



Position Title	Department	Reports to
Program Manager	Urban Forestry	Executive Director
Employment Status	Term of Employment	Salary
Full Time, Exempt	40 Hours/Week	\$75,000-\$80,000

GROUNDWORK RICHMOND

Groundwork Richmond is an environmental organization that is “**Changing Places & Changing Lives**” by restoring the environment with the next generation of environmental stewards. We work with community youth to help them develop their leadership potential and to provide service-learning opportunities. We work with local partners to increase the urban tree canopy in Richmond by assessing site opportunities for new trees, canvassing neighborhoods for potential tree adopters, and conducting tree-planting events. Working collaboratively with the City of Richmond and other nonprofits, we aim to address issues such as air quality and climate change and educate our community about the importance and benefits of trees, which play a vital role in advancing our mission.

PROGRAM MANAGER - POSITION SUMMARY

We are hiring a Program Manager who is passionate about environmental and social justice issues, understands the critical role of the urban canopy in community health and well-being, and is an experienced leader.

The ideal candidate has experience in urban forestry, supervising multiple staff members in a fieldwork setting, strong writing and speaking skills, and a commitment to navigating challenges with a focus on positive change. This role entails administrative duties, supervising a team, and time spent in the community assisting with tree planting and operational management. Certified arborists are strongly encouraged to apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to, the following:

Urban Forestry Management

- Manage the overall operations of the Urban Forestry Department, including managing tree inventory, ordering and planting trees in a timely manner, keeping clear records of purchases and plantings, and coordinating plantings for the Adopt-a-Tree program
- Oversee our Workforce Development program and Tree Crew operations
- Develop tree-planting training and opportunities for workforce development participants, youth participants, new volunteers, and tree stewards
- Attend regular community meetings with key partners and City of Richmond staff
- Oversee volunteer events, including MLK Day of Service, Earth Day, and Arbor Day

Grant/Data Management

- Track and monitor all aspects of tree inventory

- Utilize multiple Urban Forest data tracking systems and train others in the software
- Manage grant deliverables in a timely manner
- Contribute to grant invoices and reports

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Three years of grant management experience in Urban Forestry or related fields
- B.A. in environmental sciences-related field and/or Certified Arborist (equal years of professional experience may be substituted)
- ISA certified or willing to become certified within year of employment
- Ability to use the G-Suite, Excel, and Microsoft Office platforms
- Must possess a valid state driver's license and a clean driving record
- Must be 21 years of age or older
- Excellent communication and interpersonal skills
- All Groundwork Richmond staff are mandated reporters and must comply with all related obligations and requirements, including background checks and fingerprinting
- Work weekends and holidays as needed

DESIRED QUALIFICATIONS

- Public speaking and presentation experience
- Ability to identify tree species and information
- Comfortable managing data collection and maintaining/updating records
- Familiarity with Restorative and Environmental Justice
- Knowledge of budgeting and fiscal management practices
- Experience in managing data and the use of Geographic Information Systems
- Proficiency in Spanish

BENEFITS

- Paid Holidays
- Health Insurance
- Vacation time accrual
- Sick time accrual

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is required to talk and hear. The employee is frequently required to use their hands to handle power tools and other heavy equipment. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required for this position include close, distance, and peripheral vision, as well as the ability to adjust focus. Ability to work in all weather conditions, outdoor parks, busy roadways, and streets. Within reason, the employee must be able to lift, push, pull, or carry objects of 50 lbs or more, use abdominal and lower back muscles to provide support over time without fatigue.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or a significant risk to their own health or safety or to the health or safety of

others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document *only* provides for an “at will” relationship. The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

**To apply for this position, please submit a resume, cover letter,
Lorena@groundworkrichmond.org**