



SPEAK FOR THE TREES Boston

TreeBoston.org | @Trees_Boston | trees@treeboston.org

Job Announcement: Program Coordinator, Teen Urban Tree Corps, Summer 2022

Founded in 2018, [Speak for the Trees](#) (SFTT) is an urban and community forestry nonprofit in Boston focused on improving the size, health, and equity of Boston's urban forest. The organization works closely with community groups and residents to transform the urban landscape, its environment, and the relationships between trees and people as a tool to improve racial, environmental, economic, and social equity in the city.

The [Teen Urban Tree Corps \(TUTC\)](#) is a youth summer employment program for approximately 20 Boston teens (ages 15-18). Through this program, teens learn about the importance of trees in their communities, engage in hands-on learning activities, and receive invaluable skills and connections in the world of urban forestry. Through workshops and field trips, teens receive basic job training in issues related to urban forestry and arboriculture, such as assessing tree health, identifying species, considering site characteristics, logging data, planting and maintaining trees, and using iTree technology. In addition, TUTC participants create urban forest plans for a small area in Boston, focusing on environmental justice communities, applying their learning to real-world issues.

Program Coordinator Responsibilities

Working under the direct supervision of the Education Coordinator with support from additional SFTT staff, the **TUTC Program Coordinator** will have primary responsibility for managing the day-to-day TUTC program. For approximately 25 hours per week, the Program Coordinator will supervise Team Leaders and TUTC youth in the field or at events. An additional 5-10 hours per week will be spent assisting the Education Coordinator on program development, curriculum planning, program coordination with SFTT staff and guest speakers, program evaluation, and networking opportunities. The Coordinator will be required to complete 2-3 weeks of training and onboarding in June in advance of the TUTC Summer Program launch in early July.

Date: May 30th, 2022 - August 19th, 2022 (some flexibility with start and end dates)

Hours per week: 30 - 35 hours/ week

Salary: \$22 - \$27 per hour

Essential Functions:

- Attend training and program development in June.
- Assist with orientation, training, and onboarding of TUTC staff members and youth.
- Lead weekly TUTC team meetings.
- Supervise the TUTC team in the field 5 hours per day, Monday through Friday.
- Establish daily objectives and day-to-day area plans.
- Mobilize, monitor, and track program progress.
- Supervise teen sign-in requirements and submit timesheets weekly and assist with additional paperwork or reporting requirements as mandated by funders.
- Meet with the Education Coordinator and SFTT staff weekly to provide updates on program progress.
- Attend and participate in educational activities, workshops, and networking events as needed.
- Collaborate with SFTT staff to assist with program evaluation.

Speak for the Trees, Boston
1452 Dorchester Ave, 4th floor
Dorchester, MA 02122
617 398 7409



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Requirements:

- Knowledge of environmental justice, arboriculture, urban forestry, and/or tree care.
- Experience supervising and/or teaching youth.
- Strong organization and project management skills.
- Experience working in diverse communities.
- Ability to work and solve problems independently.
- Strong verbal and written skills.
- Willingness to engage with residents and neighborhood representatives.
- Commitment to issues of public health, environmental justice, and racial equity.
- Ability to walk 2-3 miles per day.

Helpful Experience:

- Urban gardening, tree identification skills, or other related outdoor and environmental work.
- Fluency in a language(s) spoken by local immigrant groups is preferred. These include Spanish, Portuguese, Vietnamese, Haitian Creole, Mandarin, among other languages common in Boston.

Please Note: In order to be eligible to for a program that involves potential unsupervised contact with children, applicants will be required to undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check.

About Speak for the Trees

Speak for the Trees, Boston (SFTT) is a non-profit organization committed to improving the size and health of the urban tree canopy in Boston, especially in areas with low canopy coverage. At the core of our values is the belief that all residents deserve the multiple health, environmental, economic, and social benefits that trees provide and that all residents have the power to plant a better future for themselves and Boston. SFTT also views trees as a tool to unpack and dismantle decades of racial, environmental, social, and economic injustice. We envision a city with a healthy tree canopy, one that takes into account issues of racial, economic, and environmental inequities.

How to Apply

We are currently accepting applications. The application period will stay open until the position is filled.

Please submit the following:

1. One-page cover letter in PDF form or hard copy addressed to Eva Paradiso, Education Coordinator.
2. One-page resume with three references, either in PDF form or hard copy.

Please send resume & cover letter to:

Speak for the Trees, 1452 Dorchester Ave, 4th Floor, Dorchester MA 02122 OR

Send an email to eva@treeboston.org.

If sending by email, please include your last name and TUTC Program Coordinator in the subject.

Speak for the Trees is rooted in the values of justice, equity, diversity and inclusion and is committed to building a team that represents diverse backgrounds, perspectives, & skills. Individuals from underrepresented groups are encouraged to apply.

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