



TreePhilly Is Hiring!

Seasonal RSI Program Assistant

Department:

Philadelphia Parks & Rec,
Urban Urban Forestry unit

Hiring Manager:

Kate Illes

Hourly Rate:

\$18/hour

Application deadline:

07/24/2026

Position Type:

Temporary/Seasonal
Employment; Nine (9)
Months from start date

TreePhilly is a program of Philadelphia Parks and Recreation that works to empower Philadelphians to enrich their neighborhoods through the planting, care of and connection with trees. The goals of the Philly Tree Plan are what guide our work. The plan was created in partnership with the Philadelphia community to address the city's unequal and declining tree canopy. We provide free, accessible material and educational resources and we build relationships between neighbors, institutions and the land we live on.

The Recreation Specialty Instructor (RSI) will act as Program Assistant for TreePhilly. They will work closely with full time staff and our community partners. This 9-month position offers opportunities to build experience and competency in many skills like program administration, community organizing and outreach, municipal government 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. TreePhilly strives to create a diverse and inclusive team reflective of the vibrant and unique communities we serve.

The work schedule for this position varies and will include early mornings, evenings and weekend work. This includes fieldwork and in-person events in various climate and weather conditions. This position is directly related to skill-building and professional development toward a career in urban forestry.

The RSI Program Assistant will work 37.5 hours per week with a maximum employment duration of nine (9) months beginning at their official start date.

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 by representing PPR and TreePhilly at meetings and tabling events
- Support planning and facilitating tree plantings, workshops and maintenance activities
- Answer phone calls and emails from Philadelphia residents related to all TreePhilly programs
- Support TreePhilly staff to complete data entry and maintain databases
- Support the creation of content, educational resources and engagement materials

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 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, always within 37.5 hours per week
- Knowledge of Philadelphia and its neighborhoods a plus
- Ability to drive a large vehicle preferred
- Ability to provide logistical and coordination support for events
- Passion for plants and/or trees preferred
- Ability to work both independently and collaboratively



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Qualifications (Education and Experience)

- Valid driver's license
- High School Diploma or equivalency
- 1-2 years 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 with community, and share what this work means to you.



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