



POSITION OPENING: Community Forestry Coordinator, Full-time (40 hours/week); Located in West Asheville, NC 28806

EMPLOYER: Asheville GreenWorks – an environmental non-profit organization supporting volunteer efforts for Buncombe County. Our mission is to inspire, equip and mobilize individuals and communities to take care of the places we love to live.

The GreenWorks team is an action-oriented group of individuals passionate about making a difference in our community. Each role is essential to the success of our mission -- we invite every staff member to bring inspiration and ownership to any given role, and are mutually supportive of one another for success in our overall programmatic efforts. We offer a relaxed, fun working environment that focuses on results while encouraging a healthy work-life balance.

We are committed to being an anti-racist organization. To put that commitment into action, we are assessing all programs, operations, and structures, both internally and externally, in order to center equity & diversity for the benefit of all communities in Buncombe County.

Asheville GreenWorks values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Asheville GreenWorks is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

www.ashevillegreenworks.org

POSITION SUMMARY

GreenWorks seeks an Community Forestry Coordinator to play a critical role in ensuring the organization achieves its plans for growth in alignment with its mission, vision and values. The Community Forestry Coordinator will work closely with the Operations Manager and operations team to manage our nurseries, orchards, forestry volunteers, committees, public trainings, and workdays.

Reporting to the Operations Manager, this position will advance organizational and regional goals in urban forestry by engaging the community through new and existing programming. The Community Forestry Coordinator will be responsible for nursery management, community engagement, future workforce development, and the TreeKeeper program. Ideally, the candidate will be comfortable working both independently and collaboratively and thrive in a fast-paced, deadline-driven environment.

The successful candidate must be able to communicate effectively, in multiple ways, with a diverse range of stakeholders. BIPOC (Black, Indigenous, and People of Color) individuals are strongly encouraged to apply, and so are candidates dedicated to anti-racism, gender inclusivity, and inclusion.

PRIMARY RESPONSIBILITIES

COMMUNITY ENGAGEMENT

- Act as staff liaison to the Tree Protection Task Force and Urban Forestry Commission
- Engage and steward the Neighborhood TreeKeepers
- Coordinate with key community groups on tree planting projects
- Organize and lead forestry workshops and trainings
- Participate in outreach opportunities such as speaking engagements and tabling events

NURSERY MANAGEMENT

- Coordinate the nursery volunteer schedule and manage volunteer workdays
- Manage native tree adoption events
- Oversee management and materials for 2 nursery locations

WORKFORCE DEVELOPMENT/ EDUCATION

- Collaborate on the implementation of an arboriculture pre-apprenticeship program
- Consult with the Education team to develop and implement forestry and climate justice education programs

Candidates must possess the following key qualifications:

- Prioritize open and honest communication
- Exhibit excellent organizational skills
- Be highly collaborative across teams and disciplines
- Be adaptable and quick-thinking under pressure
- BS in Horticulture and strong understanding of nursery or greenhouse operations or commensurate experience
- A commitment to and passion for GreenWorks' mission

Strong candidates will also possess the following preferred qualifications:

- Familiarity with Asheville's urban forestry issues, initiatives, and tree canopy data
- Experience managing volunteers
- Understanding of Asheville's underserved communities and familiarity with the cause-based groups servicing them
- Knowledge of environmental justice and climate resilience as it relates to urban forestry
- Fluency in languages other than English, especially Spanish
- Strong understanding of urban forest ecology and dendrology
- Experience in a non-profit organization

COMPENSATION

Annual salary of \$40,000, health insurance (employer covers 80% of the premium for the employee after 60-day probationary period), paid time off for 14 days of holidays, including six days between Christmas Day and New Year's Day, and 10 vacation and 5 personal/sick days during the first year of employment

TO APPLY

Send a resume and cover letter expressing why you're interested in the position. Provide at least one professional reference and two personal references. Send to: careers@ashevillegreenworks.org or 2 Sulphur Springs Road, Asheville, NC 28806

GreenWorks is dedicated to anti-racism, gender inclusivity, and inclusion. As an equal opportunity employer, GreenWorks does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances. We will consider employment for qualified applicants with arrest and convictions records.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employees for this job. Activities, duties, or responsibilities may change at any time with or without notice.

WORK ENVIRONMENT

Work is performed in a combination of indoor and outdoor settings in proximity to others. Work will also be performed in a variety of public spaces. Remote work is available as needed. The noise level in the work environment is usually moderate. Office workspace assignments change from time-to-time and employees should not have any expectation that any assignment is permanent. This position may require extended periods of sitting or standing. Lifting up to 50 pounds may be required.