



PLEASE NOTE: Resumes without cover letters will not be considered.

Keep Indianapolis Beautiful (KIB) is an environmental and community nonprofit with a mission to help people and nature thrive. We partner with neighborhoods, local government, universities, community groups, and businesses to achieve our vision of an Indianapolis that is loved, cared for, and ecologically rich. We work with about 18,000 volunteers each year to plant trees and native landscapes, organize litter cleanups, turn vacant lots into pocket parks, restore habitat, and educate and employ youth.

KIB helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout the city. KIB is an equal opportunity employer that encourages applicants – including people 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.

Job Title:	Community Forestry Coordinator
Full-time/Part-time:	Full-Time
Regular/Temporary:	Regular
Reports To:	Manager of Community Forestry
Salary:	\$41,000 - \$45,000 / year
Benefits:	Health, dental, vision insurance (company pays 90% of employee coverage), company-paid life and long-term disability insurance and 403(b) match up to 3%; generous PTO and holiday schedule

Purpose:

The Community Forestry Coordinator exists within KIB’s Community Forestry program in the Department of Native Landscapes and reports to the Manager of Community Forestry to implement the tree planting projects. The Community Forestry Coordinator will be expected to work with all departments within our organization to ensure there is community awareness, involvement, and input in neighborhoods chosen for tree planting efforts, while ensuring KIB is meeting our contractually obligated tree planting goals. This position spends roughly 75% of the time in the field.

Duties, Functions, and Responsibilities:

- Work with Community Forestry team to develop planting plans within Right of Way in Marion County, including but not limited to; identifying plantable space, selecting suitable Indiana-native trees, and creating maps of proposed projects for internal and external use
- Receive and coordinate all Tree Planting Applications received via 24/7 mobile application process
- Coordinate and assist KIB Planting Projects, including but not limited to; tree flagging, tree drops, coordinating utility marking, planting, providing guidance to volunteers, and ensuring safety of all project participants

- Work with internal departments to accurately record all trees planted by Community Forestry team individuals and as completed projects
- Assist Community Engagement team to schedule and complete door-to-door canvassing in neighborhoods prior to Tree Planting Projects
- Work with Community Engagement team to inform neighborhoods of potential project impacts, including attending community meetings or neighborhood events as needed
- Work with the Volunteer Department to ensure all information relevant to upcoming projects is relayed to potential volunteers (public and corporate) and staff
- Assist the Department of Native Landscapes teams in completing all KIB projects in a timely manner
- Assist with any additional duties as requested in service to the mission of KIB

Knowledge, Skills, and Abilities:

- Knowledge of Indiana-native tree species, benefits, and proper installation and maintenance techniques, and willingness to further develop this knowledge
- Strong organizational and communication skills, both written and verbal
- Ability to multi-task in a fast-paced environment
- Knowledge of Microsoft Office products, including Teams, Excel, Word, and Outlook
- Knowledge or ability to learn GIS systems
- Proficient in language other than English (e.g., Spanish, Haitian Creole, Chin, Tagalog) preferred

Education:

- Bachelor's degree in urban forestry, urban ecology, or in a related field preferred
- ISA Arborist, or ability to acquire within 2 years preferred

Requirements:

- Physically able to lift heavy items (up to 50 lbs.) consistently throughout a regular workday
- Comfort walking, standing for long hours, and withstanding working outdoors in all seasons
- Ability to accommodate seasonal nature of workload, including working weekends and/or evenings as needed
- Valid driver's license with six points or fewer
- Ability to or willingness to learn how to:
 - Pull a 20-25' long trailer behind a full-sized pickup truck.
 - Operate large machinery, including but not limited to skid steers, excavators, and forklifts
 - Use a variety of small power landscape tools: chainsaw, brush cutter, etc.
- Exhibit KIB's Cultural Values of *Teamwork, Accountability, Excellence, Diversity, Equity, Inclusion and Belonging, Balance, and Joy*