



1029 Fletcher Ave, Suite 100  
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[www.kibi.org](http://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 devoted toward that vision.

<b>Job Title:</b>	Community Forestry Coordinator
<b>Full-/Part-Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular
<b>Salary:</b>	\$17.91 - \$19.71/hour Certified Arborist will be salaried.
<b>Benefits:</b>	Health, dental, & vision insurance; company-paid life and long-term disability insurance; 403(b) match of 3%; generous PTO and holiday schedule

**Purpose:**

The Citizens Energy Group (Citizens) Community Forestry Coordinator exists within KIB's Community Forestry (CF) program in the Department of Native Landscapes (DNL) and reports to and works alongside the Manager of Community Forestry to oversee and implement the Citizens Energy Group 10,000 Trees Initiative. This position is responsible for managing the planting of ~50% (or ~716) of the trees for the Citizens contract. The remaining 50% of the trees are shared between the Manager of Community Forestry and the other members of the Community Forestry team. This work is part of a large-scale effort to reduce water quality issues created by large rain events that cause combined sewer overflows (CSOs). The Citizens Community Arborist will be expected to work with all departments within our organization to ensure there is community awareness, involvement, and input in neighborhoods chosen for Citizens tree planting efforts, while ensuring KIB is meeting their contractually-obligated tree planting goals.

**Duties, Functions, and Responsibilities:**

This position has four primary responsibilities: 1) Citizens Tree Planting Project Management; 2) Data Tracking; 3) Neighborhood outreach/Engagement 4) Intra-department project collaborative efforts

### CITIZENS Tree Planting Management

- a. Work with Manager of Community Forestry and fellow Department of Native Landscapes staff to develop planting plans within selected CSO basins in order to plant ~50% (or ~716) trees annually for the Citizens 10k Trees Initiative contract. This includes creating planting plans for specific neighborhoods and parks, marking tree planting locations, selecting suitable Indiana-native tree species, and creating maps to submit to Citizens and the city of Indianapolis.
- b. Work with Manager of Community Forestry and the Senior Director of Native Landscapes in reviewing and selecting projects from KIB tree application program.
- c. Coordinate with DNL staff to schedule and perform the ordering, delivery, unloading, and creation of planting projects with community volunteers.
- d. Serve as project manager for tree planting projects. This entails ensuring utilities are located and marked, providing education and guidance to volunteers, ensuring volunteer safety, and providing quality control.

### Data Tracking

- a. Use KIB's GPS equipment and technology to mark locations of newly planted trees.
- b. Provide project information to the Community Engagement team and assist in the canvassing process and ensure the CF team is aware of which neighbors/residents accept or reject trees and to provide outreach and awareness to the neighborhoods impacted by tree planting projects.
- c. Ensure tree planting project data is received by Urban Ecology Director and the Youth Tree Team Coordinator so they can effectively coordinate maintenance efforts.
  - a. Create and provide maps of completed projects and communicate all maintenance needs upon project completion.

### Neighborhood Outreach/Engagement

- a. Work with Community Forestry and Community Engagement staff to create and help implement an outreach strategy for Citizens tree planting areas.
- b. Provide technical assistance to Community Engagement at community meetings, neighborhood events, or as otherwise needed.

### Intra-Department Project Collaborative Efforts

- a. Provide updates in department meetings informing fellow staff on both your requests for assistance and your availability to assist with others.
- b. Respond to requests from other staff to serve as project manager or as added help for other workdays within the programs of the DNL.
  - a. This position is expected to assist in work, such as but not limited to, other staff members' tree planting projects, habitat restoration projects, or AES Project GreenSpace implementation or maintenance work.

### **Knowledge, Skills and Abilities:**

The position requires a candidate who has a blend of several key abilities including being able to communicate about the importance of Indiana native trees to members of the public, be able to manage multiple projects at once, the ability to teach and lead volunteers, and being able to work well both independently and within a team.

A strong candidate will also have the following skills.

- Skills in communicating and building relationships with volunteers, members of the Indianapolis public, and fellow staff.
- Strong working knowledge of Indiana native trees and an understanding of their installation and maintenance requirements.
  - ISA Certified Arborist Certification or ability to achieve certification within 1.5 years is a plus.
- Abilities in managing projects and both addressing and leading large groups of people.
- Physically able and willing to operate a variety of different arboricultural tools.
- Physically able and willing work in outdoors in a wide variety of weather conditions.
- Physically able and willing to lift ~50-75 lbs. frequently throughout a regular workday.
- Basic office and computer skills: Microsoft Suite, Adobe PDF, and budgeting.
  - Ability to learn use of new software. (Salesforce, Google, GIS)
- Ability to pull a 20-25' long trailer behind full-sized pickup truck a plus.
- Proficiency in conversational Spanish and educational background or experience is a plus.
- Exhibit KIB's Cultural Values of *Teamwork, Responsibility, Excellence, Openness, Balance, and Joy.*

**Education and/or equivalent experience:**

Bachelor's degree or education/experience related to urban forestry, urban ecology, and/or project management. International Society of Arboriculture (ISA) Arborist Certification or ability to acquire within 1.5 years desired, but not required.

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.