



## **CANOPY POSITION ANNOUNCEMENT**

### **Community Forestry Manager - Full Time**

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 aim to accomplish 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**

The ideal candidate will have experience in either community organizing or urban forestry, and will develop a passion for both over time. A balance of office work and fieldwork can be expected. 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**

- Actively participate in the growing environmental justice movement in East Palo Alto and position Canopy to most effectively address community needs related to increasing tree canopy cover and access to urban nature
- Primary responsibility for managing all facets of Canopy's neighborhood tree planting programs in both Palo Alto and East Palo Alto, 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.
  - 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 Canopy neighborhood planting event
  - 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
  - Develop and oversee a plan to provide post-planting care.
  - Actively track and periodically assess to ensure the success of the program
- Manage additional plantings, stewardship activities, and work days as assigned
- Assist with overseeing Teen Urban Forester youth interns
- Assist with volunteer appreciation and retention efforts, including leading volunteer education sessions
- Assist with grant writing and reporting
- Perform other related duties as assigned

#### **Qualifications and Experience**

- Substantial experience in community organizing and/or substantial knowledge or experience in arboriculture, horticulture, urban forestry, landscape management, design, or related fields
- Bilingual in Spanish/English a must, Samoan, Tongan, Mandarin a plus
- Experience organizing and motivating volunteers from diverse communities such as Palo Alto and East Palo Alto
- Experience in sales or customer service
- Familiarity with issues facing East Palo Alto or a similar community
- Comfortable with Google Suite and Microsoft Office
- 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 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 offers a generous budget for professional development

### **TO APPLY**

Email résumé and short cover letter to Ann Bilodeau, Member of the Canopy Finance and Fund Development Committees, at [job@canopy.org](mailto:job@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.***