Friends of Grand Rapids Parks Employment Opportunity
Urban Forest Project Coordinator

Reports to: Executive Director
Hours: 40+ hours/week. Occasional evenings/weekends as required.
Salary/Rate: Commensurate with experience
Deadline: January 1st, 2015

Do you like parks, trees, people, and being outside? Friends of Grand Rapids Parks (FGRP) is looking to hire an awesome individual to manage and develop one of FGRP's signature programs, the Urban Forest Project (UFP). The UFP is a partnership with the City of Grand Rapids that seeks to engage the entire community in growing a larger, healthier urban forest. You'll be responsible for developing, building, and managing our urban forestry programming through strategic partnerships, volunteer programming, special events, workshops, and neighborhood engagement.

The Friends of Grand Rapids Parks is an independent, citizen led, nonprofit enterprise founded in 2008, working closely with but separate from the City, with the mission to identify specific park projects, mobilize people, and generate resources to protect, enhance, and expand the City's parks and public spaces. In a nutshell, we make park improvement projects happen by bringing together neighbors, park users, the City, funders, volunteers and contractors.

The right person will help us:

- **Develop and manage volunteer projects** (~30%) such as tree planting and pruning, neighborhood projects, mini-grant projects, and a fledgling residential tree planting program. Manage all aspects of projects including volunteer management, promotion of programs, site selection, tree species selection, tree bids and orders, partner communication, obtaining permits, maintain a database of FGRP trees, and all other project needs.
- **Coordinate Citizen Forester Program** (~25%) including classes, training, workshops, unique volunteer opportunities, appreciation programs, and recruitment. Facilitate Citizen Forester projects and involvement in their neighborhood. Continue to expand the program and increase community representation.
- **Community outreach and engagement** (~20%) to develop strong relationships with target neighborhoods, residents, and key community partners. Develop an understanding of community needs and interests with the goal of increase program participation and relevancy across a diverse cross-section of neighborhoods.
- **Strengthen critical partnerships** (~10%) with community groups, neighborhood organizations, and the City of Grand Rapids to understand the role of tree and address tree concerns. Become a trusted authority on urban forestry and tree care in the broader community.
- **Develop new programs, projects and opportunities** (~10%) through innovative partnerships, grant-writing, fund-raising and learning from unique ideas in other communities. Consistently improve program and maintain certifications and accreditations that brings recognition and attention to successes in Grand Rapids.
- **Kick around the office** (~5%) and assist with other projects to help FGRP get great things done. Duties may include maintaining website and event calendar, supporting the Grand Rapids Tree Map, coordinating events such as Arbor Day celebrations or NeighborWoods, and supporting other FGRP programs and events.

You may be the right fit if you:

- Hold a degree in forestry, landscape architecture, horticulture or a related field and have 2+ years of project management experience; OR have a high school diploma, significant experience in landscaping or tree care, and more than 5 years of project management experience.
- Have ISA Certified Arborist credential or ability to obtain certification within 6 months of employment.
- Are comfortable coordinating multiple projects with varied partners and critical, often tight deadlines.
- Have demonstrated community, volunteer, or organizational leadership qualities and experience.
- Don't mind working outside in a variety of weather conditions, getting dirty, performing manual labor, and otherwise supporting volunteers to accomplish great projects.
- Are well organized, detail-oriented, motivated, and have strong written and verbal communication skills.
- Enjoy working with the world's best volunteers, exceptional staff, and amazing partners.

Please submit resume and cover letter in PDF by 12:00a Thursday, January 1st, 2015 to: apply@friendsofgrparks.org with a subject of “I want to work for FGRP!”