



CANOPY POSITION ANNOUNCEMENT

Community Forestry Coordinator or Manager(*) - Full Time

(*) depending on experience

Because trees are the largest, most impactful and long-lasting elements of urban nature and nature's most efficient line of defense against climate change, many scientists and advocates across the globe are urging communities to plant more trees and care for their trees. Moreover, urban trees play a crucial role in enhancing public health, hence one of Canopy's favorite taglines: Healthy Trees, Healthy Communities.

Canopy is an urban and community forestry nonprofit with a track record of delivering high quality, innovative, and impactful programs in the San Francisco Midpeninsula. Our vision is a day when every resident of the Midpeninsula can step outside to walk, play, and thrive under the shade of healthy trees. 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 and dedicated person to join our team as we expand our programs.

Position Summary

Under the direction of the Tree Programs Director, the Community Forestry Manager/Coordinator will be responsible for leading Canopy's tree programs in Palo Alto and Mountain View, primarily by organizing tree planting and stewardship activities with key partners. The ideal candidate will be able to set and meet ambitious program goals, effectively balance office work and fieldwork, and collaborate on shared goals with teammates. This position is an excellent opportunity to gain a deeper understanding of urban forestry, to work collaboratively with others, and to affect meaningful positive change in our communities and the environment. Work week preferably Tuesday through Saturday, with occasional early mornings and evenings.

Duties and Responsibilities

- Primarily responsible for managing Canopy's tree planting programs in Palo Alto and Mountain View, including:
 - Recruit community groups and individuals to become tree champions and work with them to organize tree planting events, occasionally with a post-planting potluck/celebration.
 - Engage individual residents and get them excited about planting trees at their homes and in their community.
 - Coordinate volunteers, support staff, and logistics related to hosting a planting.
 - Collaborate with communications and outreach staff to produce public information for the program, and creatively advertise and seek out partnerships throughout new and existing Canopy service areas.
- Coordinate tree care needs in Palo Alto and Mountain with Canopy's Tree Care Coordinator.
- Organize and coordinate Palo Alto's annual summer young tree inventory, the Young Tree Care Survey.
- Report program outcomes to communications and fundraising staff, and clients and funders.
- Support colleagues with some planting events in other cities (Eg. East Palo Alto, Menlo Park, Redwood City).
- Assist with special events, education, and tablings/outreach that relate to work in Palo Alto and Mountain View.
- Assist with volunteer appreciation and retention efforts, including leading some volunteer training sessions.
- Help with special projects or tasks depending on skills and interests.

Qualifications and Experience

- Strong interest in trees and access to urban nature; willingness to memorize tree-specific information
- Knowledge and/or experience in arboriculture, horticulture, urban forestry, landscape management, design, or related fields
- Experience managing programs or projects that met goals and deadlines effectively
- Experience organizing and motivating others; volunteer coordination experience is a plus
- Experience using an online database, such as Salesforce and GIS or similar databases, since this position requires the use of our online tree map (Tree Plotter) and Salesforce database
- Comfortable with Google Suite and Microsoft Office
- CA Drivers License and several years of driving experience
- Bilingual in Spanish/English is a plus, Mandarin a plus

Personal Characteristics

- Outgoing and engaging, with outstanding interpersonal skills
- Exceptional communicator (verbal and writing) with staff, partners, and the public
- Ability to prioritize and handle multiple tasks independently and as part of a team
- Highly organized, attentive to details, and committed to producing quality results
- Self-starter who can proactively solve problems and improve programs

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 to and around neighborhoods where work is being performed

COMPENSATION

- Compensation commensurate with 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 addressed to Ann Bilodeau, Member of the Canopy Finance and Fund Development Committees, at jobs@canopy.org. 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.