



**Title:** Community Outreach Coordinator

**Part-Time:** 15-25 hours a week, depending on the season

**Wages:** \$20-\$23 per hour (and mileage reimbursement)

Spanish proficiency in writing, reading, and speaking is required for this position

This position primarily assists the Outreach Manager with meeting the goals and needs of our planting events and booth events. This position is responsible for neighborhood and community engagement, community surveying, and organizing booth events. This position is new and has a focus on learning and connecting with members of our community who Trees Matter serves including neighborhoods, schools, and organizational partners.

**Primary Responsibilities:**

- Act as liaison between Trees Matter and community members
- Door knocking and canvassing in neighborhoods and areas near Trees Matter events
- First line correspondence with individual community members
- Regular record keeping and reporting on outreach engagement
- Update Trees Matter Staff and Board on outreach work
- Regular coordination with Program Managers to coordinate community engagement with programs
- Organize outreach related trainings for volunteers to support this position's work
- Create an acknowledgement system for people this coordinator engages with

**Secondary Responsibilities:**

- Support Outreach Manager in recruitment, training, and supervising volunteers
- Help build Trees Matter's tree advocacy work with community engagement
- Work with Outreach Manager to send acknowledgement cards/letters to community/volunteers
- Coordinate with Outreach Manager to provide community engagement content for social media and website.
- May have opportunities to assist with social media for community outreach

**Time Requirements:**

- There is a good deal of flexibility for when work can be done for this position - Needs to be accessible and reliable to community members
- During the week of Trees Matter events, 1-3 hours a day to respond to emails
- There will be select weekend events during busy seasons where this position will be needed, mostly during Spring and Fall
- Spring and Fall will be event season with plantings and education events, Summer and Winter will a key time for outreach for this position
- All events will be communicated at least 2-3 weeks in advance, ideally farther in advance

## Qualifications

- A passion for our mission to inspire and promote an increased tree canopy Valley-wide
- Strong written, phone and oral communication skills
- Bi-lingual Spanish proficiency required
- Two+ years' related experience and/or training
- Electronic and computer skills, Internet fluency, and experience with Microsoft Office programs
- Strong inter-personal skills and comfortable in varying environments
- Ability to work independently as well as in a group-oriented environment
- Ability to work varying schedules, including weekends and evenings as needed
- Ability to keep calm and composed under pressure especially during events
- Excellent phone and oral communication skills and community and engagement skills
- Cultural sensitivity/excellent cross cultural communication skills
- Self-motivated and takes initiative - self-sufficiency in time management is key
- Organizational skills, attention to detail, and multitasking ability
- Can work at the office and/or has access to reliable internet and ability to work at home in a quiet environment to handle phone calls with staff, community members, and organizational partners in a professional manner
- Must have a valid driver's license, active insurance policy and access to reliable transportation.

*Trees Matter does not discriminate in employment opportunities or practices, or the terms and conditions of employment, on the basis of race, religion, color, national origin, ancestry, disability, marital status, age, sex, or sexual orientation.*

Please submit a cover letter and resume to [admin@treesmatter.org](mailto:admin@treesmatter.org). Be sure to put "Community Outreach Coordinator" in the subject line. All items should be submitted as a single pdf document.