



Please submit cover letter and resumes by
3/8/19

1029 Fletcher Ave, Suite 100
Indianapolis, IN 46203
www.kibi.org

Keep Indianapolis Beautiful (KIB) is a dynamic nonprofit organization with smart, motivated employees who work hard to make an impact in our community. KIB's vision is a vibrant city, with every neighborhood landscape thriving and well, and its people empowered, mobilized, and devote toward that vision.

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| Job Title: | 10,000 Trees Community Engagement Coordinator |
| Full-/Part-Time: | Full-Time |
| Regular/Temporary: | Regular |
| Salary: | \$36,000-38,000 |
| Benefits: | Health, dental, & vision insurance (company pays 80–90% of employee coverage); company-paid life and long-term disability insurance; 403(b) match of 3%; generous PTO and holiday schedule |

Purpose: The Community Trees Engagement Coordinator will work to connect the community to KIB and its partnership with Citizens Energy Group's (CEG) 10,000 Trees Initiative. The 10,000 Trees Community Engagement Coordinator will report to the VP of Special Initiatives but work very closely with the 10,000 Trees Community Arborist and KIB's Community Engagement Department for larger strategic thinking for projects. This person will focus their time on working alongside neighborhood residents to inform and engage them into the tree planting process from early outreach through planting. Individual will have the opportunity to become an ISA certified arborist.

A driving outcome for this project is ensuring awareness and a voice in participating in tree planting projects. This position will complete best management practices to connect with the public and provide guidance on where trees can be planted with neighborhood support. We will know that this project is successful when 1) residents in neighborhoods within the CEG target areas are aware and better understand why trees are needed and 2) more residents support the additional trees and volunteer at plantings in their neighborhood.

Duties, Functions and Responsibilities:

- **Early Outreach:**
 - Work with 10,000 Trees Community Arborist and Director of Community Engagement to develop a strategy for outreach in target areas.
 - Attend and help promote at community meetings and events where projects could be implemented.
 - Identify and develop partnerships with anchor neighborhood resources/leaders/organizations/individuals within the geographic areas of focus to expand outreach of 10,000 Trees message.
 - Lead all community outreach for CEG tree planting projects including but not limited to canvassing, pavement pounding, neighborhood meetings, and on-site engagement representation during plantings.
 - Support the Volunteer Department efforts for recruitment.
- **Tree Planting Coordination:**
 - Assist Community Arborist with developing neighborhood planting plans, including marking tree planting locations, using neighborhood input for selecting tree species and developing plan for watering trees up to three years.
 - Work with Community Arborist on all prep for CEG plantings from tree tagging through tree deliveries.
 - Manage and lead large groups of volunteers in planting approximately 1,400 trees annually.
- **Data Tracking:**
 - Use KIB's GPS tool to mark locations of newly planted trees.
 - Assist in the evaluation of the impact of plantings and subsequent survival rates of trees.
 - Manage the survey work from canvassing and follow-up volunteer surveys to understand neighbor and volunteer awareness and understanding of project impact.

Knowledge and Skills:

- Minimum 2 years' experience in community engagement work
- Passion for the environment
- Experience working with trees a plus
- Ability to learn new skills, particularly with emphasis on trees
- Strong communication skills
- Decision and problem solving skills
- Able to lift containerized trees in excess of 50 lbs. on a frequent basis
- Able to walk over three miles/day in various weather conditions
- Capable of using, or willing to learn how to use arboricultural tools, such as shovels, pick-axes, pruners and forklift
- Valid U.S. driver's license
- Spanish language skills (conversational and written) a plus

Characteristics of a Strong Candidate:

- Highly organized and self-motivated
- A natural ease in new situations
- Experience working with diverse communities with different types of people and backgrounds
- Flexibility in work schedule including evenings and weekends
- Ability to recall names and personal facts, and learn them quickly
- Able to professionally represent KIB in the community
- Desire to work in the outdoors on a regular basis in all types of weather

Education and/or equivalent experience:

Two years of community engagement experience, **or** equivalent combination of education and experience.

Keep Indianapolis Beautiful helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout our city. The principles of diversity, equity, and inclusion are essential to our work, from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants, including persons of color, people who are LGBTQ, veterans, people who are multilingual or multicultural, and individuals of various ages and abilities to help us create a team with a broad range of backgrounds and thinking.

Hiring Calendar (Anticipated)

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| Job Posted: | Friday, February 8 |
| Applications Closed: | Friday, March 8 |
| First Round Interviews: | Week of March 18 |
| Second Round Interviews: | Week of March 25 |
| Expected Selection: | Monday, April 1 |
| Expected Start Date: | Monday, April 15 |