

TreePhilly is hiring!

RSI: Program Assistant

Department:

Philadelphia Parks & Rec

Program:

TreePhilly

Hiring Manager:

Kate Illes

Hourly Rate:

\$18/hour

Application deadline:

March 14, 2024

Position Type:

Temporary/Seasonal

Employment; Nine (9) Months in Duration

Position summary

TreePhilly is a joint program of Philadelphia Parks and Recreation and the Fairmount Park Conservancy that empowers Philadelphia community members to enrich life in their neighborhoods through the planting, care of and connection with trees. We work to reverse the city's unequal and declining tree canopy by providing free, accessible material and educational resources and nurturing relationships between neighbors, institutions and the land we live on.

The Recreation Specialty Instructor (RSI) will act as Program Assistant for TreePhilly, working closely with full time staff and community partners. This 9-month position offers an opportunity to build experience and competency in many facets of program administration, community organizing and outreach, civil service/city systems and tree planting and care. The ideal candidate will have a passion for community engagement and connecting Philadelphia residents to nature, trees and city resources. Experience with customer service or canvassing would be valuable. TreePhilly strives to create a diverse and inclusive team reflective of the vibrant and unique communities we serve.

The expected schedule for this position varies and will include some early mornings, evening and weekend work, including fieldwork and in-person events in various climates and weather conditions. This position includes opportunities for skill-building and professional development toward a career in urban forestry. The Program Assistant position is a seasonal position of 37.5 hours per week with a maximum duration of nine (9) months beginning on from the start date of April 1, 2024 - January 1, 2024 (subject to change).

Responsibilities

- Support administrative function of TreePhilly's programs, including the Community Yard Tree Giveaway Program, the Commercial Corridor Tree Planting and Care Program, and other programmatic initiatives
- Support community engagement outreach efforts on behalf of TreePhilly's programming, including representing PPR and TreePhilly at community meetings and tabling events
- Support planning and facilitating of tree plantings, workshops and maintenance activities
- Answer phone calls and emails from Philadelphia residents related to all TreePhilly programs, city tree planting processes, and general tree knowledge
- Support TreePhilly staff to complete data entry and maintain databases
- Design print materials for TreePhilly programs and partners

Competencies, Knowledge, Skills and Abilities

- Ability to repeatedly lift and move objects weighing approximately 30 lbs (the weight of a toddler, a bicycle or medium-sized dog) and work outdoors and in all weather conditions (heat, cold, rain, etc);
- Ability to work across cultural lines;
- Proficient at communicating clearly and effectively both orally and in writing
- Proficient with word processing tools and spreadsheets (eg. MS Office Word and Excel)
- Ability to work a flexible schedule including evenings and weekends, but always withing 37.5 hours per week
- Ability to work independently and collaboratively
- Ability to provide logistical and coordination support for events;
- Passion for plants and/or trees preferred;
- Knowledge of the city of Philadelphia and its neighborhoods is preferred;
- Experience creating social media content is preferred.

Qualifications (Education and Experience)

- Valid driver's license;
- High School Diploma or Equivalency;
- 1-2 year's experience working with the public and providing customer service;
- 2 years' experience using word processing tools and spreadsheets (MS Office Word, Excel etc.) and email in a professional or academic setting;
- Experience with coordination of public programs and events;
- Experience working in economically and socially diverse communities and community groups.

How to Apply:

Apply by submitting your resume and a cover letter to info@treephilly.org. Your cover letter should summarize relevant qualifications, address your experience working in diverse communities and share what this work means to you.



**PHILADELPHIA
PARKS &
RECREATION**

