

## **Texas Trees Foundation- Program Coordinator**

*Reports to:* Community Greening Manager  
*Classification:* Full-time hourly; exempt

**About Texas Trees Foundation:** Texas Trees Foundation, a 501(c)(3), is dedicated to connecting people with trees with the goal of improving human health and wellbeing. This organization implements research-based greening in hopes to educate and mobilize the public to increase stewardship of the urban forest. Texas Trees collaborates with urban planners, landscape architects, developers, corporations, and municipalities to improve the overall quality of life in urban communities.

**Position Description:** This role will help with Texas Trees' urban forestry program development and tracking alongside the Community Greening Manager, Planting Manager, and Lead Forester. **This position is tasked with co-creating and documenting Texas Trees' planting strategy and impact and developing planting projects and programs to further the organization's mission.** This position will also assist in any organizational geospatial needs, such as using ArcMap or GIS mapping to create priority planting maps, reports, and dashboards. The Program Coordinator will use this data to inform and guide future planting plans. During the planting season this role will assist urban forestry coordinators with planting and tree giveaway logistics.

### **Core Functional Duties:**

- This position will help field new partner/planting inquiries, write proposals, and help ensure TTF's mission aligns with new projects. This may include helping run reports and write grants alongside the urban forestry and development team.
- Program Coordinator will help create reports and give presentations that showcase the data and communicate this effectively to non-industry individuals.
- Geospatial analysis duties will include obtaining canopy coverage estimates, urban heat data, and other data fields of interest and using these to guide project development.

### **Project Coordination:**

- During the planting season, duties may include helping with project coordination such as communicating with contractors/vendors, ordering trees, organizing event logistics, and assisting at day of planting events as needed.

- Works closely with other departments at TTF when appropriate. This may include the Cool Schools team, Southwest Medical District team, workforce coordinator, volunteer coordinator, and community engagement manager.
- Can successfully manage a project from development stages through execution and project close.
- Problem-solves and “manages up” when obstacles arise.
- Will occasionally assist in communicating with project partners and stakeholders. This may include partners such as community-based organizations or the City of Dallas.

**Required/Preferred Qualifications:**

- Education: Undergraduate or post-graduate degree in urban forestry, forestry, environmental science, geography, or related discipline with a minimum of 2 years’ experience in project coordination and GIS analysis.
- Writing: Clear, concise, and professional writing skills are required for this position. This position also requires the individual to develop proposals and organize thoughts in a logical manner. This position must be able to demonstrate why tree planting is necessary through writing and data analysis.
- Communication: Professional demeanor, excellent written and oral communication skills, ability to interact and work with a variety of audiences, including but not limited to arborists, City and public officials (USFS, USDA) community members, urban foresters, volunteers, contractors, and private partners.
- Project Management: Experience with project management and budget tracking preferred. Experience should include defining project goals, communicating with stakeholders, orchestrating and implementing projects, budgeting, and analyzing outcomes/results.
- Personal: Excellent time management and organization skills with a high attention to details, excellent analytical and problem-solving skills and the ability to encourage, motivate, and build effective teams, creating mutual trust, respect, and cooperation among team members and volunteers. Positive, can-do attitude. This position requires an individual who is flexible with project plans and can adapt to new situations with ease. This position will require a mix of office work and fieldwork.
- Other: Experience with ArcMap and GIS mapping preferred. Spanish speaking preferred.

**Work Hours/Compensation:** This is a full-time position, which provides competitive pay commensurate with experience; 75% health insurance coverage; vacation; and a supportive and engaging work environment with opportunities for professional development. Flexible schedule.

**To Apply:** Please send a cover letter and resume to [emilyp@texastrees.org](mailto:emilyp@texastrees.org). Resumes will be accepted until the position is filled.