



Position Title	Department	Reports to
Urban Forestry Manager	Urban Forestry	Co-Executive Director
Employment Status	Term of Employment	Salary
Full Time, Exempt	40 Hours/Week	\$62,000-\$67,000

GROUNDWORK RICHMOND

Groundwork Richmond is an environmental organization that is “**Changing Places & Changing Lives**” by restoring the environment with the next generation of environmental stewards. We work with community youth to help them develop their leadership potential and provide service learning opportunities. We work with local partners to increase the urban tree canopy in Richmond by assessing site opportunities for new trees, canvassing neighborhoods for potential tree adopters and conducting tree-planting events. Working collaboratively with the City of Richmond and other nonprofits, our goal is to address issues such as air quality, climate change and educate our community on the importance and benefits of trees which plays a vital role in meeting our mission.

URBAN FORESTRY MANAGER (UFM) - POSITION SUMMARY

We are looking for an Urban Forestry Manager (UFM) who is passionate about environmental and social justice issues, understands why the urban canopy is critical to the health and well-being of the community, and is an experienced leader to join our organization.

The ideal candidate has experience within urban forestry, supervising multiple staff in a field work setting, strong writing and speaking skills, and a commitment to navigating challenges with a focus on positive change. This role entails administrative duties, supervision of a team, and time out in the community assisting with tree planting and operational management.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Urban Forestry

- Manage the overall operations of the Urban Forestry Department including managing tree inventory through a data entry system, ordering and planting trees in a timely manner, and keeping clear records of purchases and planting, and coordinate plantings for the Adopt-a-Tree program
- Supervise team of three to five Urban Forestry Technicians
- Work with GWR to schedule tree planting training for workforce development participants and new volunteers as well as advanced training sessions

Grant/Data Management

- Track and monitor all aspects of tree inventory
- Serve as GWR’s primary Urban Forest Metrix specialist and train others in the software
- Enter all required information into tables and spreadsheets for reporting purposes
- Contribute to grant invoices and reports

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Three years supervisory experience
- B.A. in environmental sciences related field (equal years of professional experience may be substituted)
- Strong communication and interpersonal skills
- ISA certified or willing to become certified within year of employment
- Ability to use G-Suite for nonprofits platform
- Covid-19 vaccinated (or willing to become vaccinated prior to employment)
- Must possess a valid state driver's license
- Must be 21 years of age or older
- All Groundwork Richmond staff are mandated reporters and must comply with all related obligations and requirements

DESIRED QUALIFICATIONS

- Public speaking and presentation experience
- Ability to identify tree species name and information
- Comfortable managing data collection and maintaining/updating records
- Familiarity with Restorative Justice
- Knowledge of budgeting and fiscal management practices
- Experience in managing data and use of Geographic Information Systems
- Proficiency in Spanish

To apply for this position please submit a resume, cover letter, and three professional references to megan@groundworkrichmond.org

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk and hear. The employee is frequently required to use hands to feel objects, tools or controls. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. Within reason, the employee must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document *only* provides for an "at will" relationship.

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.