



JOB ANNOUNCEMENT

Associate Director

Founded in 2018, Speak for the Trees 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. At the core of SFTT's values is that all residents deserve the multiple health, environmental, and social benefits that trees provide and that all residents have the power to plant a better future for themselves and Boston. The work of the organization serves as a tool to begin to 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.

The Associate Director will direct and oversee programs run by the organization. Working closely with the Executive Director and program staff, they will oversee the daily operations of projects, including developing new projects and refining current projects, establishing metrics for project assessment, facilitating collaboration across the organization, and ensuring that projects are on schedule and on budget. In addition, they will seek opportunities and partnerships for new and current projects through ongoing collaboration with the city, community groups, residents, and local nonprofits.

Essential Functions:

- Oversee the daily operations of all programs
- Develop tools and metrics to measure and assess projects
- Manage and work closely with program staff and interns
- Work closely with Executive Director and Development Manager to ensure projects are on time, on budget, and meeting all grant requirements
- In collaboration with program staff and Executive Director, identify tasks and functions that could be assumed by volunteers
- Assist with communication and outreach as they relate to programs and outreach
- In collaboration with partners, identify opportunities for organizational growth and develop new projects and programs, as needed

Requirements:

- 3-5 years of relevant experience managing programs and staff around issues of environmental justice, urban forestry, and/or urban ecology
- Experience or education in the fields of environmental science, arboriculture, and/or nonprofit management
- Past work or lived experience in Boston preferred

Skills:

- Strong people and managerial skills
- Excellent communication skills
- Commitment to tree equity and social, racial, and environmental justice
- Organization and attention to detail
- Ability to take initiative and be a self-starter.
- Cultural sensitivity
- Comfort with various software platforms, Google Workspace and task management systems
- Ability to communicate in one or more non-English languages commonly spoken in Boston preferred

Salary: \$60,000 - \$70,000/year + retirement and health benefits + 15 days paid time off per year

The position is currently hybrid: the Associate Director will be expected to work from the office 3 days per week and remotely 2 days per week.

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 as a PDF or hard copy addressed to David Meshoulam, Executive Director.
2. One or two page resume that includes three references, either as a PDF or hard copy.

Please send resume & cover letter to:

Speak for the Trees,
1452 Dorchester Ave, 4th Floor
Dorchester MA 02122
OR email david@treeboston.org.

If sending by email, please include your last name and "Associate Director Job Application" in the subject line.

Questions?: Call 617-398-7409 or email David Meshoulam at david@treeboston.org

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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