



Greater Newark Conservancy
32 Prince Street, Newark NJ 07103
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www.citybloom.org

Job Title: Tree Coordinator for the Newark Tree Canopy Initiative
Department: Urban Agriculture & Food Initiatives
Reports To: Director of Urban Agriculture and Food Initiatives
Type: Full-Time (40 hours/week), Grant-Funded (5 Years), In-Office
Start Date: Immediately

Organization Description

Greater Newark Conservancy fosters collaboration in our community at the intersection of environmental, food, and racial justice to promote the health and wellbeing of Newark residents. Our programs work to reverse the long history of systemic racism to improve social determinants of health by expanding access to green spaces, nutritious food, wellness education, and youth development. We envision Newark and its surrounding communities with universal and equitable access to nutritious food and a green, resilient, sustainable, and healthy urban environment for living, work, and recreation.

Newark Tree Canopy Initiative

With the nation's second-worst heat island effect, Newark, New Jersey's low tree canopy cover greatly reduces its resilience to climate change impacts. Grant Funding administered through The Nature Conservancy (TNC), a large environmental nonprofit, will support the Newark Tree Canopy Initiative. This initiative aims to plant 2,700 new trees in Newark over the next 5 years, create an Urban and Community Forestry Master Plan, develop a long-term maintenance program to optimize tree health, launch a green workforce development program to bolster the local economy, and measure anticipated benefits from trees planted. The co-benefits of increased shade, air quality, and stormwater absorption from these nature-based solutions will benefit current residents and generations to come. Greater Newark Conservancy is one of the Community-Based Organizations (CBOs) who will partner with the City of Newark and TLC to support the Newark Tree Canopy Initiative.

Position Description

To support this initiative, Greater Newark Conservancy is seeking a full-time Tree Coordinator. The Tree Coordinator will manage the organization's involvement and responsibility in the larger initiative and serve as the project lead for the central ward. The Tree Coordinator will also manage tree planting and maintenance, lead community engagement efforts, co-develop training modules, lead training and workforce development and participate in project team meetings. This position will work directly with residents, community groups, and technical experts to expand and sustain Newark's urban forest, focusing on increasing tree canopy cover, mitigating urban heat island effects, enhancing air quality, and addressing stormwater management.

Primary Responsibilities

**To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Predictable, reliable, and punctual attendance is an essential function of the job role.*

- **Community Engagement and Outreach:** lead efforts to engage trainees in tree planting and maintenance activities, spread awareness of the Tree Canopy Initiative, build relationships with

residents and initiative partners, foster inclusive participation

- **Tree Planting and Maintenance:** oversee and coordinate tree plantings in the central ward throughout the duration of the initiative in suitable locations, manage tree care and maintenance, monitor tree health and address pruning, pest management and other needs
- **Workforce Development and Training:** collaborate with project partners to develop and train community members participating in the Urban Forestry Workforce Development Program, supervise local workforce development participants, support recruitment and training for new participants, help to ensure sustainability of the workforce development program
- **Data Collection and Reporting:** assist in collecting visual and biotic data, as well as community feedback, to track project progress and evaluate the success of tree planting, maintenance and workforce development efforts, work with academic partners (Rutgers and NJIT) to gather data and report on project outcomes, contribute to documentation and dissemination of project finding, especially to community members
- **Collaboration and Project Coordination:** participate in regular project team meetings with CBOs, technical partners and city officials to ensure successful implementation of the initiative, support the creation and improvement of the Urban and Community Forestry Master Plan (UCFM Plan). Work with Tree Coordinators in other wards to plan for tree plantings and to support the city-wide tree planting efforts.

Qualifications

- High School Diploma or equivalent required. Bachelor's degree and/or strong interest and experience in environmental science, agricultural management, horticulture, urban forestry, landscape design, or a related field preferred.
- Ability to coordinate and build strong teams and partnerships
- Comfortable with community engagement activities, including public speaking and outreach
- Ability to collect, analyze and report on relevant data
- Passion for environmental justice, community-led initiatives and climate resilience
- Strong project management competencies, including using project management software to organize and track tasks
- Effective written and oral communication skills
- Bilingual in English & Spanish, English & Portuguese, or English and Haitian Creole a plus
- Highly organized, detail-oriented and able to manage multiple tasks and priorities
- Able to work outdoors in varying weather conditions
- 2-3 years of experience in environmental work, urban forestry or community-based environmental projects preferred, especially with a focus on tree planting and care
- Experience in workforce development community engagement a plus
- Individuals who live and/or work in Newark a plus
- Valid driver's license with three-years driving experience preferred

Physical Demands

**The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job.*

- Regular work schedule for this position is approximately 40 hours per week (Monday-Friday) and may require additional hours, including on weekends, as necessary
- Unless otherwise noted, this role will take place in person, either in the office of Greater Newark Conservancy, or out in the field
- Must regularly lift and/or move up to 20 pounds
- Specific vision abilities required by this job include: Close vision, Distance vision, Peripheral

vision, Depth perception, Ability to adjust focus and Ability to match or detect differences between colors, including shades of color and brightness

- While performing the duties of this job, the employee is regularly required to talk or hear
- The employee is frequently required to stand, bend, and walk

Compensation: The salary range for this position starts at \$60,000, plus benefits

To Apply: Send a resume and cover letter to the Director of Urban Agriculture, Abigail Martone, at amartone@citybloom.org. In the subject line of your email, indicate that you are applying for the *Tree Coordinator* position.

Greater Newark Conservancy is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable law. Greater Newark Conservancy is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.