season, which will be overseen by GWRI's Director of Field Operations
- Assist with developing and delivering tree care and watering trainings for residents, youth, and job training participants
- Manage logistics for and maintain records of watering, pruning, and other tree care in our partner communities

Program and Data Management

- Manage and track tree inventory through a data entry system (at time of planting, any fatalities that require removal and replacement, etc.), collaborating with other staff on ordering and planting trees in a timely manner, keeping clear records of purchases and plantings
- Assist in organizing plantings via GroundCorp, job training, and/or volunteers
- Assist in supervising a small team of GroundCorp team members when they engage in tree watering and maintenance

- Assist with coordinating and scheduling tree planting and maintenance trainings for workforce development participants and new volunteers as well as advanced training sessions
- Utilize GWRI's existing stopSuite software and/or other software platforms for project management and tree data tracking purposes
- Enter all required information into online programs, tables, and/or spreadsheets for reporting purposes
- Contribute to grant invoices and progress reports, as well as grant-writing and other fundraising efforts

Minimum Qualifications

- Three years supervisory experience or prior leadership experience
- High school diploma required, college degree in related field a plus
- Strong communication and interpersonal skills
- Perform sometimes strenuous physical labor in a variety of situations and conditions
- Care for, organize, and maintain equipment, tools, field gear, and educational supplies
- Collect, track, organize, and report program data
- Commitment to understanding environmentally sustainable stewardship practices, as well as environmental justice principles especially that impact urban communities of color and lower-income communities
- Ability to use G-Suite for nonprofits platform
- Covid-19 vaccinated (or willing to become vaccinated prior to employment)
- Must possess a valid driver's license
- Must be 21 years of age or older

Desired Qualifications

- Public speaking and presentation experience
- Ability to identify tree species names and information, or willingness to learn, knowledge or urban tree/forestry issues and related topics a plus
- Comfortable managing data collection and maintaining/updating records
- Knowledge of budgeting and fiscal management practices
- Proficiency in Spanish a plus
- Self-driven - can make decisions independently without supervision
- Resourceful - willing to learn how to do something that needs to be done, willing to experiment in situations where a precedent does not exist
- Experience living and/or working in Rhode Island
- Sense of humor, flexibility, and commitment to working as part of a team



- Uphold values of democratic and collaborative decision-making
- Strong organizational, communication, and customer service skills
- Residents of our focus communities and people of color encouraged to apply

Salary, Benefits, and Hours

This is a full-time position (35 hours per week) with a starting annual salary of \$40,000/year. Full-time staff receive paid vacation, personal, and sick days. Funding for this position is grant-dependent. GWRI has committed funding for two years for this position and we will continue fundraising to maintain this position in the future. GWRI offers the following benefits for full-time staff: Health/Dental, SIMPLE IRA with employer matching after one year of employment, annual pay raises.

To Apply

Please email a cover letter and your resume to Amelia Rose at arose@groundworkri.org. Call (401) 559-2204 with any questions.

Equal Opportunity

Groundwork Rhode Island is committed to the principle of equal opportunity in employment for all employees. We encourage enquiries from candidates who will enrich and contribute to the cultural, ethnic, and racial diversity of our organization. Groundwork Rhode Island does not discriminate on the basis of age, race, creed, color, religion, marital status, gender, sexual orientation, veteran status, national origin, or disability status in employment or programming. Groundwork Rhode Island is an equal opportunity employer.