TITLE: Watershed Community Forestry Project Manager

MAJOR RESPONSIBILITIES: Work with supervisor in managing implementation of about 40 watershed restoration projects, provide oversight in creating and managing maintenance volunteers and/or trainee teams, and coordinate community forestry projects including TreeBaltimore partnership and Gwynns Falls stream/park/trail maintenance by collaborating with various maintenance teams. Coordinate efforts with City and State agencies, community groups, non-profits and consultants.

REPORTS TO: Senior Director, Great Parks, Clean Streams and Green Communities.

ESSENTIAL FUNCTIONS:
1. Assist supervisor with project management including the following tasks: interact with project consultants who design projects, coordinate securing permits, organize installation of projects and contract for work to be done, prepare reports regarding work accomplished, monitor project budgets, and keep track of funds spent on projects.
   a. Assist the Watershed 263 Community Stakeholder Council as they guide and provide input for that project. Identify community volunteers interested in greening projects and assess potential for successfully greening specific blocks and neighborhoods;
   b. Coordinate and present training for community volunteers and/or trainees in tree planting, watershed restoration, and other community greening activities.
   c. Organize and manage implementation of restoration and community greening projects by:
      i. Developing project work plans and budgets.
      ii. Analyzing site conditions, coordinating city permits and contacting city and utility companies.
      iii. Maintaining calendar and databases to manage and organize multiple planting projects.
      iv. Purchasing supplies and arrange for deliveries and equipment rentals.
      v. Meet with community volunteers, organize, train and assess readiness.
      vi. Training volunteers ensure safety working conditions at all times.
      vii. Supervising volunteer activities.
      viii. Preparing fliers and other written material to recruit and train volunteers and fact sheets to educate general public about on tree plantings and tree care.
      ix. Preparing monthly project progress reports and maintain volunteer logs.

2. Provide technical assistance to volunteers and trainee team employees to green communities, particularly in watershed-based and TreeBaltimore projects working with other non-profits, City Forestry Division, and Parks & People’s Volunteer Coordinator by:
   a. Recruiting volunteers and organizing a system of volunteers as a network.
   b. Arranging to speak at community meetings and other informal gatherings to encourage and inform adults and youth about community forestry.
   c. Coordinating with City agencies including Forestry, Planning, DPW, and Housing and Community Development, and non-profit partners.
3. Work with Community Greening Manager and Volunteer Coordinator by:
   a. Assisting with implementation for community forestry projects focused TreeBaltimore Partnership and other tree planting initiatives.
   b. Working to implement watershed community forestry training programs.

KNOWLEDGE: Knowledge of horticulture, arboriculture, landscaping and design, urban planning, civil engineering, community organizing, and project and volunteer management. Good verbal and written communication skills and proficiency in computer systems. Good communications skills required. Undergraduate degree in related field preferred or two years of work experience with similar projects.

PROBLEM SOLVING: Positive people skills and ability to organize and motivate volunteers and professionals. Good time-management skills and ability to carry out multiple tasks simultaneously. Works well in challenging conditions and with a diverse population.

ACCOUNTABILITY: Works with supervisor who establishes goals, objectives and work plans for the employee providing substantial input and direction as to what, when and how projects are undertaken and accomplished. Independent in developing the means and methods for implementing project work plans, keeping supervisor informed about progress and barriers to accomplishing tasks. Conduct activities in accordance with funder and Parks & People guidelines. Accountable for the direction of work activities for 40 watershed restoration projects of the organization, and for the effective use of people, materials, time, equipment and funds. Results of performance may require quick and decisive actions which contain elements of irreversibility. Proficiency in or effective supervision of work will result in substantial improvements in the organization's operational efficiency, profitability, or level of customer satisfaction. Typically, the employee is required to develop or establish procedures or introduce new policies; the employee proceeds independently to plan, coordinate, and commit resources needed to accomplish the work; the results of the employee's work affects a wide range of organization activities and has impact on the operation of other organizations.

STRATEGIC IMPACT: Increase community and volunteer group involvement in greening projects and work toward measurable environmental outcomes. Improved education and involvement of public officials in environmental issues. Revitalize health of urban ecosystems and watersheds. Work requires contact with program managers, City officials and community organizations involving carrying out the programs and projects that will set the standard for others. Improper handling will have substantial effect on PPF's reputation and upon its operating results and client and community relationships. Frequent contact with groups of organizations, public officials, regulatory agencies, vendors and external parties and/or groups of employees in the promotion and delivery of services is included. Develops, plans and evaluates effects of goals for a major section or operating segment of PPF. At the broader level, ensures accomplishment of state objectives and goals. Analyzes the financial, legal, community or practical viability of introducing and promoting services. Includes reviewing, approving and negotiating goals as developed by subordinates or colleagues and outside consultants.