



PHILADELPHIA PARKS & RECREATION

Department:	Philadelphia Parks & Recreation
Division:	Urban Forestry
Title:	TreePhilly Yard Tree Giveaway Program Assistant
Type:	Seasonal, 9-Month
Timeframe:	Begins on April 2 nd and ends on November 20 th , 2018
Salary/Hours:	\$13.50/hour, 37.5 hours/week

Philadelphia Parks & Recreation's (PPR) TreePhilly Program promotes Philadelphia's urban forest and provides residents with the resources they need to plant and care for trees in their own yards and in public spaces. Since 2011, TreePhilly has distributed over 20,000 free yard trees to Philadelphia property owners through the Yard Tree Giveaway Program. TreePhilly is a partnership with the Fairmount Park Conservancy and TD Bank.

TreePhilly seeks a seasonal Tree Giveaway Program Assistant to support the Yard Tree Giveaway Program and to develop new ideas to improve and expand the TreePhilly program. The position requires an energetic, self-motivated and organized person who can work independently as well as collaboratively with the rest of the TreePhilly team. The position will begin on April 2nd, 2018 and end on November 20th, 2018 and will have a flexible schedule that includes early mornings, evening and weekend work, both in and out of the office. This position reports directly to the TreePhilly Program Manager. This position offers the right candidate an opportunity to influence the direction of PPR's urban forestry programming, and to get an intimate view of how a large city department functions.

Responsibilities:

- Assist in the planning and implementation of the Yard Tree Giveaway Program, including staffing multiple weekend events in the spring and fall;
- Coordinate the Community Yard Tree Giveaway Grant program, including leading trainings, scheduling and staffing events, collecting completed grant materials, and distributing grant awards;
- Coordinate the REPTreePhilly Realtor Engagement Program, including reaching out to new realtors, scheduling and leading meetings, and maintaining relationships with partner realtors;
- Develop new programming and outreach materials to promote the Yard Tree Giveaway Program in under-represented and low-canopy communities;
- Contribute to and help maintain TreePhilly website and social media accounts;
- Answer phone calls and emails from Philadelphia residents related to all TreePhilly programs and city tree planting processes;
- Attend community meetings and events to promote TreePhilly programs;

Responsibilities (cont.):

- Support other TreePhilly Programs, including Arbor Day celebrations, volunteer tree plantings, and tree maintenance activities; and
- Data entry and best practices research.

Qualifications:

- Resident of the City of Philadelphia;
- Valid driver's license;
- Bachelor's degree in forestry, horticulture, plant science or related field, or equivalent experience;
- Experience with community organizing;
- Experience with volunteer organizing and event planning;
- Excellent oral and written communication skills;
- Knowledge of Microsoft Office programs, especially Microsoft Excel;
- Ability to lift 50 lbs and work outside in adverse conditions;
- Preferred: Familiarity with the City of Philadelphia and its neighborhoods.
- Preferred: Conversational Spanish

Materials required in your application for this position:

1. 1 or 2 page resume in PDF form or hard copy. The file name should include your first name, your last name, and the word "resume" (eg: Mary Jones Resume)
2. 1 page cover letter in PDF form or hard copy. The file name should include your first name, your last name, and the words "cover letter" (eg: Mary Jones Cover Letter)

Applications will be considered incomplete if they do not include the two items above, in the lengths and title formats specified. You will be notified by email when your application is received.

Please send resume and cover letter by Friday, February 16th, 2018 to:

Erica Smith Fichman, TreePhilly Program Manager
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