



Job Announcement: Community and Events Coordinator

POSITION SUMMARY

Speak for the Trees, Boston seeks a community-driven and motivated Community and Events Coordinator to join our team. This individual will collaborate with staff to coordinate, plan, and carry out events to develop ongoing engagement to build and sustain community partnerships. This role is essential in maintaining the growth and sustainability of the organization within the community. This ideal candidate will be a detail-oriented, strong communicator with a strong background in project management, organization, and relationship building.

The organization is composed of a small staff with an office in Dorchester, MA. Employees work from the office 3 days a week and remotely 2 days per week. As a small organization on a growth trajectory, this position has potential for advancement and professional growth.

ORGANIZATION SUMMARY

Founded in 2018, Speak for the Trees, Boston (SFTT) is an urban and community forestry nonprofit in Boston. Our mission is to work together with Boston community members to plant, preserve, care and advocate for trees and to expand the tree canopy in order to rebuild resilient neighborhoods and safeguard the health of all residents, repairing historic injustices that persist today as environmental inequities in urban communities. SFTT's work is rooted in the values 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.

PRIMARY RESPONSIBILITIES

Event Planning and Implementation:

- Plan, coordinate, and implement events such as public tree plantings, community outreach programs, fundraising events, and educational workshops.
- Coordinate internal communication between staff regarding events to ensure that staff are aware of each others' events to assist in creating media and storytelling about the organization.
- Develop event concepts and themes that align with the organization's mission and goals.

- Manage pre-event logistics, including but not limited to venue selection, permitting, catering, equipment rental, vendor coordination, volunteer management, and event registration.
- Manage post-event follow-up, including collecting and reporting data and following up with attendees.

Community Engagement:

- Collaborate with appropriate staff to develop promotional materials
- Promote events through various channels, including social media, email marketing, and community partnerships.
- Collaborate with local community groups, schools, and volunteers to promote events and foster participation.
- Develop strategies to increase event visibility and attendance.
- Engage with local media to promote events and enhance visibility.

Stakeholder Collaboration:

- Work closely with staff, board members, and external partners to ensure successful event outcomes.
- Communicate with participants and volunteers before, during, and after events to enhance engagement, reflect, and improve.
- Recruit, train, and manage volunteers for events.
- Develop schedules and ensure volunteers are informed and prepared.
- Foster a collaborative environment among team members.

Sponsorship and Budget Management:

- In partnership with staff, assist in identifying and cultivating relationships with potential sponsors and partners to secure event funding and resources.
- Assist in the management of relationships with existing sponsors to ensure continued engagement.
- Assist in developing and managing event budgets, ensuring effective use of resources and solutions, and tracking expenses.

Evaluation and Reporting:

- Track and evaluate event success, gathering feedback and making improvements for future events.
- Maintain detailed records of event activities, expenses, and outcomes.
- Gather feedback and data post-event to assess success and identify areas for improvement.
- Recommend future events from staff and community feedback
- Prepare detailed reports on event outcomes, including financial performance and impact assessments that contribute to organizational goals.

Qualifications:

- Experience in Event Management, Communications, Non-Profit management, or a related field
- Understanding of event management software

- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Passion for environmental sustainability and community engagement.

Key Skills:

- Detail-oriented and problem-solving abilities.
- Creativity and innovation.
- Proficiency in Google Suite
- Ability to work independently, be self-motivated, take initiative, & work on a team.
- Proficiency in language other than English, especially one spoken in Boston, is preferred but not required.

Salary and Benefits:

\$55,000 – \$65,000 / year

Benefits:

- Competitive salary and benefits package.
- Health and dental
- Retirement benefits
- Generous time off policy
- Collaborative and supportive work environment.
- Professional development opportunities.

How to Apply:

We are currently accepting applications and will fill the position as soon as possible. The application period will stay open until the position is filled.

Please submit the following:

- One-page cover letter
- One-page resume with three references:

Via an email to Jerel Ferguson, Director of Community Outreach, jerel@treeboston.org. If sending by email, please include your last name and Community and Event Coordinator in the subject line.

OR

Mail a hard copy to Speak for the Trees, 60 Clayton Street, #201 Dorchester, MA 02122

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, and skills. Individuals from underrepresented groups are encouraged to apply.