



CANOPY POSITION ANNOUNCEMENT

Community Forestry Coordinator - Full Time (Non-Exempt)

Canopy is a growing urban and community forestry nonprofit with a track record of delivering high quality, innovative, and impactful programs. Canopy staff and volunteers strive toward excellence, equity, collaboration, and gratitude in the work we do, and welcome candidates that share these values. We are seeking a hard-working, dedicated person to join our team and grow with us as we work towards our vision: a day when every resident of the Midpeninsula can step outside to move, play, and thrive under the shade of healthy trees.

Position Summary

Under the direction of Canopy's Tree Programs Senior Manager, the Community Forestry Coordinator is responsible for overseeing the [Branching Out Program](#) to bring community trees to East Palo Alto, Belle Haven, and North Fair Oaks. The ideal candidate will have experience in either urban forestry or environmental justice, and will develop a passion for both over time. This role entails a balance of office work and fieldwork. Every person on the Canopy team is expected to collaborate on shared goals. Work week will likely be Tuesday through Saturday with early mornings and evenings on occasion.

Duties and Responsibilities

- Primary responsibility for managing all facets of Canopy's Branching Out tree planting programs in East Palo Alto, Belle Haven, and North Fair Oaks including:
 - Recruit neighborhood residents to become tree champions and work with them to organize community planting events of 20-40 trees often with a post planting potluck/celebration.
 - Perform outreach duties, including canvassing, presenting at community meetings, working with communications team to publish social media campaigns, and other mediums to promote the planting program
 - Collaborate with communications and outreach staff to produce materials and public information for the program and creatively advertise throughout new and existing Canopy service areas
 - Engage individual residents and get them excited about planting trees at their home and in their community
 - Coordinate volunteers, support staff, partnerships, and other logistical needs related to hosting a planting event
 - Develop and oversee a plan to provide post-planting care
 - Actively track and periodically assess to ensure the success of the program
 - Actively keep in contact with and maintain a strong relationship with Tree Stewards through regular emails and check ins
- Actively participate in the growing environmental justice movement in East Palo Alto, Belle Haven and North Fair Oaks and position Canopy to most effectively address community needs related to increasing tree canopy cover and access to urban nature, including advocating for equitable policy around public and private trees in these communities
- Assist with Canopy education programs as needed, including working with Youth Program Coordinator to oversee high school intern activities
- Actively seek out and participate in community meetings, partnerships and projects centered on climate action. For example, attending and participating in Climate Ready North Fair Oaks meetings and projects.
- Keep organized and accurate records of all tree events and write grant report deliverables
- Perform other related duties as assigned

Qualifications and Experience

- Bilingual in Spanish/English a must; Samoan, Tongan, Mandarin a plus

- Substantial experience in community organizing and/or substantial knowledge or experience in arboriculture, horticulture, urban forestry, ecology, or related fields
- Experience working with diverse communities such as North Fair Oaks and East Palo Alto
- Familiarity with issues surrounding environmental justice and structural racism and how it presently impacts community access to green space
- Comfortable with Google Suite and Microsoft Office
- Familiarity with Salesforce or other database experience is a plus
- GIS / mapping experience is a plus
- CA Drivers License and several years driving experience

Personal Characteristics

- Outgoing and engaging, with outstanding interpersonal skills and ability to communicate effectively verbally and in writing
- Ability to prioritize and handle multiple tasks independently and as part of a team
- Highly organized, and committed to producing quality results
- Dependable and dedicated to Canopy's mission and vision
- Flexible, creative, and attentive to details
- Self-starter who can proactively and independently solve problems

Physical Activity Requirements

- Ability to sit and type, frequently
- Ability to bend, squat, stoop, and stand for long periods of time, regularly
- Ability to lift up to 50 lbs., occasionally
- Driving Canopy's van and truck around neighborhoods where work is being performed

Compensation

- Compensation for this full-time position is \$48,000-\$53,000, depending on experience
- Medical/dental/vision insurance, sick leave and generous vacation time
- Canopy values professional growth and opportunities for professional development

To Apply

Email résumé and short cover letter to Ann Bilodeau, Member of the Canopy Finance Committee, at abilo@via.net.
Accepting applications on a rolling basis until the position is filled.

Equal opportunity employer: Canopy strives to engage, celebrate, and reflect the rich diversity of the communities we serve. We value inclusion and equity in our programs, leadership, and hiring practices.