

**The Greening of Detroit**  
**Community Outreach and Education: Community Engagement Coordinator**  
**Job Description**

**CLOSING DATE:** February 25, 2011  
**POSITION:** Community Engagement Coordinator  
**START DATE:** ASAP  
**SALARY:** Commensurate with Experience  
**CONTACT:** Send cover letter and resume to Sarah Halson, sarah@greeningofdetroit.com

**Organizational Description:** The Greening of Detroit is a 501(c)(3) non-profit organization working with neighborhoods, community groups, schools, churches and businesses to grow a greener Detroit through planting and educational programs, environmental leadership, advocacy and by building community capacity. For the past 20 years we have been working to secure the ecosystem in the City of Detroit. We work closely with the City of Detroit's General Services, Planning and Recreation Departments as well as neighborhood block clubs and other community-based organizations throughout the city to complete this work.

**Position Summary:** The Community Engagement Coordinator creates and leads the implementation of the community engagement strategy and programming as a part of the Community Outreach and Education Team within the Green Infrastructure (GI) department of The Greening of Detroit. The Community Engagement Coordinator works closely with diverse groups of people in community organizations throughout the city of Detroit to promote better understanding about their environment and the current state of their neighborhood's overall environmental health. Community Engagement Coordinator reports to the Director of Green Infrastructure.

**Work Environment:** The Community Engagement Coordinator will maintain an office in the headquarters of The Greening of Detroit. His or her work will be conducted in the field at schools and with community groups a majority of the time. He or she maintains flexible hours which may or may not include some evenings and weekend time.

**Required Skills:** The ideal candidate will hold a Bachelor of Science or Arts in Community Education & Outreach, Environmental Interpretation, Environmental Science or a related field. Candidates will be considered who have not achieved a bachelor's degree but who have at least 5 years experience in the field and have completed specific class work or continuing education in education or environmental science. Staff-dynamics are of utmost importance at The Greening of Detroit and candidates must also display professionalism, independent judgment and decision-making ability, self-motivation, flexibility, a team mentality and a genuine appreciation for the urban environment. We are looking for a demonstrated ability to work with diverse groups of people, excellent communication and organizational and interpersonal skills. Proficiency with Microsoft Office (Excel, Word, Outlook) and ability to learn new programs required. Previous teaching experience is desirable.

**Duties and Responsibilities:**

**Community Engagement Lead Roles**

- Create a community engagement and education strategy for all Green Infrastructure projects; coordinate its implementation with other GI staff
  1. Identify potential community and education partners by attending community meetings and events; distributing outreach materials and community planting applications
  2. Build lasting, reciprocal relationships with community partners through communication, education, planning, identification of needs and resources

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3. Implement GI projects by engaging residents and building community capacity to the fullest extent possible
  4. Communicate with community partners to provide regular updates on educational opportunities, tool lending, volunteer opportunities, maintenance reminders, etc.
- Lead development of community planting program: rethink and refine goals, process and timelines, application and promotional materials, applicant evaluation criteria, implementation, project evaluation and funding sources

### **Community Outreach and Education Team Support**

- Support Adult Education Coordinator to develop, plan and implement Green Infrastructure Adult Community Education Series
  1. Help coordinate teachers for events (Greening staff, partners, or leaders in field)
  2. Help coordinate with community partners to set up host locations for events
  3. Help manage logistics, including: staffing, vehicles, and event materials
- Support Youth Education Coordinator with lessons at schools and out of school programming
- Support Youth Education Coordinator with implementation of school plantings
- Raise the national profile of Greening's Community Outreach & Education programming
  1. Network with local, state, and regional educators
  2. Attend/present at state, regional and national conferences
  3. Seek out opportunities to influence and advise direction of Community Outreach and Education issues through state and national advisory boards

### **Green Infrastructure Department and Greening of Detroit Support**

- Provide support and assistance at community plantings and during implementation of other GI projects
- Work with the organization-wide Greening of Detroit Education (Outreach) Team to collaboratively develop Greening of Detroit models and standards of community education (outreach)
- Collaborate with other Green Infrastructure staff, Greening staff on project and program development; planning, implementation and evaluation
- Draft annual program/project budget and reports (as requested by GI Director)

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**The Greening of Detroit  
Community Forester  
Job Description**

**CLOSING DATE:** February 25, 2011  
**POSITION:** Community Forester  
**START DATE:** March 1, 2011  
**SALARY:** Commensurate with experience, 40 hours/week  
**CONTACT:** Please send cover letter and resume to Sal Hansen, sal@greeningofdetroit.com

**Organizational Description:** The Greening of Detroit is a 501(c)(3) non-profit organization working with neighborhoods, community groups, schools, churches and businesses to grow a greener Detroit through planting and educational programs, environmental leadership, advocacy and by building community capacity. For the past 20 years we have been working to reforest the City of Detroit. We are currently planting and distributing approximately 8,000 trees per year in the city of Detroit. We work closely with the City of Detroit's General Services, Planning and Recreation Departments as well as neighborhood block clubs from throughout the city to complete this work.

**Position Summary:** The Community Forester implements the tree planting and maintenance operations of The Greening of Detroit. Community Foresters work closely with diverse groups of people throughout the city of Detroit to plant and maintain trees along streets, in parks and in schoolyards. Community Foresters report to the Senior Community Forester.

**Work Environment:** The Community Forester will have a workspace at the headquarters of The Greening of Detroit. Their work will be conducted in the field a majority of the time. Community Foresters maintain flexible hours and are required to supervise Saturday plantings and attend evening meetings with community groups.

**Required Skills:** The ideal candidate will hold a Bachelor of Science in Forestry, Horticulture, Environmental Science or a related field. Candidates will be considered who have not achieved a bachelor's degree but who have significant experience in the field and have completed specific class work or continuing education in forestry or horticulture. Staff-dynamics are of utmost importance at The Greening of Detroit and candidates must display professionalism, independent judgment and decision-making ability, self-motivation and a team mentality. We are looking for a demonstrated ability to work with diverse groups of people, excellent communication and organizational skills, computer literacy, and a genuine appreciation for the urban environment. Previous work with volunteers and community groups desirable.

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## Community Forester Job Description

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#### Duties and Responsibilities in Rank Order:

- Plan and implement volunteer staffed tree planting projects in the city of Detroit as directed by the Senior Community Forester
  - 1) Coordinate planting logistics between all Departments
  - 2) Manage planting activities on site at assigned tree planting projects
  - 3) Train volunteer planting coordinators
  - 4) Manage tree planting and maintenance on site activities (including volunteer)
  - 5) Act as the Greening's Community Liaison for Species Selection
  - 6) Cooperate with Greening staff to distribute plant material and resources as needed
  - 7) Manage appropriate maintenance of planting projects (as funding permits) and communicate maintenance needs with Senior Community Forester
- Maintains Greening Planting Database
  - 1) Conduct survivability survey of Greening plantings
  - 2) Inputs data into organizational database
  - 3) Implement a community driven inventory project
- Facilitate community and staff education as it relates to planting and maintenance operations
- Coordinate resource allocation with other departments to support planting and maintenance operations
- Implements/Staffs annual tree sale
- Coordinate plant donation and salvage operations
- Provides instruction at Greening educational programs
- Works with Greening Trees Committee
- Assists in all other tasks involved with the promotion, operation and support of The Greening of Detroit as directed by the President of The Greening of Detroit
- Coordinate maintenance of mature trees with appropriate City departments
- Assist Director of Green Infrastructure or Senior Community Forester in research as needed
- Assist maintenance of Green Infrastructure projects as needed
- Facilitate positive relationships with City department personnel and community partnerships
- Facilitate planting, pruning, pest control using IPM strategies, and maintenance of orchards

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**The Greening of Detroit**  
**Green Infrastructure Maintenance Technician**  
**Job Description**

**CLOSING DATE:** February 25, 2011  
**POSITION:** Green Infrastructure Maintenance Technician  
**START DATE:** March 1, 2011  
**SALARY:** Commensurate with experience, 40 hours/week  
**CONTACT:** Please send cover letter and resume to Sal Hansen, sal@greeningofdetroit.com

**Organizational Description:** The Greening of Detroit is a 501(c)(3) non-profit organization working with neighborhoods, community groups, schools, churches and businesses to grow a greener Detroit through planting and educational programs, environmental leadership, advocacy and by building community capacity. For the past 20 years we have been working to reforest the City of Detroit. We are currently planting and distributing approximately 8,000 trees per year in the city of Detroit. We work closely with the City of Detroit's General Services, Planning and Recreation Departments as well as neighborhood block clubs from throughout the city to complete this work.

**Position Summary:** The Green Infrastructure Maintenance Technician implements the visions passed down from the Director of Green Infrastructure and/or Community Forester. He is responsible for maintenance on Greening trees as well as supervision over the summer youth employment programs such as Green Corps, CLC and the Young Adult Work Force. The Green Infrastructure Maintenance Technician is a liaison for all maintenance, installation, supervision, and delivery of all plant material received for Forestry-based operations.

**Work Environment:** The Green Infrastructure Maintenance Technician maintains an office at the headquarters of The Greening of Detroit for administrative purposes but will spend most of his time conducting off-site operations. The work will be conducted in the field a majority of the time. Green Infrastructure Maintenance Technician will maintain flexible hours and is required to supervise workforce personnel at Saturday plantings.

**Required Skills:**

Possess two-year associate degree in Urban Forestry, Horticulture, Environmental Science, or related field. The ideal candidate will hold a Bachelor of Science in Forestry, Horticulture, Environmental Science or a related field and experience in the nursery trade. Candidates will be considered who have not achieved a degree but who have comprehensive experience in the nursery trade. Possess basic forestry knowledge such as tree id, IPM, proper pruning, and installation of plant material. Possess the capabilities to lead a team of young adults while multi-tasking. Candidates must also display professionalism, independent judgment and decision-making ability, self-motivation and a team mentality. Must be willing to work in a diverse work environment, retain excellent communication and organizational skills, computer literacy, excellent communication and organizational skills, a genuine appreciation for the urban environment, and a proven ability to create successful partnerships.

**Duties and Responsibilities:**

- Maintenance:
  1. Collect and input tree inventory data of Greening of Detroit planted trees into organizational database.
  2. Manage three year planting maps, maintenance, and inventory lay-outs.
  3. Responsible for all maintenance of Greening of Detroit newly planted trees.

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4. Prepare and update planting and post planting maintenance care maps.
  5. Responsible for delegating/implementing all concerns for maintenance projects.
  6. Conduct Survivability survey of Greening of Detroit planted trees as directed by Director.
- Tree planting supervisor:
    1. See that the allocation of all plant material is correct.
    2. See that tree planting quality and productivity requirements are met.
    3. Supervise Planting Corps members.
    4. Supervise community tree planting event (conduct tree opt-out surveys, tree location placement, review tree quality, etc.).
    5. Develop/implement training sessions for Planting Corps.
    6. Develop/implement Planting Corps standards.
  - Train and supervise workforce employees as related to daily planting and maintenance operations.
  - Perform quality control/planting leader responsibilities at all plantings held by The Greening of Detroit.
  - Responsible for demonstrating and educating volunteers on project days.
  - Quality Control Supervisor for long-term tree care and maintenance.
  - Coordinate resource allocation with other departments to support planting/maintenance operations.
  - Encourage sharing of resources between departments
  - Assist in all other tasks involved with the promotion, operation and support of The Greening of Detroit as directed by the President of The Greening of Detroit.

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